

# **ROTARY INTERNATIONAL DISTRICT 5340 YOUTH PROTECTION POLICY**

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# ROTARY INTERNATIONAL DISTRICT 5340

## YOUTH PROTECTION POLICY

### ARTICLE 1. ROTARY'S STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International and Rotary International District 5340 strive to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotary members, their partners, and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual, and psychological abuse and neglect.

### ARTICLE 2. DEFINITIONS

The following definitions apply to this District 5340 Youth Protection Policy.

- **AB 506** — California Assembly Bill 506, effective January 1, 2022, (formally referred to as California Business and Professions Code §18975). AB 506 implements new background check requirements and training standards for Mandated Reporters and Volunteers serving in California “youth service organizations” such as the District or “youth recreation programs” such as a Rotary Youth Program. AB 506 also requires a Youth Service Organization to develop and implement child abuse prevention policies and procedures. The provisions of AB 506 are intended to provide a safe environment for the youth Rotarians serve, to prevent child abuse and neglect, and to provide a framework for reporting known, suspected, or alleged incidents of child abuse and neglect.
- **Abuse and Neglect** — Definitions of what constitutes abuse and neglect can be found in Exhibit B to this YPP.
- **Adult** — a person 18 years of age or older.
- **Blue Print** — [Indicates mandatory Policy language and requirements for Youth Exchange Volunteers that follows Rotary’s certification requirements for Rotary Youth Exchange.](#)
- **Child, Children, Minor, or Youth** — A person or persons under 18 years of age.
- **District** — Rotary International District 5340 which is one of the member districts of RI. The District is a “youth service organization” as that term is defined in AB 506.
- **IntelliCorp background check** — A background check, in addition to a Live Scan background check, that a YE Volunteer in must complete in accordance with the requirements of Rotary Youth Exchange.
- **Live Scan background check** — The fingerprint-based background check required of all Volunteers by AB 506 and California Penal Code §11105.3 (referred to in AB 506).
- **Mandated Reporter** — A Volunteer whose District or Club responsibilities as a Rotary Youth Program administrator qualifies them as a “mandated reporter” pursuant to AB 506 and California Penal Code §11165.7 (referred to in AB 506). In the context of District Rotary Youth Programs, Mandated Reporters include the following:
  - The District Governor
  - The District Youth Services Chair

- The District Youth Protection Officer
- The chair of each Rotary Youth Program
- The committee members of each Rotary Youth Program
- Any person specifically designated by a Rotary Youth Program as a Mandated Reporter and who, after being personally notified, agrees to act as a Mandated Reporter.

— Mandated Reporters are obligated under California law to report all known, reasonably suspected, or alleged incidents of child abuse and neglect to the appropriate local law enforcement or child welfare agency.

- **Participant** — Anyone who participates in a Rotary Youth Program, whether a child or an adult.
- **Rotarian** — A member of a Rotary club.
- **Rotary Club or Club** — A Rotary Club belonging to the District.
- **Rotary International, RI, or Rotary** — Rotary International, of which the District is a member, is the oldest nonpolitical international service organization in the world. Rotary provides worldwide assistance and support for the following causes: Promoting peace; fighting disease; providing clean water, sanitation, and hygiene; saving mothers and children; supporting education; growing local economies; and protecting the environment.
- **Rotary Youth Program** — Without limitation, the following programs and activities are Rotary Youth Programs: Youth Exchange; RYLA; LEAD; Model UN; Interact; Rotaract; Four-Way Test Speech Contest; any other Rotary Youth Program or activity sponsored, in any manner, by a Club, the District, or Rotary International (intended in the broadest sense); and any youth program or activity not sponsored by Rotary but in which the District, a Club, or any Rotarian participates as a representative of Rotary.
- **Volunteer** — In the context of participation in any Rotary Youth Program, any Adult who volunteers in a Rotary Youth Program and who fits into any of the following categories.
  - A “regular volunteer,” as defined in AB 506, i.e., “a volunteer with the youth service organization who is 18 years of age or older and who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.”
  - A Mandated Reporter.
  - An Adult who has supervision of, or is in charge of, children other than their own, regardless of the amount of time spent in such an activity.
  - An Adult who transports children other than their own, regardless of the amount of time spent in such an activity, provided the transportation is planned in whole or in part by the Rotary Youth Program or if the Rotary Youth Program has oversight of the transportation.
  - A YE Volunteer.
  - Any person specifically designated by a Rotary Youth Program as a Volunteer and who, after being personally notified, agrees to act as a Volunteer.

— In the context of participation in any Rotary Youth Program, the following individuals are not usually considered to be Volunteers.

- Individuals/parents/guardians who are merely attending events as spectators or guests, including fundraisers, ceremonies, projects, or meetings.
- Individuals/parents/guardians who organize solely amongst themselves to carpool without any Rotary Youth Program oversight or involvement in the planning.
- Individuals/parents/guardians providing minimal assistance at an event on an infrequent basis, such as assisting with clean-up after an event.

- If you are unsure whether you or someone else qualifies as a Volunteer, please check with the Rotary Youth Program’s chair, committee member(s), or any other Mandated Reporter.

— A Volunteer is not, per se, a Mandated Reporter. However, a Volunteer in any Rotary Youth Program must immediately report any known, reasonably suspected, or alleged incidents of child abuse and neglect to a District Mandated Reporter (e.g., the chair or any committee member administering the Rotary Youth Program in which the Volunteer is participating).

- **Youth Certified (“YC”)** — A designation conferred by the District on a Volunteer who is both qualified and approved to participate in a Rotary Youth Program. The steps to become YC can be found below in Article 5.
- **Youth Exchange Volunteer (“YE Volunteer”)** — A Volunteer who has been approved by the District, according to the provisions below in Article 5, to take part in the Rotary Youth Exchange program, and who will have direct or indirect, supervised, or unsupervised, contact with youth participants.
- **Youth Protection Policy (“YPP”)** — The District 5340 Youth Protection Policy as may be amended from time to time.
- **Youth Service Organization** — Any organization that utilizes persons who, due to their relationship with the organization, are mandated reporters. Each Rotary Youth Program is a Youth Service Organization as that term is used in AB 506.

### **ARTICLE 3. ORGANIZATION AND LIABILITY INSURANCE**

The District is organized as a 501(c)(4) social welfare organization. This entity has been formed under the laws of the State of California and its status is confirmed from time to time as legally required.

The District carries liability insurance with appropriate coverage and policy limits through Rotary International (“RI”). The policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, its Clubs, Rotarians, or participants. From time to time, the District may carry additional liability insurance as the District determines to be in the best interests of the District, Clubs, Rotarians, and participants.

### **ARTICLE 4. SUPERVISION, CONTROL, AND COMPLIANCE**

District Governor is responsible for supervision and control of all Rotary Youth Programs in the District. The District Governor may appoint a Youth Protection Officer and/or a District Youth Protection review committee to do the following.

- Review District 5340 Youth Program Volunteer Applications and notify applicants (i) if they are YC and are able to work with Minors in Rotary Youth Programs or (ii) if they are not able to be YC and how they can challenge the District’s decision.
- Review, evaluate, and report known, suspected, or alleged incidents of child abuse and neglect.
- Review and revise the Youth Protection Policy.

The District will monitor all Clubs and Volunteers participating in District Rotary Youth Programs to ensure that they comply with the YPP. The District will monitor all Clubs participating in Rotary Youth Exchange to ensure that they comply with Rotary Youth Exchange certification requirements.

As required by AB 506, it is the express requirement of this YPP that each Rotary Youth Program will, to the greatest extent possible, have at least two mandated reporters present whenever administrators, employees, or volunteers are in contact with, or supervising, children.

It is the express requirement of this YPP that each Rotary Youth Program will, to the greatest extent possible, have at least two Adults present, at least one of which is a YC Volunteer, whenever an adult is in contact with, or supervising, children.

All Clubs that participate in any District Rotary Youth Program must provide the District with a completed copy of the District 5340 Affidavit of Club Compliance (attached as Appendix A). The District 5340 Affidavit of Club Compliance will be effective only for the Rotary year specified therein.

All clubs that participate in Rotary Youth Exchange must provide the District with a copy of the following for review and approval:

- A signed compliance statement that the club is operating its program in accordance with District and RI policies
- Confirmation that volunteers will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted and clearance for unsupervised contact with program participants has been issued
- All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites
- Any club youth protection training materials

## **ARTICLE 5. VOLUNTEER SELECTION, SCREENING, AND APPROVAL**

RI and the District will not tolerate any form of abuse or harassment. RI and the District prohibit Rotary membership and prohibit participation in any Rotary Youth Program of any person who has admitted to, been convicted of, or otherwise been found to have engaged in any form of abuse, neglect, or other act that violates the accepted standard of behavior in the community. Therefore, all persons interested in taking part in any Rotary Youth Program must meet RI and District eligibility requirements.

The District will maintain confidential records of individuals prohibited from contact with youth and make sure that these prohibitions are implemented consistently throughout the District from year to year.

People who are prohibited from working with youth also may not serve as a District or Club chair of any Rotary Youth Program, as a District or Club Rotary Youth Program committee member, as a District or Club Rotary Youth Program participant, as the District Youth Protection Officer, or in any other District or Club role related in any way to a Rotary Youth Program or in which role they or might have contact with a child or children.

If a person is accused of any form of abuse or neglect and either law enforcement's investigation is inconclusive or law enforcement declines to investigate, additional safeguards are necessary to protect any Rotary Youth Program participants with whom the accused may have future contact, as well as the accused. A person who has been cleared of charges may apply to be reinstated as a Rotary Youth Program Volunteer. Reinstatement is not a right, and reinstatement to a former position is not guaranteed.

Every Volunteer who works with Minors in California is required by law to (1) take training in protecting Minors from abuse and neglect and (2) have a Live Scan (fingerprint) background check. In addition, the District requires a Volunteer to submit a Volunteer Application. When you have accomplished all three of these requirements, the District will notify you either (i) that you are YC and are able to work with Minors in Rotary Youth Programs or (ii) that you are not YC and how you can challenge the District's decision.

### **Instructions for all Volunteers to Become YC**

***Every Volunteer must complete all 3 steps below to become YC.*** The steps may be completed in any order or simultaneously, but the YC date, for all purposes, will be the date the Live Scan background check was completed successfully.

#### **Step 1 – Complete the Application**

[Click here](#) to download the District 5340 Youth Program Volunteer Application and complete it on your computer. Print the completed Application, sign it, scan it to a PDF file, and email the PDF to [YPO@Rotary5340.org](mailto:YPO@Rotary5340.org).

#### **Step 2 – Take the Online Training**

California law requires every Volunteer in a Rotary Youth Program to have training on how to recognize child abuse and neglect and to have training on how to report known, suspected, or alleged incidents of child abuse and neglect. The online training is free and can be reviewed at any time. The online training is through the California Department of Social Services. The particular training course you must take is determined by your level of involvement in Rotary Youth Programs.

- Volunteers who participate in but do not organize and/or administer Rotary Youth Programs (e.g., RYLA Facilitators, YE Volunteers, Interact Advisors, or school reading program volunteers) must take the CA Volunteer training. Go to <https://mandatedreporterca.com>; click on Register/Sign In; click on Sign Up; click on Volunteers; click on Next; finish the registration process; and complete the Volunteers training. You will receive a Certificate upon completion of the training. **Email your Certificate to the District Youth Protection Officer at [YPO@rotary5340.org](mailto:YPO@rotary5340.org).**
- Volunteers who are organizers and/or administrators of Rotary Youth Programs (e.g., District or club committee members for RYLA, YE, Interact, or school reading programs) are Mandated Reporters and must take the CA Mandated Reporter training. Go to <https://mandatedreporterca.com>; click on Register/Sign In; click on Sign Up; click on General Training; click on Next; finish the registration process; complete the General Training; and take the test. You can download a Certificate upon passing the test. **Email your Certificate to the District Youth Protection Officer at [YPO@rotary5340.org](mailto:YPO@rotary5340.org).**

### Step 3 – Get a Live Scan Background Check

California law requires every Volunteer in a Rotary Youth Program to have a fingerprint-based Live Scan background check to protect the participating Minors. A Volunteer's fingerprints will be sent to both the CA Department of Justice ("DOJ") and the Federal Bureau of Investigation ("FBI") to check the Volunteer's criminal history records. A report of both investigations is generally available within 48 hours and will be kept by the DOJ. The District will have access to the report but will not keep any information locally except for the date of the report. There is a procedure for prospective Volunteers to challenge results that do not appear to be accurate or complete.

- [Click here](#) to download the DOJ Request for Live Scan Service Form BCIA 8016.
- **Complete only the Applicant Information section of the Form (ignore the Billing Number and Misc. Number), sign the form, and date the form.**
- **Do not modify any other information on the Form.**
- Because Rotary is a not-for-profit organization, the DOJ waives its fee for the background check. The FBI criminal history records check fee is \$15. The total fee you should pay at the time your fingerprints are taken is \$15 plus the fee charged by the Live Scan operator you select. Live Scan operator fees are not set by law and may vary widely. Typical fees in San Diego are \$20 to \$30 but may be twice that or more. It is advised that you call ahead to verify the fee that will be charged. To locate a Live Scan operator whose fees you are willing to pay, go to <https://oag.ca.gov/fingerprints/locations>, click on your county, search for \$20, then \$21, then \$22, etc., until you find a location and fee that meet your needs.
- Take page 1 of the Form to the Live Scan operator of your choice along with your Driver's License and method of payment. Some Live Scan operators require cash for some or all of the payment, so check before you go. You must go to a Live Scan Operator located in the State of California. Out of state Volunteers must come to California to have their fingerprints taken even though their state may have Live Scan operators.

### Additional Instructions for YE Volunteers Only

All Rotarian and non-Rotarian YE Volunteers who have direct or indirect supervised or unsupervised contact with youth participants must:

- Take all actions necessary to apply to be a YE Volunteer as required by Rotary Youth Exchange and the District Youth Exchange Committee
- Complete all three required steps above and be approved as a YC Volunteer on an annual basis
- Complete a YE Volunteer application form
- In addition to the Live Scan background check required of all Volunteers, YE Volunteers must have an IntelliCorp background check
  - You will need to have your driver's license, Social Security Number, and a credit card before beginning this process
  - The typical cost is around \$15 but may be higher depending upon which jurisdictions' records must be reviewed
  - Click on the IntelliCorp background check link, <https://youthcertify.candidatedirect.net>, and enter the following password: **rotary5340** (all small case)
  - Follow the online instructions to authorize your background check and to make secure payment
  - Select the "return results to me" option, as that will let you review your results

- The District only receives an automatic pass or no pass notification regarding the background check and does not see the results
- Be interviewed, preferably in person
- For Youth Exchange host families, the interview determines suitability and should demonstrate:
  - Commitment to the safety and security of students
  - Appropriate motives for hosting a student consistent with Rotary's ideals of international understanding and cultural exchange
  - Financial ability to provide adequate accommodations (room and board) for the student
  - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Provide a list of personal references with contact information (references may not include family members and no more than one Rotarian)
- Be approved as a YE Volunteer by the District Youth Exchange Committee
- Comply with RI and District guidelines for the Youth Exchange program

Youth Exchange host families must also:

- Undergo announced and unannounced home visits both before and during the placement
- Home visits must be conducted during each year the family participates, even for repeat host families
- **Note:** All full-time or part-time adult residents of the host home, including children of the host family, other members of the extended family, guests, renters, household staff, etc., must meet all selection and screening guidelines (i.e., be certified by the District as a YE Volunteer)

Youth Exchange students must be appointed a Rotarian counselor who has been certified by the District to be a YE Volunteer and:

- A counselor must not hold a role of authority over the student's exchange (for example, a member of a student's host family, school principal, club president, or District or club Youth Exchange officer)
- Counselors must be able to respond to any problems or concerns that may arise, including known, suspected, or alleged instances of any kind of abuse, neglect, or harassment.

### **Expiration and Renewal of YC Status or YE Volunteer Status**

- The YC status of a Volunteer, including a YE Volunteer, will expire 5 years after the most recent date of becoming YC. To renew their status as YC, a Volunteer must complete all three of the steps above for Volunteers to become YC (i.e., submit a new District 5340 Youth Program Volunteer Application, submit a Certificate after retaking the online training through the California Department of Social Services, and have a Live Scan FBI background check).
- Status as a YE Volunteer, for all purposes, will expire on the earlier of the date the YE Volunteer's YC status expires or 1 year following the date the most recent Intellicorp background check was passed. To renew their status as YE Volunteer, a Volunteer, must be a YC Volunteer and complete all of the additional requirements to be approved as a YE Volunteer by the District Youth Exchange Committee (including having an IntelliCorp background check).



## How to Determine if You Are Able to Participate in a Rotary Youth Program

- If you are a Volunteer in any **Rotary Youth Program or activity except Youth Exchange** (e.g., RYLA, LEAD, Model UN, Camp Enterprise, Interact, Rotaract, 4-Way Test Speech Contest, school reading or other enrichment programs, etc.), then **you must be YC and your DOJ and FBI background check must have been completed within the 60 month period immediately preceding each day of participation in the Rotary Youth Program or activity.**
- If you are a Volunteer in **Youth Exchange**, then (1) **you must be YC, and your Live Scan DOJ and FBI background check must have been completed within the 60 month period immediately preceding each day of participation in Youth Exchange and (2) your IntelliCorp background check must have been completed within the 1 year period immediately preceding each day of participation in Youth Exchange.**
- **You can see if you are YC and when you completed the last background check(s) by doing the following:** Go to the District [website](#) and click on "[Member Login](#)" (upper right corner); enter your "Login Name" and "Password" (if you don't know them, follow the instructions for "Forgot login name?" and/or "Forgot password?"); click "Login"; click "Member Area" (upper right corner); in the blue menu bar select "Documents"; in the grey menu bar select "Documents"; select the "Youth Certification" folder; and select the "Youth Certification Spreadsheet" to see your status.

## **ARTICLE 6. ROTARY YOUTH EXCHANGE SELECTION AND SCREENING OF YOUTH**

All students interested in the District 5340 Youth Exchange program must meet District guidelines and:

- Complete a written application
- Be interviewed by the sending club and/or district
- Attend and participate in all club and District orientation and training sessions

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or District level to determine the student's suitability to participate in the program.

## **ARTICLE 7. YPP AND ROTARY YOUTH PROGRAM TRAINING**

The District and Clubs will provide YPP training. The District Governor will appoint a District Youth Protection Officer to foster safe operations across all Rotary Youth Programs and to conduct YPP training sessions at the District level. Each Club president will appoint a Club Youth Protection Officer to foster safe operations across all Club youth activities and to conduct YPP training sessions at the Club level.

The District and Clubs will provide information on Rotary Youth Programs. The District Governor will appoint a District committee chair for each District Rotary Youth Program to foster its safe operation and to conduct program training sessions for Volunteers. Each Club president will appoint a Club committee chair for each Rotary Youth Program the Club participates in who will foster safe operation of the Rotary Youth Program and to conduct program training sessions, as appropriate, for Volunteers.

The District 5340 Youth Exchange program must provide youth-protection training and information to all students and volunteers. District 5340 will conduct the training sessions. District 5340 will:

- Adapt Rotary’s Youth Protection Guide to reflect District guidelines, information on local customs and culture, and legal requirements
- Develop a schedule that specifies who will be trained, how often, and in what formats
- Conduct specialized training for those involved in Youth Exchange:
  - District governor
  - District Youth Exchange officer and committee members
  - Club Youth Exchange officer and committee members
  - Rotarian counselors
  - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or District events
  - Host families
  - Students (outbound and inbound)
- Maintain records of participation

## **ARTICLE 8. ALLEGATION RESPONSE AND FOLLOW-THROUGH**

The District takes all allegations of abuse or neglect seriously and will handle them in accordance with the District 5340 Abuse and Neglect Allegation Reporting Guidelines (attached as Appendix B).

If an allegation of abuse or neglect is made, immediately take action to protect the alleged victim and remove the alleged offender from all contact with Rotary Youth Program participants.

Any allegation of abuse or neglect must be reported to the District within 48 hours of the report as follows.

- Complete the District 5340 Incident Report Form (Appendix C) at the time the allegation is made. If the Form is not readily available, gather incident information in writing and transcribe the information to the Form as soon as practicable.
- Personally deliver the District 5340 Incident Report Form to the District Governor, the District Youth Protection Officer, or the District Youth Services Chair.
- If personal delivery is impractical, scan the District 5340 Incident Report Form to a PDF file and email the file to both of the following: [district@rotary5340.org](mailto:district@rotary5340.org) and [ypo@rotary5340.org](mailto:ypo@rotary5340.org).

The District will cooperate with all law enforcement agencies, child protective services, and legal investigations. The District will not interfere with official investigations when conducting its own independent review.

The District should appoint a Youth Protection Officer to advise it and its Clubs on abuse and neglect prevention and to help manage risks and any crises that affect the safety of youth. The Youth Protection Officer should have professional experience in counseling, social work, law, law enforcement, or child development, and may or may not be a Rotary member.

The District may appoint a District YPP review committee to evaluate and review files, policies, and allegations regularly.

The District should develop a Crisis Management Plan as outlined in Rotary’s Youth Protection Guide.

## **ARTICLE 9. TRAVEL BY YOUTH**

Youth travel outside of the community must comply with RI and District youth protection policies.

For all youth travel sponsored by the District or its clubs, before departure, the District must:

- Obtain written permission from the parents or legal guardians of all Rotary Youth Program participants
- Give parents or legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information
- Recommended but not required: when traveling more than 150 miles, or 240 kilometers, from the home residence or out of the home country, verify that program participants have adequate insurance, including benefits for medical service, emergency medical evacuation, repatriation of remains, and legal liability in amounts satisfactory to the club or District that is organizing the activity or event, with coverage from the participants' departure until their return
- If travelling out of the United States, verify the following:
  - The program participants have all documentation legally required for entry into and departure from the country or other jurisdiction to which the participants are travelling.
  - The program participants have all documentation legally required to reenter the United States.
- In addition, for Youth Exchange travel outside of students' host communities or that is not customarily a part of the exchange program, either with their host families or to attend Rotary events, the District shall receive authorization from the sending district in advance

## **ARTICLE 10. DISTRICT 5340 YOUTH EXCHANGE ADMINISTRATION**

The District 5340 Youth Exchange program, in collaboration with participating clubs, must also:

- Confirm that all inbound students have at least the minimum insurance that is required by the Rotary Code of Policies (Because the host district must be able to arrange immediate and emergency medical attention when it is needed, it must be satisfied that the student's coverage is adequate)
- Store participant and volunteer records securely at the District Office, or such other secure location as may be determined by the District Governor, for a period of not less than three years after participation, in accordance with all applicable privacy laws
- Provide each student with a list of local services (rape and suicide crisis hotlines; alcohol and drug awareness programs; relevant law enforcement agencies; Lesbian, Gay, Bisexual, Transgender, Queer services; etc.). This list must also include the following contacts:
  - For inbound students: host Rotary counselor, host club president, host district Youth Exchange chair, host district governor, and at least two nonmember resource people (one male and one female) who are not related to each other and do not have close ties to the host families or the Rotary counselor and who can help the students with any problems

- For outbound students: sending Rotary counselor, sending club president, sending district Youth Exchange chair, sending district governor
- Complete an annual survey reporting on program activity for RI
- Provide a 24-hour emergency contact phone number to students
- Report all incidents (including abuse or harassment allegations, accidents, crimes, early returns, and death) that involve Youth Exchange students to RI staff (youthprotection@rotary.org) within 72 hours of learning of the incident
- Prohibit any unauthorized exchange activity, such as sending a student on exchange outside of the Rotary Youth Exchange program or outside of the district certification structure
- Develop contingency hosting plans that list prescreened families. Establish the criteria and procedures for removing a student from the host family. Arrange for temporary contingent housing in advance.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students as a condition of sending students on an exchange.
- Have long-term program participants stay with multiple host families, if possible. It is recommended that they be placed with three host families during their exchange. If circumstances prevent multiple host family placements, the sending and the host district must agree and must inform the student's parent or legal guardian in advance. At least one backup host family must be available.
- Request a monthly report from each inbound and outbound program participant that includes information on their current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange committee can review the reports and assist program participants as needed.

**APPENDIX A – DISTRICT 5340 AFFIDAVIT OF CLUB COMPLIANCE**

The Rotary Club of \_\_\_\_\_ hereby affirms that:

- This District 5340 Affidavit of Club Compliance is effective for Rotary year 20\_\_\_\_ - 20\_\_\_\_.
- It will follow the policies and procedures of Rotary International and Rotary International District 5340 when working with any Youth Exchange activity, Rotary Youth Program, or youth event.
- This undertaking is a requirement for its participation in the Youth Exchange program or any other Rotary affiliated youth event, activity, or program, whether organized and/or sponsored by Rotary International, District 5340, a Rotary Club, or a non-Rotarian. Should the Rotary Club cease to follow said policies and procedures, then the permission of District 5340 to participate in all such events, activities, and programs is immediately withdrawn and the Rotary Club will immediately cease all participation.
- Should permission be withdrawn because of non-compliance, any participant or student involved with or being hosted by said Rotary Club will, in the sole discretion of District 5340, either be referred or transferred to another Rotary Club that is in compliance or be sent home with the appropriate notice and explanations to the sponsoring parties, including any sponsoring Rotary District. If there are costs involved with these events that are not normally associated with the relationship, these costs will be borne by the defaulting Rotary Club.

This affidavit is signed at \_\_\_\_\_, California, on \_\_\_\_\_, 20\_\_\_\_  
and is effective for the entire Rotary year designated above, unless revoked in writing prior to the end of the designated Rotary year by either District 5340 or the Rotary Club.

\_\_\_\_\_  
President or President-Elect

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Club Youth Protection Officer

## APPENDIX B – DISTRICT 5340 ABUSE AND NEGLECT ALLEGATION REPORTING GUIDELINES

Statement of Conduct for Working With Youth: The district strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and psychological abuse.

No tolerance for any abuse or harassment: Rotary International and its districts are committed to protecting the safety and security of all Rotary Youth Program participants and will not tolerate abuse or harassment. All allegations will be taken seriously and must be handled within the following guidelines.

**The safety and well-being of program participants must always be top priority.**

### DEFINITIONS

**Emotional, psychological, or verbal abuse** — The use of fear, humiliation, or verbal assault to control the behavior of another. Examples include rejecting the person, preventing them from developing normal social relationships, and making derogatory statements about their race, religion, abilities, intellect, tastes, or personal appearance.

**Neglect** — Failure to provide the food, shelter, medical care, or emotional care that is necessary to a person's well-being.

**Physical abuse** — Physical contact intended to cause pain, injury, or other physical suffering or harm.

**Sexual abuse** — Includes any of the following:

- Engaging in or arranging implicit or explicit sexual acts
- Pressuring someone to perform a sexual act alone, or sexually engaging directly with another person of any age or gender through force or coercion, or with anyone who is unable to give consent
- Any sexual activity between a legal adult and a minor or Rotary Youth Program participant
- Any nonconsensual sexual activity between peers, is considered sexual abuse
- Offenses that don't include touching, such as voyeurism, indecent exposure, stalking, electronic harassment, or showing youth sexual or pornographic material
- Sexual harassment such as any of the following:
  - Sexual advances
  - Requests for sexual acts
  - verbal or physical conduct of a sexual nature that is unwanted or directed at someone who is unwilling or unable to consent
  - Sexual epithets or jokes
  - Written or spoken references to sexual conduct
  - Gossip about one's sex life
  - Comments about a person's sexual activity, deficiencies, or prowess
  - Giving private or secret gifts
  - Verbal abuse of a sexual nature
  - Display of sexually suggestive objects or images

- Sexual leering or whistling
- Inappropriate physical contact, such as intentionally brushing against a person
- Obscene language or gestures
- Suggestive or insulting comments
- In some cases, sexual harassment precedes other forms of sexual abuse and is used by sexual predators to desensitize someone or accustom them to inappropriate behavior

## RECEIVING A REPORT OF ABUSE OR NEGLECT

Any adult to whom a program participant reports known, reasonably suspected, or alleged abuse or neglect must:

- **Protect each involved child.** Ensure the safety and well-being of each affected child by removing him or her from the situation immediately and preventing all contact with the alleged abuser or neglecter. Reassure the child that this is for his or her safety and is not a punishment.
- **2-deep leadership.** If at all possible, have 2 Volunteers, preferably one Mandated Reporter, present when the report is taken. If a second Volunteer is unavailable ask any other adult to be present. This is for the protection of the program participant and the Volunteers taking the report.
- **Listen attentively and stay calm.** Acknowledge that it takes courage to report abuse or neglect. Be supportive, but remain neutral; do not express shock, horror, or disbelief
- **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse or neglect to make it stop and to prevent it from happening to others.
- **Get information, but don't interrogate the participant.** Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that they did the right thing in telling you. Avoid asking why questions, which may be interpreted as questioning the young person's motives, implying they are at fault, or suggesting that you don't believe them. Remember that your responsibility is to report this information to the proper authorities.
- **Be nonjudgmental and reassuring.** Avoid criticizing anything that has happened or anyone who may be involved — even the accused, because it could be someone the accuser cares about. It is especially important not to blame or criticize the young person. Emphasize that it was not their fault and that they were brave and mature to come to you.
- **Be patient and understanding.** A person who has experienced trauma might find it difficult to talk about the details of their experience. Encourage them to report as much as they can or as they feel comfortable discussing. Try to minimize any need for them to explain their experience again.
- **Document the allegation.** Document the allegation as soon after the report as you can. Take confidential notes that include details such as dates, times, and locations the young person references. Try to use the young person's exact words. Record the conversation if the young person will agree to the recording. If possible, complete the District 5340 Incident Report Form

(see Appendix C) at the time the allegation is made. If the Form is not readily available, gather the information in writing and transcribe the information to the Form as soon as practicable.

## **RESPONDING TO AN ALLEGATION**

The following steps must be taken immediately after alleged abuse or neglect is reported. Some steps may be performed by any Rotary Youth Program Volunteer. Others, as specified, should be performed by a Mandated Reporter.

### **1. Protect the young person.**

Ensure the safety and security of the young person by removing them from the situation immediately and preventing all contact with the alleged abuser or neglecter. Reassure the young person that this is for their safety and is not a punishment.

[Follow district-established criteria and procedures for removing a Rotary Youth Exchange student from a host family if the student makes an allegation against a host family member. Move the student to another host family that was screened in advance.](#)

Take immediate action to safeguard the young person's health and well-being, and get them medical or psychological care, if necessary. If both the person who reported the problem and the person who is accused are young people, provide support to both of them.

### **2. Remove the accused person from contact with youth.**

District 5340, through the Rotary Youth Program Mandated Reporter(s) and/or Volunteer(s) will remove the alleged offender from all contact with all Rotary Youth Program participants until the matter is resolved.

### **3. Report the allegations to appropriate authorities.**

Immediately report all allegations of abuse or neglect — first to the law enforcement agencies listed below in this Section 3 for investigation and then to club and district leaders. The investigation of alleged abuse or harassment must be left entirely to law enforcement agencies. All investigations must be conducted by authorities that are not affiliated with Rotary.

In an emergency where outside intervention is immediately required to protect the health and welfare of any person, call 911 and summon law enforcement authorities and/or emergency medical services to the location(s) where they are needed.

In most situations, the primary Rotary contact is the chair of the Rotary Youth Program who will contact, be the liaison to, and seek guidance from the appropriate agencies. If this individual is unavailable or if the allegation involves this individual, the following persons should be the primary Rotary contact in the order named, as available: The District Governor, the District Youth Protection Officer, any other Mandated Reporter (preferable a Mandated Reporter participating in the Rotary Youth Program).



If the report cannot be made to a Mandated Reporter immediately, then the Volunteer must contact the appropriate local law enforcement agency for investigation, and then notify the appropriate Mandated Reporter as soon as possible for follow-through.

District 5340 will cooperate with police or legal investigations.

District 5340 has researched local, state, and national laws related to youth protection, including reporting allegations, and notes the following legal requirements of which all Volunteers must be aware:

- Report known, reasonably suspected, or alleged child abuse or neglect in San Diego County to the **Child Abuse Hotline at 1(800) 344-6000**. If the alleged abuse or neglect occurred in another county, find the correct child abuse or neglect reporting telephone number at <https://www.cdss.ca.gov/reporting/report-abuse/child-protective-services/report-child-abuse>.
- Report all known, reasonably suspected, or alleged abuse or neglect to law enforcement. The appropriate law enforcement agency will depend upon the location of the purported abuse or neglect. The correct agency may be the local City Police Department or the County Sheriff's Department. If in doubt, call 911. The allegation should be reported in the jurisdiction where the alleged abuse took place, NOT the location where the student may be at the time of making the allegation to an adult.
- District 5340 believes the training, background check procedures, and implementation of its Youth Protection Policy follows all legal and law enforcement requirements, and that the Youth Protection Policy meets all law enforcement reporting requirements.

#### **4. Avoid gossip and blame.**

Do not tell anyone about the allegation other than those who need to know. Take care to protect the rights of everyone who is involved during the investigation.

District 5340 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures:

- Rotarians must not tell anyone about the allegations or report other than those required by the guidelines.
- Minimizing, to the extent possible, the number of persons involved in the investigation(s) conducted by law enforcement and other government agencies.
- Emphasizing in training the conditions of "innocent until proven guilty" and the importance of maintaining the privacy of both the alleged victim and the accused
- Limiting to no more than two the Rotarians reviewing the background check information (secured by an outside source)
- Confirming the reliability of the contract services used for background checks to ensure they have privacy policies and procedures in place
- Keeping records in a secure location with access limited to those with a need to know.

## ALLEGATION REPORTING TO ROTARY

The following steps must be taken immediately after receiving an allegation report of abuse or neglect. The steps will be performed by any program Volunteer or by a District Mandated Reporter, as specified.

Any allegation of abuse or neglect received by a Volunteer must be reported to District 5340 not later than 48 hours after receiving the report as follows.

- If not already done, the person receiving the report will complete the District 5340 Incident Report Form at the time the allegation is made. If the Form is not readily available, the incident information will be recorded in writing and will be later transcribed to the Form as soon as practicable.
- The person receiving the allegation must personally ensure that one of the following is done:
  - Personally deliver the District 5340 Incident Report Form to the District Governor, the District Youth Protection Officer, or the District Youth Services Chair.
  - If personal delivery is impractical, scan the District 5340 Incident Report Form to a PDF file and email the file to both of the following: [district@rotary5340.org](mailto:district@rotary5340.org) and [ypo@rotary5340.org](mailto:ypo@rotary5340.org)

A District Mandated Reporter must inform RI of the allegation within 72 hours and provide ongoing status reports. The initial report to RI can be made via online report, phone call, or email. Specific instructions for each method appear at <https://ri.i-sight.com/portal>.

District 5340 will ensure that the program participant's parents or legal guardians have been notified and offer the Youth an independent, non-Rotarian counselor to represent his or her interests.

If law enforcement agencies will not investigate, or if the investigation is inconclusive, the District Governor will appoint a District review committee to coordinate an independent review to ensure that District youth protection policies were followed, confirm that youth safety was the highest priority, and determine any necessary modifications to District procedures. This review is not responsible for determining the validity of any allegations; that can only be done by youth protection agency personnel or trained law enforcement professionals.

If law enforcement has found the allegations to be noncriminal, the District Governor is responsible for contacting the alleged offender. The District Governor may delegate this task to a District youth protection officer or the District review committee.

District 5340 will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

District 5340 will document all accusations of inappropriate behavior and the actions taken to resolve the situation, so that patterns of inappropriate behavior are identified and addressed.

**APPENDIX C – DISTRICT 5340 INCIDENT REPORT FORM**

(Attach additional sheet(s) if necessary)

**This form MUST be received by Rotary International District 5340 within 48 hours of incident.** The person receiving the allegation must personally insure that one of the following is done: **(1)** The Form is personally delivered to the District Governor, the District Youth Protection Officer; or the District Youth Services Chair; or **(2)** if personal delivery is impractical, the Form is scanned to a PDF file and the file is emailed to both of the following: [district@rotary5340.org](mailto:district@rotary5340.org) and [ypo@rotary5340.org](mailto:ypo@rotary5340.org).

**CONTACT INFORMATION FOR ALLEGED VICTIM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Current age: \_\_\_\_\_ Date of birth: \_\_\_\_\_  Male  Female

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Activity:  Youth Exchange  RYLA  LEAD  Model UN  Interact  Other: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_

Address if different: \_\_\_\_\_

Parent or Guardian phone number(s): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Association with Rotary, if any: \_\_\_\_\_

**INCIDENT DESCRIPTION**

Incident Date(s): \_\_\_\_\_

Age of alleged victim at the time of the incident: \_\_\_\_\_

Location(s) where incident took place: \_\_\_\_\_

Circumstances and nature of alleged misconduct including the frequency and duration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there other relevant evidence (e.g., photos, documents, recordings, witness statements)  Yes  No

If yes, what and where is it (attach if possible) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SAN DIEGO COUNTY CHILD ABUSE HOTLINE: 1(800) 344-6000**

**CONTACT INFORMATION FOR THE PERSON WHO ALLEGEDLY COMMITTED THE MISCONDUCT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Current age: \_\_\_\_\_ Date of birth: \_\_\_\_\_  Male  Female

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Association with Rotary, if any: \_\_\_\_\_

**CONTACT INFORMATION OF WITNESSES OR INDIVIDUALS PRESENT DURING THE INCIDENT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**CONTACT INFORMATION OF THE INDIVIDUAL(S) THAT THE INCIDENT WAS REPORTED TO:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Association with Rotary, if any: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Association with Rotary, if any: \_\_\_\_\_

**PLEASE SUBMIT ALL OTHER INFORMATION THAT IS RELATED TO THIS INCIDENT**

**SAN DIEGO COUNTY CHILD ABUSE HOTLINE: 1(800) 344-6000**