



SERVICE ABOVE SELF

ROTARY DISTRICT 5180

YOUTH PROTECTION POLICY

Adopted November 9, 2005
Revised February 24, 2006
2nd Revision August 13, 2006
3rd Revision February 11, 2007
4th Revision November 15, 2007
5th Revision July 16, 2008
6th Revision July 14, 2009

Updated August 26, 2015

STATEMENT OF CONDUCT

Rotary District 5180 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities.

It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

ROTARY DISTRICT 5180
YOUTH PROTECTION POLICY
TABLE OF CONTENTS

	Page No.
Youth Protection Policy	3
Mission Statement	4
Guidelines for safeguarding the welfare of Students	5
Definitions	8
Youth Protection Officer	10
Youth Volunteer Declaration	11
Implementation	12
Individual Responsibilities – Youth Exchange Officer, Youth Exchange Inbound Coordinator, Youth Exchange Outbound Coordinator	13
Individual Responsibilities – Youth Protection Officer, Interact Advisor, RYLA Camp Director/Administrator, RYLA Counselors And Activity Leaders	14
Information for Host Club Chairperson	15
Information for the Host Club Counselor	17
Information for the Host Family	18
Information for the Inbound Exchange Student	19
Information for the Outbound Exchange Student	20
Awareness and Prevention	21
Certification Checklist	22
Host Family Application	28
Volunteer Application	32
Important Information	34
Personal Safety Code	35
Exchange Student’s Bill of Rights	36
Flow Chart	37
Sexual Abuse and Harassment Allegation Reporting Guidelines	38
Sexual Abuse/Harassment Contact Data	42
Sexual Abuse/Harassment Guidelines Summary	44
Sexual Abuse/Harassment Report Form	45

YOUTH PROTECTION POLICY

Rotary International has a long and successful history of providing service to youth. Each year, more than 250,000 young people participate in Rotary International youth programs such as Interact, Rotary Youth Exchange, and Rotary Youth Leadership Awards (RYLA). In addition, many club and district mentoring programs, immunization efforts, job training programs, literacy projects, and other initiatives are designed specifically to help young people.

In recent years, allegations of sexual abuse and harassment have increased in all programs involving young participants. Any organization that works with youth is vulnerable and frequently child sex offenders seek out teaching, coaching and other positions that offer them easier access to children and teenagers.

Rotary International takes youth protection very seriously. As the subject of sexual abuse has been more widely discussed, Rotarians involved in youth programs have addressed this issue by developing abuse prevention procedures at the District and Regional levels. Rotarians contribute to creating safe environments that stop abuse before it happens and respond appropriately in the unfortunate situations when it occurs.

District 5180 has developed its Youth Protection Policy to protect our Youth to the best of our abilities. The policy is also designed to protect Rotarians and Rotary Clubs from being negligent and promotes the Rotary Youth programs as caring and responsible programs.

The District Policy requires that all adults in a supervisory or one-to-one relationship with a student complete and sign the *Youth Volunteer Declaration* and submit Applications for Background Checks.

Rotary Clubs with Youth Programs are also required to be certified, which means that the Club President, Club President Elect, Counselors, Mentors and Youth Advisors in various capacities read and understand the District 5180 Youth Protection Policy and that they also submit Applications for Background Checks and sign the *Youth Volunteer Declaration*. Club certification must be renewed annually.

YOUTH PROTECTION POLICY

MISSION STATEMENT

Rotary International District 5180 is committed to creating and maintaining the safest possible environment for all of our young students, whether Rotary Youth Exchange Students, Rotary Youth Leadership Award Students, Interact Students or other students involved in Rotary activities.

We do this by:

Recognizing that all young people have the right to freedom from abuse.

Ensuring that all our staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care.

Responding swiftly and appropriately to all suspicions or allegations of abuse, and by providing adults and young people with the opportunity to voice any concern they may have.

Appointing a District 5180 Youth Protection Officer who will act as the main point of contact for parents, children, host families, and outside agencies.

Ensuring that access to confidential information is restricted.

Reviewing the effectiveness of our Youth Protection Policy and activities periodically.

Our Youth Protection Officer is:

PDG Barry Kalar
555 Douglas St. # 83
West Sacramento, CA 95695

Residence:

Business:

Fax:

Cell: (916) 834-3744

GUIDELINES FOR SAFEGUARDING THE WELFARE OF STUDENTS

FORMS OF ABUSE:

Sexual Abuse:

Either boys or girls can be considered to be sexually abused if exposed to:

- Sexual intercourse, masturbation, oral sex or fondling.
- The viewing of pornographic books or videos.
- Taking part in the making of videos or pornographic photos.

What to look for:

- Pain, itching, bruising or bleeding in genital area.
- Stomach pains.
- Discomfort when walking.
- Unexplained sources of money.
- Inappropriate drawings, language or behavior.
- Aggressive or withdrawn behavior or fear of a particular person.
- Reluctance to discuss changes in behavior or attitude.

Physical Abuse:

Physical abuse may involve hitting, shaking, squeezing, biting or burning. In certain situations, abuse may occur when the nature and intensity of training exceeds the capacity of the young person's body.

What to look for:

- Unexplained or untreated injuries.
- Injuries on unlikely parts of the body.
- Cigarette burns, bite or belt marks, scalds.
- Fear of host parents being contacted, going home or receiving medical advice.
- Flinching when touched.
- Reluctance to discuss injuries.
- Covering arms or legs.

Neglect:

Where adults:

- Fail to meet a young person's basic physical needs, e.g. food, warmth and clothing.
- Constantly leaves a young person alone or unsupervised.
- Fails or refuses to give a young person love, appropriate affection or attention.

Neglect may also occur during organized activities if young people are placed in an unsafe environment, are exposed to extreme weather conditions or are at risk of being injured.

What to look for:

- Poor personal hygiene
- Constantly hungry.

- Inappropriate clothing or dress.
- Constantly tired.
- Lonely, no friends.
- Noticeable loss of weight.
- Disheveled appearance.

Emotional abuse:

This form of abuse includes:

- Persistent lack of love or affection.
- Frequent shouting.
- Taunting.
- Over-protection which can lead to poor social skills.

Emotional abuse may include situations where host parents, coaches or organizers subject young people to criticism, bullying or unrealistic pressure to perform to high expectations.

What to look for Over-reaction to mistakes.

- Sudden speech disorders.
- Extremes of emotions.
- Self-mutilation.
- Sudden weight loss or gain.

WHAT TO DO IF A STUDENT TELLS YOU ABOUT ABUSE:

- Most importantly, listen attentively and let him/her know it was right to tell someone about his/her worries.
- Stay calm and make sure that the youth feels safe and knows that he/she is not to blame for inappropriate behavior by others.
- Explain that you have to tell someone else about the abuse.
- Only ask questions that establish what was done and who did it. Do not jump to conclusions or promise to take a specific action until the situation is thoroughly investigated.
- Make detailed notes of what the student said and the date and time of your conversation.
- Contact the District 5180 Youth Protection Officer immediately.
- Don't worry that you may be making things worse by reporting your concerns. Few things are worse than allowing child abuse to continue.

STUDENT PROTECTION CODE FOR VOLUNTEERS:

Do:

- Treat all young people with respect and be aware of their reactions to your tone of voice and manner.
- Remember that it is okay to touch young people in a way that is not intrusive or disturbing to him/her or to observers.
- Make sure that any allegations are recorded and acted upon, according to District 5180 Youth Protection Policy.

Do Not:

- Engage in rough physical games including horseplay.
- Use physical force in any way, especially as a form of punishment.
- Touch a young person in an intrusive or sexual manner.
- Make sexually suggestive comments to a young person, even as a joke.

Try to Avoid:

- Spending too much time alone with a youth. Such situations may lead to misunderstandings.

DEFINITIONS

To heighten their awareness of the problem, all Rotarians working with young people should fully understand what constitutes abuse and harassment.

Emotional or verbal abuse: Incidents in which an adult uses fear, humiliation, or verbal assaults to control the behavior of a young person in his or her care. Examples include rejecting the young person, preventing him or her from developing normal social relationships, and making derogatory statements about the youth's race, religion, or personal appearance.

Physical abuse: Mistreatment of a young person by use of physical contact intended to cause pain, injury, or other physical suffering or harm.

Prohibited Person: For the purpose of this policy, a prohibited person is anyone who:
Has been convicted of any offense which resulted in harm to an individual, including but not limited to assault, sexual assault, sexual harassment or neglect.
Has been convicted of any offense, which in the opinion of the Youth Protection Officer, suggests an unacceptable risk of harm to a person in the care of that individual.
Is a person subject to a court order or decree prohibiting that person from being in contact with another individual or being at a specific location.

Neglect: Failure to provide (for no apparent financial reason) adequate food, clothing, shelter, or medical care necessary for a youth's well-being.

Sexual abuse: Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age of the same or opposite sex. Among the examples of sexual abuse are non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

Sexual harassment: Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or groom their victims. Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess.
- Verbal abuse of a sexual nature.
- Display of sexually suggestive objects, pictures, or drawings.

DEFINITIONS-Continued:

- Sexual leering or whistling, any inappropriate physical contact such as brushing against or touching, obscene language or gestures, and suggestive or insulting comments.

Student: All youth involved with Rotary Youth Exchange – RYE (regardless of whether they are of the age of majority), with Rotary Youth Leadership Awards – RYLA, with Interact, or any other Rotary Program involving youth such as scouting, mentoring, fundraising, or other youth activities.

Volunteer: Any adult involved with Rotary Youth activities who has direct, one to one, interactions with students, either supervised or unsupervised. This includes, but is not limited to, club and district Youth committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners who host students for activities or outings or who might drive students to events or functions, host parents, and other adult residents of the host home (including siblings and other family members).

Youth Protection Officer: The Rotarian appointed by the District Governor to act as the point of contact for Youth Exchange Officers, Parents, Host Parents, Students, Counselors, Camp Directors, and Mentors involved in Rotary youth programs.

Local Coordinator: Is the Club Counselor.

Regional Coordinator: Is the District Youth Exchange Officer (YEO).

YOUTH PROTECTION OFFICER

District 5180 will appoint a Youth Protection Officer to act as a point of contact for Youth Exchange Officers, Parents, Host Parents, Students, Counselors, Camp Directors, and Mentors involved in all Rotary Youth programs. These programs will include Rotary Youth Exchange, Interact, RYLA and other youth-related projects.

The principal task of the Youth Protection Officer is to help a vulnerable child get the support and protection he/she needs and deserves, and to act as a link to law enforcement and the professional caring agencies. The Youth Protection Officers name and contact information should be given to all of the volunteers and students identified in the above paragraph.

If a complaint about abuse is made by an exchange student or any other student in one of the Districts Youth Programs the Youth Protection Officer will inform the appropriate authorities as identified in the District 5180 Youth Exchange Abuse and Harassment Prevention Policy.

The Youth Protection Officer will monitor and control background checks for all adults identified in the first paragraph and confirm that all Rotary Clubs in District 5180 involved in Rotary Youth Activities have been certified in compliance with the District 5180 Youth Protection Policy. He will also maintain records of all allegations made and ensure that appropriate training is made available to Rotarian Counselors for RYLA, RYE, Interact and other Youth Programs as may be required.

The Youth Protection Officer will be appointed by the District Governor to serve in increments of three years and will need the annual approval of subsequent District Governors.

YOUTH VOLUNTEER DECLARATION

I understand the nature of my role and responsibilities as a member of the Rotary International District 5180 Youth Activity Program. I confirm that I have received, read and understand the *Youth Protection Policy, the Youth Protection Policy Mission Statement* and the *Guidelines for safeguarding the welfare of students*.

I accept my responsibility to care for the children and young people with whom I come in contact.

I confirm that there is no reason whatsoever why I should not have access, unsupervised or otherwise, to children or young people while serving as a member of the Rotary International District 5180 Youth Activity Program. I have declared all my previous criminal convictions to this organization. There are no criminal convictions, civil findings or injunctions relative to this application. I grant permission for Rotary International District 5180 to investigate my suitability to serve as a member of the Youth Program by doing background checks and will submit an Application for a Rotary Volunteer Background Check, if required.

NAME: _____

ADDRESS: _____

ROTARY CLUB: _____

YOUTH PROGRAM: _____

SIGNATURE: _____

DATE: _____

YOUTH PROTECTION POLICY IMPLEMENTATION

All volunteers in Rotary District 5180, Rotarians and Non-Rotarians, who will be interacting with youth on a one to one scheduled or intermittent basis must sign the Youth Volunteer Declaration and have a background check conducted through the Youth Protection Officer. An application for this background check is included in this Policy Manual.

The following Rotarians, by virtue of their positions, who have active youth activities are required to complete both of the requirements listed above:

Rotary Club Counselors
Rotary Club Mentors
Youth Committee Members
Interact Advisors/Counselors
RYLA Advisors/Counselors
Other Advisors/Counselors to Youth, i.e. Scouts, Mentors, etc.

The following Non-Rotarians, by virtue of their positions, are required to complete both of the above:

- RYE Host Parents and Adults who reside in the home.
- Any adult who will have a one to one scheduled involvement with a student in a Rotary activity. (Example: a sleep-over, a field trip or a camp-out.)
- A non-Rotarian Advisor or Counselor at a RYLA event who may have a one to one involvement with a student.
- A non-Rotarian Advisor or Counselor at an Interact event who may have a one to one involvement with a student.

By signing the **Youth Volunteer Declaration**, the Volunteer is confirming that he or she has read the Rotary District 5180 **Youth Protection Policy**, its **Mission Statement** and its **Guidelines for safeguarding the welfare of students**.

YOUTH PROTECTION POLICY

INDIVIDUAL RESPONSIBILITIES

YOUTH EXCHANGE OFFICER-(YEO or RYE Chair):

- The Youth Exchange Officer is appointed by the District Governor and coordinates and promotes Youth Exchange activities within the district and communicates with Rotary International, the District Governor and the clubs.
- The YEO is responsible for appointing an Inbound Coordinator and an Outbound Coordinator, whose duties are outlined below. The YEO will appoint other committee members as required.
- Other duties of the YEO are listed in the Youth Exchange Handbook, the Youth Protection Policy and as required by the District Governor.

YOUTH EXCHANGE INBOUND COORDINATOR:

- Send a packet containing the following completed items to the Host Club Chairperson for each of the inbound students:
 - Guarantee Forms.
 - Host Family Application.
 - Host Parent Declaration for each host parent.
 - Information for Host Families.
 - RI Host Parent Primer.
 - Important Information form (with District information completed.)
 - Flow Chart (with District information completed.)

For Inbound Students:

- Provide a copy of the Youth Protection Policy.
- Provide a copy of the District Contact Information.
- At the first orientation meeting, provide a copy of the Flow Chart and explain the District support system.
- If notified of an allegation of abuse, follow the Guidelines for Safeguarding the Welfare of Students

YOUTH EXCHANGE OUTBOUND COORDINATOR:

- For Outbound Students:
 - Give each student the Youth Protection Policy and information for Outbound Students.
 - Give the student the important information form with the District and Club information completed.
 - Maintain consistent contact with the student throughout the year, keeping in mind the Guidelines of what to look for regarding all types of abuse.

YOUTH PROTECTION POLICY

INDIVIDUAL RESPONSIBILITIES

YOUTH PROTECTION OFFICER:

- Explain to students what to do in the event of sexual abuse.
- If an allegation of abuse is reported:
 - Contact appropriate authorities, the District Governor, the YEO, the RYLA Camp Director, the Interact Advisor and the Club Youth Chair.
 - Insure that the Student's Home Country Contact is notified.
 - Serve as point of contact between Rotary, Student, Host Families and local authorities.
 - Advocate for the victim
 - Manage the District's response to all parties.

INTERACT ADVISOR:

- Attend Board meetings
- Provide counsel to Interactors
- Act as liaison between the Rotary Club, the Interactors and the Faculty Advisor.
- Oversee the Interact Club's elections.
- Introduce Interactors to Rotaract, RYLA, RYE and other youth programs.
- Stay in touch with graduating Interactors.
- Review the Youth Protection Policy and comply with its' requirements.
- Attend the Abuse and Harassment Prevention Training Program.

RYLA CAMP DIRECTOR/ADMINISTRATOR:

- Chair the district and club RYLA committee.
- Prepare and implement the Program agenda.
- Supervise the logistics and oversee the accommodations and catering.
- Review the Youth Protection Policy and comply with its' requirements.
- Attend the Abuse and Harassment Prevention Training Program

RYLA COUNSELORS AND ACTIVITY LEADERS:

- Assist the Camp Director/Administrator.
- Assure the well-being of the Student attendees.
- Lead small groups of awardees.
- Conduct recreational, team-building and social activities.
- Review the Youth Protection Policy and comply with its' requirements.
- Attend the Abuse and harassment Prevention Training Program.

YOUTH PROTECTION POLICY

INFORMATION FOR THE RYE HOST CLUB CHAIRPERSON

The Host Club Chairperson is responsible for overseeing the activities and safety of the Youth Exchange Students for the year. Please read the entire Youth Protection Policy.

Each student, whether inbound or outbound, must have a Club Counselor. As Host Club Chairperson, you can serve as counselor or you can appoint another club member. This counselor must be the same sex as the exchange student and must be willing and able to make monthly contact. The counselor cannot serve as host parent.

Your biggest responsibility in the safety of the exchange student is to find good host families. Rotary International provides a standard Host Family Application form that you should have every potential host family complete. It asks for three references. Call each one listed and document the conversations in case you are called upon to prove that this was done.

Each potential host parent must complete the Youth Volunteer Declaration, stating that there is no reason why he/she should not be considered as a host parent and giving District 5180 permission to further investigate his/her suitability through background checks. If the family is not personally known to you, ask for formal proof of identity such as a driver's license or a passport.

Always conduct an in-home interview with potential host families, with at least one additional Rotary Club member interviewing. Discuss the expectations the host family would have of the student and of the Rotary Club and what the Rotary Club expects of the host family. It is important for the host siblings to be there as well, since the hosting situation won't work if the siblings are against it.

During the home interview, check the home with these expectations:

- The exchange student can share a bedroom with a same-sex sibling.
- The exchange student must have his/her own bed.
- Access to night-time bathroom facilities may not be via an adult's bedroom.
- Access to a bedroom or other room used by adults or people of the opposite sex may not be via the exchange student's bedroom.
- Privacy for washing, dressing and undressing must be provided.

If at all possible, have all the host families and placement dates in place before the student leaves his/her home country and provide names and addresses of all host families to the exchange student in advance.

Hold initial host family orientation for host parents and siblings before the exchange student arrives. Give each family a copy of the student's application because it contains information about the student's likes and dislikes, abilities, and interests and will give some clues about cultural that cultural differences. Make host families aware that cultural differences make universal definitions of abuse, sexual abuse, and harassment difficult to

establish. District 5180 will always adhere to local norms and will respect the individual student's additional cultural differences.

Discuss the Rotary Rules, especially about travel, romantic relationships, and attending the District Conference. The host family should know what the Rotary club expects of the exchange student. Also assure the parents that exchange students are told that host family rules that apply to their own children must apply to the exchange student as well.

Give each host family:

- District 5180 Youth Protection Policy Mission Statement.
- Guidelines for Safeguarding the Welfare of Students.
- Exchange Student Protection Code.
- Rotary International Primer for Host Families.
- Flow Chart for District Support Systems. Rules
- Rotary District 5180 Rotary Youth Exchange Program.

The Flow Chart for District 5180 Support System will be provided by the Inbound Coordinator. It will clearly list the people, contact information and position that the host family can contact if a problem arises. The exchange student will have this list as well. It is crucial that the host family knows and trusts that you, as Host Club Chairperson, will handle a problem as soon as you are alerted, by either the host family or the exchange student. Make certain that, if you do get a call, you take care of the situation.

Throughout the year, drop in on the host family once or twice during the exchange student's stay and see how things are doing. Each time you contact the host family or exchange student, record the contact on our YEAH web site. You should also discuss problems with the host family at a time when the student is away from home, and discuss problems with the student away from the host family.

WHAT TO DO IF AN EXCHANGE STUDENT TELLS YOU ABOUT ABUSE:

- Most importantly, listen attentively and let him/her know it was right to tell someone about his/her worries.
- Stay calm and make sure that the exchange student feels safe and knows that he/she is not to blame for the inappropriate behavior by another person.
- Explain that you have to tell someone else about the abuse.
- Only ask questions that establish what was done and who did it. Do not jump to conclusions or promise to take a specific action until the situation is thoroughly investigated.
- Make detailed notes of what the student said and the date and time of your conversation.
- Contact the District 5180 Youth Protection Officer immediately.
- Don't worry that you may be making things worse by reporting your concerns – few things are worse than allowing child abuse to continue.

District 5180 hopes that with careful selection of the host families and frequent contact with the exchange student you can be confident of a safe and meaningful exchange year for the young people who come to your club.

YOUTH PROTECTION POLICY INFORMATION FOR THE RYE HOST CLUB COUNSELOR

As Host Counselor, you have the most direct contact with the Exchange Student. Study the Guidelines for Safeguarding the Welfare of Students, copy the Guidelines and provide copies to people who come into contact with the student and to the student. Attend a class on Sexual Abuse and Harassment Prevention.

It is important to build a trust between yourself and the exchange student and to get to know him/her so that you can recognize a change as soon as possible. Make sure that the student attends the weekly Rotary Club meeting as often as possible, even if you have to drive him/her back and forth yourself. Keep track of special school or sports events in which the student is involved and try to attend as many as possible. Drop in on him/her and the host family at least monthly.

Remind the student of District 5180 Youth Exchange Program's commitment to our exchange students:

- We are committed to insuring the safety of every student.
- We will take any allegations or reports of abuse of any kind seriously.
- Students should continue reporting their concerns until someone listens seriously.
- Physical force of any kind is never an appropriate form of discipline.
- No student will be sent home because of allegations of abuse, unless the student wishes it or his/her safety is in question.

Let the student know that you are there for him/her and that he/she can talk to you about any concern at any time.

WHAT TO DO IF AN EXCHANGE STUDENT TELLS YOU ABOUT ABUSE:

- Most importantly, listen attentively and let him/her know it was right to tell someone about his/her worries.
- Stay calm and make sure that the exchange student feels safe and knows that he/she is not to blame for the inappropriate behavior by another person.
- Explain that you have to tell someone else about the abuse.
- Only ask questions that establish what was done and who did it. Do not jump to conclusions or promise to take a specific action until the situation is thoroughly investigated.
- Make detailed notes of what the student said and the date and time of your conversation.
- Contact the District 5180 Youth Protection Officer immediately.
- Don't worry that you may be making things worse by reporting your concerns – few things are worse than allowing child abuse to continue.

YOUTH PROTECTION POLICY INFORMATION FOR THE RYE HOST FAMILY

District 5180 thanks you for hosting our Youth Exchange Student. We want you to have a rewarding experience and wish to provide you with all the help we can give.

As explained in the first page, we have put in place a youth protection policy designed to help everyone involved in the program to assure the safety of the student. We are including here some information just for you, as host family.

The Youth Protection Policy Mission Statement explains our commitment to the safety of the student.

We are providing a **Flow Chart for District 5180 Support System** so that you and your exchange student know who to contact for help and how to reach him/her.

The Guidelines for safeguarding the welfare of students provides information about different kinds of abuse, what to look for and what to do.

WHAT TO DO IF AN EXCHANGE STUDENT TELLS YOU ABOUT ABUSE:

- Most importantly, listen attentively and let him/her know it was right to tell someone about his/her worries.
- Stay calm and make sure that the exchange student feels safe and knows that he/she is not to blame for the inappropriate behavior by another person.
- Explain that you have to tell someone else about the abuse.
- Only ask questions that establish what was done and who did it. Do not jump to conclusions or promise to take a specific action until the situation is thoroughly investigated.
- Make detailed notes of what the student said and the date and time of your conversation.
- Contact the District 5180 Youth Protection Officer immediately.
- Don't worry that you may be making things worse by reporting your concerns – few things are worse than allowing child abuse to continue.

With all of us working together, we can keep our exchange student safe and make this a meaningful and happy exchange experience for all of us.

YOUTH PROTECTION POLICY

INFORMATION FOR THE INBOUND EXCHANGE STUDENT

Your safety is the first priority of all of us involved in the District 5180 Youth Exchange Program. We hope the following information will help you keep yourself safe. Please read carefully **The guidelines for safeguarding the welfare of students**. This will help you understand some of the dangers concerning abuse and what you can do to avoid them.

The Important Information form and your personal Identification Card have important contact information and should be carried at all times. Your Host Club Chairperson or Counselor will see that you have the information and contact numbers that you need before you leave your home country. Please fill in the rest of the blanks and be sure to bring the form with you when you travel.

The Exchange Student's Bill of Rights should reassure you about trusting your own feelings. You know what feels right and wrong to you and your Bill of Rights supports your right to protect yourself.

Your **Personal Safety Code** will help you know how to conduct yourself safely under certain circumstances.

District 5180 makes the following commitment to our Youth Exchange Students:

- We are committed to ensuring the safety of every student.
- We will take any allegations or reports of abuse of any kind seriously.
- Students should continue reporting their concerns until someone listens seriously.
- Physical force of any kind is never an appropriate form of discipline.
- No student will be sent home because of an allegation of abuse, unless they wish it or their safety is in question.

In addition, please learn **The Three "R's" of Youth Protection**:

- **Recognize** that anyone could be a sexual abuser and be aware of situations that could lead to abuse.
- **Resist** advances made by a sexual abuser to avoid being abused.
- **Report** any situation where you feel uncomfortable to either your host parents or other trusted adults.

You will be given a **District 5180 Support System Flow Chart**. This will contain all the names and contact information of Youth Exchange officers in the district and will include your Host Club Counselor, the District Chairperson, the District Governor and the District Youth Protection Officer. They are all ready to help you if you need them. It is also important for you to have the name and contact information for your sponsoring Rotary District Counselor and the sponsoring Rotary District Chairperson. Send monthly reports home to these contacts so that they can know how you are doing.

Before you leave home, **set up a "secret Message" with your parents** to be used in an extreme emergency if you feel you are unable to talk freely with them.

YOUTH PROTECTION POLICY

INFORMATION FOR THE OUTBOUND EXCHANGE STUDENT

Your safety is the first priority of all of us involved in the Rotary International Youth Exchange Program. We hope the following information will help you keep yourself safe. Please read carefully **The guidelines for safeguarding the welfare of students**. This will help you understand some of the dangers concerning abuse and what you can do to avoid them.

The Important Information form has important contact information and should be carried at all times. Before you leave for your exchange year, try to fill in all of the blanks. Your Host Club Counselor in your hosting district should be able to help you complete the form. Be sure to take it with you.

The Exchange Student's Bill of Rights should reassure you about trusting your own feelings. You know what feels right and wrong to you and your Bill of Rights supports your right to protect yourself.

Your **Personal Safety Code** will help you know how to conduct yourself safely under certain circumstances.

In addition, please learn **The Three "R's" of Youth Protection**:

- **Recognize** that anyone could be a sexual abuser and be aware of situations that could lead to abuse.
- **Resist** advances made by a sexual abuser to avoid being abused.
- **Report** any situation where you feel uncomfortable to either your host parents or other trusted adults.

It is important for you to have the name and contact information for your sponsoring Rotary District Counselor and the sponsoring Rotary District Chairperson. Send monthly reports home to these contacts so that they can know how you are doing.

Before you leave home, **set up a "secret Message" with your parents** to be used in an extreme emergency if you feel you are unable to talk freely with them.

AWARENESS AND PREVENTION

The statement of conduct provides the basic principle for Rotarians to follow when working with young people in any capacity. An abuse prevention program with specific plans and procedures will help to ensure that Rotarians and other volunteers exemplify this conduct. In addition, such a proactive approach will further demonstrate Rotary International's commitment to youth, help to prevent specific incidents of abuse or mitigate their negative effects, protect the long-term viability of youth programs, and strengthen the trust of participants and their parents.

Too many instances of abuse and harassment of young people are ignored because adults fail to recognize or admit that it is occurring. An effective youth protection policy depends on the adults involved being both aware of the possibility of abuse and vigilant in guarding against it.

Keep these points in mind:

- Young people often fail to report sexual abuse because they fear that disclosure will bring consequences even worse than being victimized again.
- Child abuse is generally underreported because offenders are able to convince their victims that it is their own fault.
- In many cases, victims of child sexual abuse do not report the abuse until they are adults.
- Only about 1 percent to 4 percent of sexual abuse allegations prove to be false.
- Children tend to minimize and deny abuse, not exaggerate or over-report such incidents.
- Child sex offenders seek opportunities for access to children and teenagers through youth organizations that lack strong screening and protection practices.

Common misconceptions:

- Sexual abuse is about sexuality. In fact, most sexual abuse and harassment is about power and control.
- Only girls are at risk. Although the majority of victims are girls, boys are also at risk. Some studies have shown that as many as one in six boys under age 16 have experienced unwanted direct sexual contact with an older person.
- Only men are abusers.
- Girls are only at risk from men, and boys are only at risk from women.
- Sexual abuse is always overt.
- Most abusers are unknown to their victims. Most abusers are known and trusted by their victims.

D5180 Club Youth 2015-16



Certification Checklist

Certification supports student safety by establishing minimum requirements for participating Rotary International districts. Minimum requirements set by Rotary International are currently described in the Rotary Code of Policies (RCP), Sections 2.100 and 41.060 (October 2015) (<https://www.rotary.org/en/documents/622>), and in the *Sample District Abuse and Harassment Prevention Policy* (June 2005) with appendices. Before completing this application, please review these documents, available on the RI Web site at www.rotary.org or discuss with D5180 RYE Chairman.

INSTRUCTIONS:

To apply for certification, complete the checklist on the following pages and submit it to the D5180 Youth Protection Officer:

Certification Checklist

The following checklist represents the minimum requirements for certification as outlined in the Rotary Code of Policies and the Sample District Abuse and Harassment Prevention Policy with appendices. For each statement below with which your Club complies, place a check mark in the leftmost box. *If your club is unable to comply with any certification requirements, please place an asterisk (*) next to the item and provide a written description on a separate sheet of paper of the specific circumstances that prohibit your club from meeting the requirement, along with a written description of the alternate procedures your club has developed to maintain the intent of the guideline.*

PROGRAM ADMINISTRATION

- Read the District 5180 Youth Protection Policy.
- Club exchanges are arranged within the structure of the district Youth Exchange program.

SCREENING AND SELECTION

- D Club Selection process for all participants are conducted in a similarly thorough manner for all programs.
- D Club has read and adopted the Statement of Conduct for Working with Youth (RCP 2.100.1). <https://www.rotary.org/en/documents/622>
- D Screening and Selection of Students:
 - D Students are screened by means of:
 - D Written application and personal interviews that include program rules and requirements and signed compliance statement.
 - D Interviews of students and parents or legal guardians at both club and district level.
 - D Parents of outbound students are not required to host incoming students in either the long-term or short-term programs but may be asked to help find host families. Clubs may choose to withhold sponsorship, if families choose not to find three host families. (RYE requirement only.)
 - D Students are required to carry travel insurance in accordance with RCP 41.080. (RYE students only.)
- D Screening and Selection of Host Families: (RYE program only)
 - D Host families are screened by means of:
 - D Written application that includes programs rules and requirements, signed compliance statement, and authorization of reference check and criminal background check for all adult residents of home.
 - D Interviews in which all family members who live in the home are present to determine suitability for hosting exchange students
 - D Announced and unannounced home visits prior to and during the exchange
 - D Reference checks (Done in partnership with the District RYE Committee)
 - D Criminal background check (done through the District Youth Protection Officer). Current cost is \$10.00 per applicant. May be paid for by club or by applicant.
 - D Long-term exchangees have more than one host family during their exchange.
- D Screening and Selection of Youth Volunteers:
 - D Volunteers are screened by means of:
 - D Signed Youth Volunteer Application that includes authorization of reference check and criminal background check.
 - D Interviews to determine suitability of volunteer to work with youth
 - D Reference checks
 - D Criminal background check for all adult participants in the program who have direct unsupervised contact with one or more students: criminal background check is based on government data at a level deemed appropriate by the district. Current cost is \$10.00. May be paid for by club or by Applicant.
 - D Rotarian counselor must not be a member of students' host families and must be same sex as student. (RYE only)
 - D All applications and related items (background checks and references) will be kept on file for a minimum of three years.

ORIENTATION AND TRAINING

- D Orientation and Training of Students:
 - D Outbound Students: (RYE only)
 - D Outbound students in both long-term and short-term programs and parents or guardians are required to attend orientation prior to students' departure.

- D Content of orientation includes information on program’s rules, procedures, and expectations and provides abuse and harassment prevention and awareness training.
 - D Inbound Students: (RYE only)
 - D Inbound students in both long-term and short-term programs must attend orientation shortly after arrival to host country.
 - D Content of orientation includes contact information for counselor so that students may report problems, including reports of abuse or harassment, and information on local laws and customs that may apply to young people.
- D Orientation and Training of Host Families: (RYE only)
 - D Host families must receive training that includes information on program administration and rules, and abuse and harassment awareness and prevention.
 - D Subsequent host families for long-term exchangees must receive training before student is placed in their home.
- D Orientation and Training of Volunteers:
 - D Club ensures that Youth committee members, Rotarian counselors, and other Rotarians and non-Rotarians who are volunteers for Youth activities attend District training.
 - D Volunteers receive District training on responding to problems or concerns that may arise during the year, including responding to and reporting allegations of abuse or harassment.

STUDENT SUPPORT AND COMMUNICATION (RYE ONLY)

- D Rotarian Counselors:
 - D Clubs must select a Rotarian counselor for every student in all exchange programs. May not be a host family member and must be the same sex as student.
 - D Club Counselors are required to maintain regular contact with students and serve as a liaison between students and Rotary club, natural family, host family, and community at large.
- D Emergency Contacts:
 - D Ensure Outbound students are provided information on the following contacts before their departure:
 - D District 5180 Youth Exchange Chair, District Governor and District Youth Protection Officer
 - D Sponsoring club president
 - D 24 Hour Phone Number – 1-877-793-5180
 - D Sponsoring club’s Rotarian counselor
 - D Two non-Rotarian resource persons, one male and one female
 - D Inbound students must be provided information on the following contacts before or upon arrival to host country:
 - D Hosting club’s Rotarian counselor
 - D Hosting district’s Youth Exchange Chair, District Governor and District Youth Protection Officer
 - D Hosting club’s president
 - D Two non-Rotarian resource persons, one male and one female
 - D Local medical, dental, and mental health care professionals
 - D Local law enforcement agencies
 - D Local social service resources, where available, including suicide prevention hotlines, rape crisis hotlines, and local child protection agencies

INCIDENT HANDLING

- D Club has procedures which address the following:
 - D Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or

- harassment is made must be removed from all contact with youth until the matter is resolved.
 - ▷ Any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment will be terminated from Rotary club membership.
 - ▷ Any non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context.
 - ▷ If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- ▷ Club has adopted Rotary International's zero-tolerance policy on abuse and harassment.
 - ▷ Club understands guidelines for reporting problems and incidents that may arise during the year; these guidelines include:
 - ▷ All serious incidents such as accidents, deaths, early returns, crimes, etc. and any allegations of abuse or harassment shall be reported to the District Youth Protection Officer within 24 hours.
 - ▷ Immediately report all cases of sexual abuse or harassment to the District Youth Protection Officer.
 - ▷ Established reporting hierarchy so that only those required by the guidelines are informed of the allegation in order to protect the privacy of both the victim and accused during investigation.
 - ▷ Club has guidelines for the safety and support of students after an allegation of abuse or harassment; these guidelines include:
 - ▷ Procedure for removal of student from all contact with alleged offender and from a host family, if needed, including criteria for moving a student to temporary housing if necessary.
 - ▷ Identified appropriate support services for students who report abuse or harassment, including an independent, non-Rotarian counselor.

If you have questions or concerns regarding this Application, please feel free to contact:

<p>Barry Kalar D5180 Youth Protection Officer chiefbk@wavecable.com 1.916.834-3744</p>	<p>Glen Fong D5180 District Governor 2015-16 rotaryglenn@hotmail.com 1.916. 531-5208</p>
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Club Presidents and Directors of Youth Service, complete this box only:

We the 2015-2016 Club President and Director of Youth Services of the Rotary Club of _____, certify that each of the above marked statements is true and correct as of 30 June 2015.

Club President: _____ / _____ / _____

	Print name	Sign name	Date
Address:	_____		
Phone:	_____		
Email:	_____		

Director of Youth Services: _____ / _____ / _____

	Print name	Sign name	Date
Address:	_____		
Phone:	_____		
Email:	_____		

2015-2016 District 5180 Program Officer Certification

As the 2015-2016 Chair for the District 5180 Program identified below, I certify that each of the above marked statements is true and correct as of the current date:

RYE	RYLA	INTERACT
_____	_____	_____
Dean Henricks	Angela Spease	Bill Tobin

OTHER ACTIVITY: Name of Activity: _____

Club Youth Chair

**Please send completed Checklist and accompanying materials to the address below:
Please retain a signed copy for your club records.
Barry Kalar, PDG D5180
Youth Protection Officer**

**555 Douglas St. # 83
West Sacramento, CA 95695
chiefbk@wavecable.com**

Work –

Fax -

Cell- (916) 834-3744



Rotary District 5180 Youth Exchange Host Family Application Form

The Rotary District 5180 Youth Exchange Program appreciates your interest in hosting an exchange student, and we are confident that this will be a truly rewarding experience for you. The US State Department and the Department of Homeland Security require that we obtain the information below from all potential host families. We assure you that the information that we receive will be treated confidentially, and we thank you for your assistance and understanding.

Identification of Host Parents					
Full Name of Applicant			Full Name of Spouse/Significant Other/Partner		
Social Security No.	HF Driver's License No.		Social Security No.	Driver's License No.	
Employer			Employer		
Occupation/Position			Occupation/Position		
E-mail Address			E-mail Address		
Business Phone No.	Cell Phone No.		Business Phone No.	Cell Phone No.	
Date of Birth	Country of Birth		Date of Birth	Country of Birth	
Residence Street Address					
City			State	Zip Code	Home Phone No.

Any other adults over the age of 18 residing in the home during the student's stay will need to complete volunteer application forms.

Identification of Other Family Members and Residents					
Names of all children, and any other persons living in your home	Sex	Age	Relationship	Lives at Home?	Social Security Number if over age 18

Reviewer's Name (Please print): Must be a club officer or for club officers, their district committee liaison.				If Applicant is a Rotarian, Name of club.	
Reviewer's Signature	Date	Title	My signature verifies that I have seen and checked the identification of this applicant.		

Items in red are required by the company we use to do the back ground checks on line. We have provided confidential envelopes for your use after the identification has been seen and checked by a club officer or a committee liaison.

Information Concerning the Host Family					
Family's religious background or affiliation					
Indicate foreign language background, if any, for family members					
Please list your hobbies and special interests					
Please list the hobbies and special interests of your children					
Organizations and clubs to which family members belong. If you are a Rotarian, list name of Club.					
Please indicate in the boxes to the right if you have any pets in your home:		Cats: <input type="checkbox"/>	Dogs: <input type="checkbox"/>	Other (describe):	
Have any family members lived or traveled abroad? If so, please indicate who, when, and where.					
Have you ever been charged with, been convicted of, or pled guilty to any crime(s)? Yes No. If yes please explain. Also indicate date(s) of incident(s) and the country and state in which each occurred (attach a separate if needed).					
Have you ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical, or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protective order? Yes No If yes, please explain. Also indicate date(s) of incident(s) and the country and state in which each occurred (attach a separate if needed).					

Information Concerning the Student						
Name and address of school that student will attend						
Please indicate which program you are applying to host for:				Please indicate any preference in timing:		
Short term (2-6 weeks)	Academic year (3-4 months)		Fall	Winter	Spring	Summer Any
Please indicate any preference in gender:				Please indicate any preference concerning smoking:		
Female	Male	Either		Will receive smoker	Prefer "non", but will accept smoker	Will not receive smoker
Will student share a bedroom? Yes No If yes, with whom?						
Do you have neighbors or friends with secondary school-aged children?						

Personal References (please provide three)

May not be relatives and not more than either one former or one current Rotarian.

Name of Individual #1		Relationship to you	
Home Address		City, State, and Zip Code	
Home Phone No.	Business Phone No.	E-mail Address	
Name of Individual #2		Relationship to you	
Home Address		City, State, and Zip Code	
Home Phone No.	Business Phone No.	E-mail Address	
Name of Individual #3		Relationship to you	
Home Address		City, State, and Zip Code	
Home Phone No.	Business Phone No.	E-mail Address	

General Information

Indicate briefly your main reasons for wishing to participate in this type of program:
Please describe other hosting experiences you have had:
How did you learn about Rotary and hosting exchange students?
If you have any additional comments you would like to include, please use the space provided below, or attach additional sheets:
Do you know of any other families that may wish to host students? If so, please provide their contact information below:

Waiver/Consent/Release

I certify that all of the statements in this application, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this affidavit unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with the Rotary District 5180 Youth Exchange Program or its affiliates. I further certify that I understand that District 5180 Youth Exchange Program's intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission for District 5180 to investigate, verify, and obtain information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks), contact with employers, and reference interviews. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with the District 5180 Youth Exchange program. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I specifically acknowledge that the District 5180 Youth Exchange program or its affiliates will inquire about, and I authorize them to verify, my employment, experience, personal references, background, including criminal background checks which may contain arrest and conviction data. I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved the District 5180 Youth Exchange program and I fully consent to such investigations.

IN CONSIDERATION of my acceptance and participation in the Youth Exchange program, I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all members, officers, directors, committee members and employees of the participating Rotary Clubs and Districts, and of Rotary International ("Indemnities"), from any or all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any of the Indemnities, which may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 5180 Youth Exchange program and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the District 5180 Youth Exchange program or its affiliates, or at my option. I understand and agree that the District 5180 Youth Exchange program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

If accepted as a host family, I/we agree to treat the student as our own son/daughter, and to provide appropriate supervision to him/her.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE WAIVER, CONSENT, AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

Signature of Host Father	Date:	Signature of Host Mother	Date:

Signature of other adults residing at home:



Rotary District 5180

Volunteer Application Form

The Rotary District 5180 Youth Protection Program appreciates your interest in our Youth, and we are confident that this will be a truly rewarding experience for you. The US State Department and the Department of Homeland Security require we obtain the information below from all Volunteers involved in the Rotary Youth Exchange Program. We also use this form for other Youth Programs. We assure you that the information that we receive will be treated confidentially. We thank you for your assistance and understanding.

Identification of Volunteer			
Full Name		Circle position, if applicable: President President-Elect Counselor Advisor Youth Chair Camp Director Co-Director Mentor	
Social Security No.	Driver's License No.	E-mail Address	If Rotarian, Name of Club
Residence Street Address		City, State and Zip Code	
Business Phone No.	Home Phone No.	Cell Phone No.	Circle Your Program: Interact RYLA RYE Mentoring Other Youth
Date of Birth	City of Birth	State of Birth	Country of Birth
Reviewer's Name (Please print): Must be a club officer or for club officers, their district committee liaison.			
Reviewer's Signature		Date	Title
			My signature verifies that I have seen and checked the identification of this applicant.
Personal References (provide three)			
May not be relatives and not more than either one former or one current Rotarian.			
Name of Individual #1		Relationship to you	
Home Address		City, State, and Zip Code	
Home Phone No.	Business Phone No.	E-mail Address	
Name of Individual #2		Relationship to you	
Home Address		City, State, and Zip Code	
Home Phone No.	Business Phone No.	E-mail Address	
Name of Individual #3		Relationship to you	
Home Address		City, State, and Zip Code	
Home Phone No.	Business Phone No.	E-mail Address	

Items in red are required by the company we use to do the back ground checks on line. We have provided confidential envelopes for your use after the identification has been seen and checked by a club officer or a committee liaison.

Employment History (5-Years) Please attach additional sheets, if needed.		
Current Employer		Position
Address		City, State, and Zip Code
Phone No.	How long with company?	Supervisors Name
Current Employer		Position
Address		City, State, and Zip Code
Phone No.	How long with company?	Supervisors Name

Waiver/Consent/Release

I certify that all of the statements in this application, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this affidavit unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with the Rotary District 5180 Youth Protection program or its affiliates. I further certify that I understand that District 5180 Youth Protection program’s intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission for District 5180 to investigate, verify, and obtain information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks), contact with employers, and reference interviews. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with the District 5180 Youth program. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I specifically acknowledge that the District 5180 Youth Protection program or its affiliates will inquire about, and I authorize them to verify, my employment, experience, personal references, background, including criminal background checks which may contain arrest and conviction data. I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved the District 5180 Youth Protection program, and I fully consent to such investigations.

IN CONSIDERATION of my acceptance and participation in the Youth Protection program, I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all members, officers, directors, committee members and employees of the participating Rotary Clubs and Districts, and of Rotary International (“Indemnitees”), from any or all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any of the Indemnitees, which may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 5180 Youth Protection program and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the District 5180 Youth Protection program or its affiliates, or at my option. I understand and agree that the District 5180 Youth Protection program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

CRIMINAL HISTORY

1. Have you ever been charged with, been convicted of, or pled guilty to any crime(s)?
Yes No
2. Have you ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical, or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protective order? Yes No

If yes, please explain. Also indicate date(s) of incident(s) and the country and stage in which each occurred (attach a separate sheet, if needed).

If accepted as a volunteer, I agree to treat the student as my own son/daughter, and to provide appropriate supervision to him/her.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE WAIVER, CONSENT, AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

Signature		Please Print Name	Date Signed
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YOUTH PROTECTION POLICY

IMPORTANT INFORMATION

Sending (Sponsoring) Rotary District #5180 USA District Governor: _____

District YEO: _____ District YPO _____

Club President: _____ Club Counselor: _____

Host (Receiving) Rotary District # _____ Country: _____

Chairperson: _____ Telephone # _____

Inbound Coordinator: _____ Telephone# _____

Outbound Coordinator: _____ Telephone# _____

Club Counselor: _____ Telephone# _____

Youth Protection Officer: _____ Telephone# _____

Non-Rotarian: _____ Telephone# _____

Local Social Service: _____ Telephone# _____

First Host Family: _____

Address: _____

Telephone# _____

Doctor: _____

Dentist: _____

My Passport number is: _____

In an emergency I can telephone for:

Police: _____ Fire: _____ Ambulance: _____

These are local numbers to your host club. You will need to ask for this information.

To telephone home, I need to dial the following numbers: _____

(International Country Code, Local Area City Code, & Your Home Number)

YOUTH PROTECTION POLICY

PERSONAL SAFETY CODE

- If you have a problem or are worried about something, always tell someone you trust about it, such as your host parent, host club counselor or host club chairperson. Don't suffer in silence!
- Always pack your own suitcase and never carry items abroad for others.
- When you go out, plan what you would do and where you would go if you got lost or had a problem – a shop, restaurant, police station or library.
- Before you leave your home country, make sure that you have your Important Information form, supplied to you by your Host Club Chairperson.
- Always tell someone where you are going and when you will be home. Be sure to call your host parents if your plans change while you are away from home
- If you are out at night in a city, stay in places with streetlights. Wherever you are, make sure that you don't get separated from your friends.
- If you need to use a public toilet, go with a friend.
- If you do get lost or separated, follow your plan – or go to a shop or place where you will be seen by lots of people to ask directions.
- If someone you don't know talks to you in a way that makes you feel uncomfortable, walk away.
- Keep your host family's address and telephone number with you at all times.
- Always keep enough money with you to make a telephone call.
- Always arrange for someone to pick you up. Don't go home alone.
- Make sure you know who is coming to pick you up. Never get into a car with someone you don't know.
- If you are on a bus or train and someone makes you feel uncomfortable, move to a seat near the driver.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Think things through carefully before you act and do not take unnecessary risks.
- Do not participate in extreme sports, including but not limited to hang gliding, rock climbing, and bungee jumping without written permission from your parents, your host parents and the host district YEO.

YOUTH PROTECTION POLICY EXCHANGE STUDENT'S BILL OF RIGHTS

WHEN FEELING THREATENED, YOU HAVE THE RIGHT TO:

- TRUST YOUR INSTINCTS OR FEELINGS
- EXPECT PRIVACY
- SAY NO TO UNWANTED TOUCHING OR AFFECTION
- SAY NO TO AN ADULT'S INAPPROPRIATE DEMANDS OR REQUESTS.
- WITHHOLD INFORMATION THAT COULD JEOPARDIZE YOUR SAFETY.
- REFUSE GIFTS.
- BE RUDE OR UNHELPFUL IF THE SITUATION WARRANTS.
- RUN, SCREAM AND MAKE A SCENE
- PHYSICALLY FIGHT OFF UNWANTED ADVANCES.
- ASK FOR HELP
- REPORT ANY SITUATION IN WHICH YOU FEEL THREATENED TO YOUR HOST CLUB COUNSELOR IMMEDIATELY.

YOUTH PROTECTION POLICY FLOW CHART

STUDENT

HOST PARENTS

TELEPHONE #

CLUB COUNSELOR

CLUB CHAIRMAN

TELEPHONE #

TELEPHONE #

Mary Lyn Kagan

DISTRICT INBOUND COORDINATOR

(916) 524-4328

TELEPHONE #

Karen Cendro

DISTRICT OUTBOUND COORDINATOR

(916) 802-7098

TELEPHONE #

Dean Henricks

DISTRICT CHAIRPERSON

(916) 967-4635

TELEPHONE #

Barry Kalar

YOUTH PROTECTION OFFICER

1-877-RYE-5180

24 HOUR TELEPHONE #

In situations requiring immediate attention, initial contact with the Youth Protection Officer can be made by any one on this list.

YOUTH PROTECTION POLICY

SEXUAL ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

For use by all adults to whom a student reports an incident of abuse or harassment.

Introduction:

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. Youth Exchanges provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures.

A Youth Exchange student will spend a year, or perhaps just an extended period of time, living with a host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual or emotional abuse or harassment of every student with whom they come into contact.

Rotary International is committed to protecting the safety and well-being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines: **The safety and well-being of students should always be the first priority.**

Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations should be immediately reported to the District Youth Protection Officer.

Allegation Reporting Guidelines:

Any adult to whom a student reports an incident of sexual abuse or harassment is responsible for following these Allegation Reporting Guidelines:

1. Report from Student:

- **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
- **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
- **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that he/she did the right thing in telling you. Avoid asking "why" questions. Remember your responsibility is to present the student's story to the proper authorities.
- **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.

- **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words and record only what has been told to you.

2. Protect the Student

Ensure the safety and well-being of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Give reassurance that this is for the student's own safety and is not a punishment.

3. Report to Appropriate Authorities

- Immediately report all cases of sexual abuse or harassment to the District Youth Protection Officer. Since District 5180 is a large district with local law enforcement agencies for different locations, initial contact will be made with the District Youth Protection Officer, who will notify the local law enforcement agency. This contact information will be given to each student, host family and counselor at the beginning of the exchange year. In most situations, the first Rotary contact is the District Youth Protection Officer who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the District Youth Protection Officer, the District Youth Exchange Chair should be contacted. All allegations from Exchange Students must be reported to RI within 72 hours. The person responsible for doing so is the District Youth Exchange Chair.
- District 5180 will cooperate with police or legal investigations.
- District 5180 has researched local, state and national laws related to sexual abuse and harassment prevention to ensure that all legal requirements of which all adult volunteers participating in the program must be aware.

4. Avoid Gossip and Blame

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.

District 5180 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures: If an incident occurs, only the District Governor, District Chair of RYE, the RYLA Camp Director, the Interact Advisor and the District Youth Protection Officer will be notified of the details of the situation.

5. Do Not Challenge the Alleged Offender

The adult the student reports an incident to must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the RYE Chair, the RYLA Camp Director, the District Governor and the Youth Protection Officer are responsible for investigation and will be in contact with the alleged offender after the student has been moved to a safe environment.

6. Follow-Up After reporting allegations to the Rotarian Advisor, Counselor, Interact Chair, Youth Chair, RYLA Camp Director, RYE Chair, or Youth Protection Officer, follow up to make sure steps are being taken to address the situation. Specifically, D-5180 will conduct an independent and thorough investigation into any claims of sexual abuse or harassment once the local authorities have finished determining what if any action needs to be done by D-5180. Any adult against whom an allegation of sexual abuse or harassment is made will be removed from all contact with youth in Rotary Programs until the matter is resolved.

Post Report Procedures

For Use by Rotarian Advisors, Counselors, Interact Chairs, Youth Chairs, RYLA Camp Directors and RYE Chairs:

The student's Rotarian Advisor, Counselor, Interact Chair, Youth Chair, RYLA Camp Director, RYE Chair and Youth Protection Officer are responsible for ensuring that the following steps are taken immediately following an abuse allegation:

- The adult to whom the student reports the abuse should follow the *Allegation Reporting Guidelines*.
- Confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.
- Contact the Youth Protection Officer immediately (if not already done). If law enforcement agencies will not investigate, the Youth Protection Officer should coordinate an independent investigation into the allegations.
- Ensure the student receives immediate support services.
- Offer the student an independent, non-Rotarian Counselor to represent the interests of the student. If one has not been identified, ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the Youth Exchange Program.
- Contact the sponsoring YEO who will contact the student's parents or legal guardian. If away from home, provide the student with the option of either staying in the country or returning home.
- Remove alleged abuser or harasser from all contact with the specific student and other youth while investigations are conducted.
- Cooperate with the police or legal investigation.
- The student's Rotarian Advisor or Counselor should inform the RYLA Camp Director, RYE Chair, Youth Protection Officer and District Governor of the allegation. If the complaint is from an Exchange Student, either the District Governor or the RYE Chair must inform Rotary International of the allegation with 72 hours and provide follow-up reports of steps taken, the outcome of all investigations, and resulting actions.

Responding to the Needs of the Student

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary club depending on the circumstances. In some cases, a student may wish to remain in the country but change to a different host club. If the student chooses to be relocated to a different club or host family, the YEO is to be notified and they will arrange to have the student placed in the home of a new host family.

It may be difficult for the club members and host families to understand how the student is feeling but it would be helpful for the student to know that the club remains a support for them. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the student of their support at all times.

Appropriate Response for Addressing Issues within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians

When addressing an allegation of abuse or harassment, the most important concern is the safety of the student. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. (Adopted by the Board of Directors, November 2002)

YOUTH PROTECTION POLICY

SEXUAL ABUSE/HARASSMENT CONTACT DATA

STUDENT'S NAME: _____

HOST FAMILY: _____

ADDRESS: _____

TELEPHONE: _____

COUNSELOR: _____

ADDRESS: _____

TELEPHONE: _____

YOUTH PROTECTION OFFICER (YPO): PDG Barry Kalar

ADDRESS: 555 Douglas St. # 83, West Sacramento, CA 95695

TELEPHONE: Res: Cell: (916) 834-3744, chierbk@wavecable.com

YOUTH EXCHANGE OFFICER: (YEO): Dean Henricks

TELEPHONE: Res: (916) 967-4635, Cell: (916) 769-4682, ryechair5180@gmail.com

ADDRESS: 6420 Teal Way, Carmichael, CA 95608

INTERACT CHAIRMAN: Bill Tobin

TELEPHONE: Res: (916) 941-7288, Cell: (916) 916-6973, bill@moretech.com

ADDRESS: 2724 Musgrave Pt., El Dorado Hills, CA 95762

RYLA DIRECTOR: Angela Spease

TELEPHONE: Bus: (916) 897-4100, Cell:

ADDRESS: 9487 Misty River Way, Elk Grove, CA 95624

DISTRICT GOVERNOR: Glenn Fong

TELEPHONE: (916) 531-5208, rotaryglenn@hotmail.com

ADDRESS: P.O. Box 57, Roseville, CA 95678

YOUTH PROTECTION POLICY

SEXUAL ABUSE/HARASSMENT CONTACT DATA – CONTINUED:

For Emergencies – Police, Fire, Ambulance, Hospital – Call 911

Other Numbers:	Police	Sheriff	Rape
Carmichael	916-874-2677	916-874-5115	916-448-2321
Citrus Heights	916-727-5500	916-874-5115	916-448-2321
Elk Grove	916-487-8000	916-874-5115	916-448-2321
Fair Oaks	916-536-9880	916-874-5115	916-448-2321
Folsom	916-355-7231	916-874-5115	916-448-2321
Granite Bay	916-791-5159	916-448-5115	916-448-2321
Gridley	530-868-5590	530-538-7321	530-661-6336
Lincoln	916-645-4040	530-889-7800	916-448-2321
Marysville	530-749-3900	530-749-7777	530-661-6336
Orangevale		916-874-5115	916-448-2321
Oroville	530-538-2448	530-538-7321	916-448-2321
Rancho Cordova	916-875-9600	916-874-5115	916-448-2321
Rocklin	916-625-5400	530-889-7800	916-448-2321
Roseville	916-774-5000	530-889-7800	916-448-2321
Sacramento	916-808-6401	916-448-5115	916-448-2321
West Sacramento	916-617-4920	530-668-5280	530-661-6336
Butte County		530-538-7321	
El Dorado County		530-621-7467	
Placer County		530-889-7800	
Sacramento County		916-874-5115	
Sutter County		530-822-7113	
Yolo County		530-668-5280	
Yuba County		530-749-7777	

YOUTH PROTECTION POLICY

SEXUAL ABUSE/HARASSMENT GUIDELINES SUMMARY

ENSURE THE SAFETY OF THE STUDENT – REMOVE HIM OR HER FROM THE SITUATION IMMEDIATELY – THE STUDENT’S SAFETY AND WELL BEING IS OUR FIRST PRIORITY.

PROTECT THE RIGHTS OF BOTH THE VICTIM AND THE ACCUSED. AVOID GOSSIP AND BLAME – TALK ONLY TO THOSE WHO HAVE A NEED TO KNOW.

IF THE ACCUSATION IS SEXUAL ABUSE, FIRST CALL LAW ENFORCEMENT, THEN CALL THE YPO. IF IT IS NOT A CRIMINAL ACT, CALL THE YPO. IF IN DOUBT, CALL LAW ENFORCEMENT.

ALL REPORTS OF ABUSE OR HARASSMENT ARE TAKEN SERIOUSLY.

LISTEN ATTENTIVELY AND STAY CALM.

ASSURE THE STUDENT THAT HE OR SHE IS DOING THE RIGHT THING IN NOTIFYING YOU AND THAT YOU WILL MAINTAIN THEIR PRIVACY BUT THAT YOU WILL NEED TO TELL SOMEONE ABOUT THE ABUSE OR HARASSMENT IN ORDER TO MAKE IT STOP AND TO ENSURE THAT IT DOESN’T HAPPEN AGAIN OR TO OTHERS.

GET THE FACTS BUT DO NOT INTERROGATE. ASK QUESTIONS THAT ONLY ESTABLISH FACTS: WHO, WHAT, WHEN, WHERE AND HOW. DO NOT ASK “WHY” QUESTIONS.

DO NOT BE JUDGMENTAL AND REASSURE THE STUDENT THAT THE SITUATION WAS NOT HIS OR HER FAULT AND THAT THEY WERE BEING BRAVE AND MATURE TO COME TO YOU.

DO NOT CHALLENGE THE ALLEGED OFFENDER. INTERROGATION MUST BE LEFT ENTIRELY TO LAW ENFORCEMENT.

DO NOT SIDE WITH THE ALLEGED ACCUSED.

BE FACTUAL – REPORT ONLY WHAT YOU WERE TOLD.

YOUTH PROTECTION POLICY
SEXUAL ABUSE/HARASSMENT REPORT FORM

DATE: _____ **TIME:** _____

LOCATION OF REPORT: _____

LOCATION OF INCIDENT: _____

DATE & TIME OF INCIDENT: _____

WHO WAS INVOLVED: _____

WHAT HAPPENED: _____

DATE & TIME REPORTED TO LAW ENFORCEMENT: _____

DATE & TIME REPORTED TO YPO: _____