

# DISTRICT 7070 POLICY FOR PREVENTION OF ABUSE AND HARASSMENT

Policy Adopted: \_\_\_\_\_

## **Purpose of the Policy**

Rotary Clubs place great emphasis on their work with people in the community, including children, young people, and other vulnerable persons through Rotary's many programs including Rotary Youth Leadership Awards ("RYLA"), Interact clubs, mentoring programs and Rotary International Youth Exchange ("Youth Exchange"). This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For this exemplary work to continue, it is important that our Rotary Clubs protect the interests of everyone involved, and create and maintain a safe and respectful environment for all participants in Rotary programs, activities or events.

Rotarians, their families, and non-Rotarian Volunteers are expected to use their best efforts to safeguard the welfare and prevent the physical or emotional abuse or harassment, or sexual abuse or harassment of every young or Vulnerable Person with whom they come into contact in connection with any Rotary Program, activity or Event.

Rotary District 7070 is committed to protecting the safety and well-being of all our program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Rotary District 7070 Abuse and Harassment Reporting Guidelines (the "Guidelines") that are attached as Schedule "A" to this Policy. The Guidelines will also assist in ensuring that an adult against whom an allegation is made is treated fairly, since an allegation of abuse or harassment does not necessarily mean that abuse or harassment actually occurred. *Nonetheless, whenever an allegation is made, the safety and well-being of Youth or Vulnerable Persons should always be the first priority.*

## **Scope of this Policy**

This Policy applies directly to all Rotarians and Volunteers in District 7070 Programs, activities or events involving Youth or Vulnerable Persons, including all Host Families and Rotarian Counselors in Youth Exchange programs and leaders in RYLA or Interact clubs. This Policy also applies to all adults over the age of 18 years who are ordinarily resident in homes in which a Youth Exchange student is residing.

Furthermore, each Rotary Club that is a member of District 7070 is asked to follow the "Recommendations to Clubs" that are attached as Schedule "B" to this Policy. This includes adopting this Policy, either directly or by incorporating it into the Rotary Club's own written policy for the prevention of abuse and harassment.

## **ARTICLE ONE - DEFINITIONS**

1.01 These definitions apply to all of this policy and the Guidelines attached:

**"Abuse"** means physical or emotional abuse;

**"District 7070"** means Rotary International District 7070 Incorporated;

**"District 7070 Event"** means a limited time event run by District 7070 including, without limitation, District Assembly, District annual conference, Rotary Foundation Walk and Rotary Aids Poker Walk;

**"District 7070 Program"** means any District 7070 Event and any District 7070 program run by District 7070 from time to time, including, without limitation, Youth Exchange, Rotary Youth Leadership Awards (RYLA) and Interact;

**"District Governor"** means the person appointed to be District Governor for District 7070 from time to time;

**"District 7070 Youth Exchange Policies and Procedures Guide"** means the Policies and Procedure Guide of District 7070 for Youth Exchange passed by District 7070 from time to time;

**"Emotional abuse"** means chronic exposure to alcohol or drug abuse, verbal attacks on a person's sense of self, repeated rejection or humiliation. It also means exposure to domestic abuse, isolation or existing in an environment of fear and/or anxiety;

**"Harassment"** means any conduct by an individual that is directed at, and offensive to, another person or persons and which the individual knew, or ought reasonably to have known, would cause offence or harm. It comprises of any objectionable act, comment or display that belittles, demeans or causes personal humiliation or embarrassment or any act of intimidation or threat;

Harassment may include, but is not limited to:

- Conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, ethnic origin, age, gender, physical characteristics, or physical or mental disability;
- Unwelcome and demeaning remarks, jokes, and innuendos about race, religion, age, national origin, marital status, colour or disability;
- Use, display, or distribution of racist, derogatory, or other offensive written material;
- Practical jokes based on race or other discriminatory grounds;
- Verbal abuse or threats;
- Inappropriate or offensive gestures.

**"Physical Abuse"** means the intentional use of force to the body that results in injury. It may be a single incident or a series or pattern of incidents;

**"Prohibited Person"** means anyone who

- (a) has been convicted of an offence which resulted in harm to an individual, including assault, sexual assault, sexual interference with a minor or failure to

- provide the necessities of life;
- (b) has been convicted of any offence which, in the opinion of the District Youth and Vulnerable Person Protection Officer, suggests an unacceptable risk of harm to a person in the care of that individual; or
- (c) is subject to a court order prohibiting that person from being in contact with any other individual;

**"Protected Person"** means a Youth or other Vulnerable Person;

**"Rotarians"** means members of Rotary Clubs and members of Rotaract Clubs in District 7070;

**"Rotary Clubs"** means any or all of the Rotary and Rotaract Clubs in District 7070 from time to time;

**"Rotary Club Program"** or **"Rotary Club Event"** means any program or event run by a Rotary Club within District 7070;

**"Rotarian Counselor"** means a Rotarian appointed by a Youth Exchange participating Rotary Club in accordance with the District 7070 Youth Exchange Policies And Procedures Guide;

**"Rotary Program"** means any program or event or activity run by a Rotary Club within District 7070 or by District 7070;

**"Sexual abuse"** means engaging in implicit or explicit sexual acts with a protected person, or forcing or encouraging a protected person to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex. Sexual abuse may include, but is not limited to:

- Non-touching offences;
- Indecent exposure; and
- Exposing a protected person to sexual or pornographic material;

**"Sexual harassment"** means sexual advances, requests for sexual favours, 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.

Sexual harassment may include, but is not limited to:

- Sexual advances;
- Sexual epithets, jokes, written or oral 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;
- Displaying sexually suggestive objects, pictures, or drawings; and
- Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

**"Volunteer"** Any adult engaged in a Rotary activity who interacts directly with Youth and/or a Vulnerable Person, whether or not that Youth and/or Vulnerable Person is supervised by another person, including, without limitation volunteers, as defined under the District 7070 Youth Exchange Policies and Procedures. For Youth Exchange, Volunteer

means any adult engaged in Youth Exchange who interacts directly with Youth, whether or not that Youth is supervised by another person and includes, without limitation, club and district Youth Exchange officers and committee members, Rotarian Counselors, Rotarians and non-Rotarians and their spouses and partners who work with students during activities or outings or who transport students to events, and host parents and other adult residents of the host home, including host siblings and other family members;

**“Vulnerable Person”** means:

- (a) Any person under the age of 18 years defined as Youth hereafter; and/or
- (b) Any person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm;  
and/or
- (c) a person who, because of their age, disability or other circumstances, whether temporary or permanent, are:
  - (i) in a position of dependence on others; and/or
  - (ii) at a greater risk than the general population of being harmed by a person in a position of authority or trust;

**“Youth”** means:

- (i) any Youth Exchange Program Participant, regardless of age, and
- (ii) any person less than 18 years of age involved in another Rotary Program (such as RYLA, Interact or any other community or youth service project), activity or event and to whom Rotarians may have a duty of care, and specifically includes children;

**“Youth and Vulnerable Persons Protection Officer”** means a person appointed by the District Governor from time to time whose role is to foster safe operations across all District 7070 Events and Programs involving Youth and Vulnerable Persons;

**“Youth Exchange”** means a specific District 7070 Program, operated under Rotary International, in which:

- (a) Youth ages 15-19, are sponsored by District 7070 Rotary clubs, and are sent on exchanges to other countries pursuant to agreements with other Rotary Districts around the world; and
- (b) Youth ages 15-19, are sponsored by other International Rotary clubs, and are sent on exchanges to Rotary Clubs in District 7070 from other countries pursuant to agreements with other Rotary Districts around the world; and

**“Youth Exchange Program Participant”** means anyone who participates in Youth Exchange.

## **ARTICLE TWO – POLICY STATEMENT**

2.01 It is the responsibility of every Rotarian and every volunteer in Rotary Programs to safeguard the welfare of every person with whom they come into contact during Rotary Programs and Events. Special attention is to be given to Protected Persons. This includes the prevention of abuse and harassment.

2.02 Rotarians and Volunteers should always:

- Treat Protected Persons with respect;
- Provide a model of good and appropriate behaviour;
- Respect Protected Persons' right to privacy;
- Be aware that behaviour can be misinterpreted even when well intentioned; and
- Challenge unacceptable behaviour.

### **ARTICLE THREE – DISTRICT COMMITMENTS**

3.01 In accordance with its moral, ethical and legal obligations, insofar as possible, District 7070:

1. Will ensure that Protected Persons who are involved in Youth Exchange and in other Rotary Programs are protected from abuse, harassment, Sexual abuse or Sexual harassment;
2. Will ensure that Rotary Programs for Protected Persons are provided in a safe and caring environment;
3. Will prevent contact between Protected Persons and individuals who are either prohibited by law from working with Protected Persons, or who are considered by District 7070 to be inappropriate individuals to be working with Protected Persons;
4. Will NOT permit a Prohibited Person to participate in any Rotary Program related to Protected Persons;
5. Will NOT permit any person to host or become a Rotary Counselor or a mentor to a Youth Exchange Program Participant, whether as a home-stay parent or as an adult living in the same home in which the Youth Exchange Program Participant will live, without first determining the suitability of the person through the District's Youth Exchange screening process as set out in the District 7070 Youth Exchange Policies and Procedures Guide;
6. Will designate each year a District Youth and Vulnerable Persons Protection Officer whose duties will include maintaining and raising awareness of this Policy and advising the District Governor with respect to matters of harassment or abuse;
7. Will encourage and facilitate the timely reporting of incidents where protected persons are at risk of harm;
8. Will ensure prompt notification of allegations of abuse or harassment made by protected persons where allegations involve Rotarians or persons involved with Rotary Programs; and
9. Will report any allegations of abuse of protected persons in compliance with provincial legislation and as outlined in the Guidelines.

3.02 For all other District Programs involving Protected Persons, Rotarians and Volunteers who will be involved on a regular or continuing basis with Protected Persons will provide to the District 7070 Committee chair responsible for the Rotary Program, a completed Criminal Record Check as appropriate.

**Statement of Conduct for Working with Youth**

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

*Adopted by the RI Board of Directors, October 2019*

## Schedule "A"

### District 7070 REPORTING GUIDELINES FOR ALLEGATIONS OF ABUSE OR HARASSMENT

#### **Introduction**

These reporting guidelines should be read and used in conjunction with the Rotary I District 7070 Policy for the Prevention of Abuse and Harassment (the "Policy"), to which these guidelines are attached. In particular, the definitions contained in Article One of the Policy apply to these Guidelines.

The Guidelines were initially developed in connection with the Youth Exchange Program, but have been adapted to be of assistance with respect to all those defined as "Protected Persons" in the Policy.

#### **Scope**

Unless specifically adopted by a Rotary Club, these guidelines are intended to be used in connection with allegations arising in the context of District Programs. In particular, these Guidelines must be used for any incident involving Youth Exchange. However, if adopted for use in connection with Rotary Programs, references to the District Governor, District Youth and Vulnerable Persons Protection Officer and District Committee Chair should be applied, respectively, to the Club President, Club Protection Officer and Club Committee Chair or responsible Director (depending on a club's organization). If no individual in the club is qualified to be a Club Protection Officer, the club's guidelines may continue to refer to the District Youth and Vulnerable Persons Protection Officer.

## **ARTICLE ONE - DEFINITIONS**

1.01 In addition to the definitions already set out in the Policy, which apply to these Guidelines, the following additional definitions shall apply:

**"Complainant"** means the Protected Person making an allegation of abuse and/or harassment, either directly or through another person; and

**"Respondent"** means the adult against whom a Complainant has made an allegation of abuse and/or harassment.

## **ARTICLE TWO - PROCEDURES FOR ADULT RECEIVING ALLEGATION**

2.01 Any adult to whom a Complainant reports an incident of Sexual abuse or Sexual harassment should comply with the following guidelines.

### **1. Receive Report from Complainant**

(a) 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.

(b) 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 does not happen to other protected persons.

(c) Get the facts, but don't interrogate. Ask the Complainant questions that establish what was done and who did it. Reassure the Complainant that he or she did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the Complainant's story to the proper authorities.

(d) Be non-judgmental and reassure the Complainant. 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 Complainant. Assure the Complainant that the situation was not his or her fault and that he or she was brave and mature to come to you.

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

### **2. Protect the Complainant**

Ensure the safety and well-being of the Complainant. If you or the Complainant have any concerns regarding his or her safety, immediately remove the Complainant from the situation and from all contact with Respondent. In the case of allegations of Sexual abuse or Sexual harassment involving a Youth Exchange Program Participant, the Youth Exchange Program Participant must be immediately removed.

In any case, reassure the Complainant that this is for his or her own safety and is not a punishment. In non-Youth Exchange situations, if there are no safety



concerns, determine if the Complainant would nonetheless prefer to be removed from or cease contact with the Respondent, and comply with the Complainant's wishes.

The Respondent may, and in the case of Youth Exchange matters must, be immediately removed from all contact with Protected Persons in any Rotary Programs.

3. *Report to District Committee Chair and District Youth and Vulnerable Sector Protection Officer*

Immediately upon receiving the complaint, report the allegation to the District Committee Chair responsible for the program, activity or event in which the alleged incident or incidents occurred and to the District Youth and Vulnerable Persons Protection Officer. They will keep the District Governor advised and will review the complaint in order to ascertain whether it needs to be referred to an appropriate law enforcement authority or whether it is a matter to be handled using internal policies and guidelines.

In the case of allegations of Sexual abuse or Sexual harassment involving a Youth Exchange Program Participant, immediately report the complaint to the appropriate law enforcement authority, the District Youth and Vulnerable Sector Protection Officer, the District Youth Exchange Chair, and the Club Youth Exchange Chair.

4. *Ensure Privacy is Respected*

Avoid gossip and blame. Do not tell anyone about the allegation other than those whom these Guidelines require to be told. Except as required by these Guidelines, all information with respect to the allegation must be kept strictly private and confidential to protect the rights of both the Complainant and the Respondent.

5. *Follow Up*

Once the case has been reported to the District Youth and Vulnerable Persons Protection Officer and the District Committee Chair, your role is complete. You may wish to follow up to ensure that steps are being taken to address the situation. You must not however contact the Respondent about the allegation.

**ARTICLE THREE - PROCEDURES IN RESPONSE TO ALLEGATION**

3.01 The District Committee Chair who receives the report of an allegation has the primary responsibility for responding to an allegation and should comply with the following guidelines. The District Committee Chair should work with the advice and support of the District Youth and Vulnerable Persons Protection Officer, and both should ensure that the District Governor is fully advised of the steps being taken to deal with the allegation. Where appropriate, the District Governor may wish to become directly involved in some or all of the steps set out below.

3.02 For Youth Exchange, the District Youth Exchange Chair should keep the Complainant's Rotarian Counselor fully advised of all steps being taken.

3.03 Unless otherwise specified, these steps must be taken immediately following receipt of a report of an allegation of abuse and/or harassment, and no later than three working days thereafter.

1. Confirm that the Complainant has been removed from the situation immediately and from all contact with Respondent.

2. The District Governor, District Committee Chair and the District Youth and Vulnerable Persons Protection Officer shall, with the assistance of legal counsel if appropriate, immediately determine if the report should be communicated to the appropriate law enforcement agency. If the decision is made to so report the allegation, the responsibility for investigation of the complaint lies with the law enforcement agency, and all District 7070 personnel should cooperate with any police investigation. The District Youth and Vulnerable Persons Protection Officer should ask the police to keep him or her advised of the progress of the investigation.

3. If a decision is made that the appropriate course of action is to investigate the allegations internally, or if the police decline to investigate, complete an investigation plan in collaboration with the District Youth and Vulnerable Persons Protection Officer. Depending on the nature of the complaint, its severity, and the facts surrounding the case, one or more of the following options can be discussed with the Complainant (remember that if a youth is involved he or she has the right to have an adult present at all times and to be represented by an adult):

- pursuing an informal resolution of the complaint;
- proceeding with a formal investigation;
- taking advantage of counselling, mediation, and other resources; and/or
- exploring other possible avenues of recourse including the police, appropriate provincial agencies or the Human Rights Commission.

4. Ensure the Complainant receives immediate support services.

5. Offer the Complainant an independent, non-Rotarian counselor to represent his or her interests. Ask the appropriate social service or law enforcement agency to recommend someone who is not a Rotarian nor in any way involved with the program, activity or event in question.

6. For allegations of Sexual abuse or Sexual harassment involving Youth Exchange, the parents of the Youth Exchange Program Participant must be contacted. For all other Youth Exchange incidents determine with the Complainant's Rotarian Counselor whether his or her parents should be contacted and whether the Complainant should have the option of either staying in country or returning home. For any other situation involving a Youth, decide these issues in consultation with an adult (other than the Respondent) who is responsible for the Complainant.

7. While investigations are being conducted, remove the Respondent from any contact in Rotary Programs with all Protected Persons including the Complainant.

8. For Youth Exchange, the Complainant's Rotarian Counselor must inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, outcome of all investigations and resulting actions.

9. Complete as quickly as possible the investigation in accordance with the investigation plan and provide a report on the findings made to the Respondent, the Complainant and the District Governor.

### 3.04 - Understanding the Needs of the Complainant

(a) There will need to be a cohesive and managed team approach to supporting the Complainant after an allegation is reported. The Complainant is likely to feel embarrassed, confused, and may become withdrawn.

(b) For Youth Exchange, the Complainant may in addition appear to be avoiding members of the Host Family or hosting Rotary Club. After a report of harassment or abuse, Complainants 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 club depending on the circumstances. In some cases, a Complainant may wish to remain in country, but change to a different host club if one is available.

(c) It may be difficult for Rotarians, Volunteers and Host Families, who become aware of the complaint, to understand how the Complainant is feeling, but it would be helpful for the Complainant to know that the Rotary Club remains a support for them. Rotarians, Volunteers 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 Complainant of their support at all times.

### 3.05 - Appropriate Behaviour for Others Aware of Allegation

(a) When addressing an allegation of abuse or harassment, the most important concern is the safety of a Complainant. Rotary Club members, who become aware of the allegation, should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any investigation. Rotary Club members who become aware of the allegation should be cautioned about speculating or commenting on the matter during the investigation.

(b) Comments made about a Complainant in support of a Respondent or about a Respondent in support of a Complainant are inconsistent with our Rotary ideals. Furthermore, adverse comments made against either a Complainant or a Respondent could lead to a defamation claim filed against Rotarians or Rotary Clubs by the person about whom those comments are made.

## **ARTICLE FOUR - SANCTIONS**

### **4.01 Sexual Abuse or Sexual Harassment**

With respect to Sexual abuse or Sexual harassment:

(i) A Rotary Club must terminate the membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in Sexual abuse or Sexual harassment;

(ii) A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in Sexual abuse or Sexual harassment must be prohibited from working with Protected Persons in a Rotary context. A Rotary Club may not grant membership to a person who is known to have engaged in Sexual abuse or Sexual harassment; and

(iii) If an investigation into a claim of Sexual abuse or Sexual harassment is inconclusive, then, for the safety of Protected Persons and the protection of the Respondent, additional safeguards must be put into place to assure the protection of any Youth with whom the Respondent may have future contact. If there are subsequent claims of Sexual abuse or Sexual harassment, the Respondent shall be permanently prohibited from working with Protected Persons in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the Respondent could be detrimental to the reputation of Rotary and could be harmful to protected persons. It can also benefit the Respondent in preventing additional accusations from others. A Respondent who is accused but later cleared of charges may apply to be reinstated to participate in programs involving Protected Persons. Reinstatement is not a right, and no guarantee can be made that he or she will be granted re-instatement.

### **4.02 Other Abuse or Harassment**

With respect to other abuse or harassment, if the allegations made against a Respondent are found to be true, in addition to and independent from any civil or criminal legal consequences:

(a) a Rotarian who is found to have abused and/or harassed a Protected Person will be subject to disciplinary action up to and including a lifetime ban from Rotary International; and

(b) the participation in District Programs of any non-Rotarian who is found to have abused and/or harassed a Protected Person will be curtailed or prohibited as appropriate and any such non-Rotarian will not be invited to join any Rotary Club in District 7070.

## Schedule "B"

# RECOMMENDATIONS TO CLUBS REGARDING PREVENTION OF ABUSE AND HARASSMENT

### Introduction

District 7070 has adopted the Rotary District 7070 Policy for the Prevention of Abuse and Harassment (the "District Policy") and the Rotary District 7070 Reporting Guidelines for Allegations of Abuse and Harassment (the "District Guidelines") in an effort to enhance existing protections at both a Rotary Club and District 7070 level for Youth and Vulnerable Persons who are involved in Rotary Programs. Please refer to the District 7070 Policy for the definition of terms used here, including, without limitation "abuse", "harassment" and "Protected Person". It is important to note that in all matters involving Youth Exchange, the District Policy applies and the District Guidelines must be followed.

The District recommends that each Rotary Club adopt the District Policy and apply the District Guidelines so that there is a consistent approach to these issues throughout District 7070. The specific recommendations below will assist each Rotary Club in that process. Do not hesitate to consult with the District Youth and Vulnerable Persons Protection Officer (appointed in accordance with the District Policy) for support and assistance. Whenever abuse or harassment is specifically alleged, each Rotary Club must apply its own club's policy and guidelines. If a Rotary Club has not developed its own policy and guidelines, the District Policy and Guidelines should be applied with the necessary modifications.

*NOTE: Even if no allegation is made, but you become aware of conduct to which the District Policy and Guidelines might apply, refer to these helpful documents to see if they are in fact applicable. Use common sense to determine if the situation requires taking the steps that are explained, but if there is any doubt; always err on the side of protection of Youth and Vulnerable Persons.*

### Recommendations for Rotary Clubs:

#### 1. Establish a Rotary Club policy on the prevention of abuse and harassment.

We suggest your Rotary Club either specifically adopt the District Policy which is attached, or draft its own policy which includes the District Policy by reference. If your Rotary Club is simply adopting the District Policy, the resolution doing so should make clear that the references to District or District personnel should be taken to mean instead your Rotary Club or Rotary Club personnel (for example references to the District Governor will apply to your Club President and so on). If you do not have a person in your Rotary Club who is qualified to deal with abuse and harassment issues, you can leave all references to the District Youth and Vulnerable Persons Protection Officer intact and rely on her or him for guidance with respect to situations limited to your club.

2. Issue guidelines on how to deal with the disclosure or discovery of abuse or harassment.

- Adopt or adapt the District Guidelines that are attached as Schedule "A" to the District Policy.
- Rotarians and Volunteers should know they have a legal, ethical and moral responsibility to report abuse and/or harassment to the appropriate authorities.
- Rotary Clubs should promote an attitude that reporting suspicions and/or taking action are the right things to do.

Individual Rotarians should not attempt to deal with a problem alone. For all Rotary Programs involving Youth or Vulnerable Persons, the Club Protection Officer (or District Youth and Vulnerable Persons Protection Officer if there is no Club Protection Officer) should be advised and reporting must adhere to the Rotary Club or District Guidelines. In addition, for Youth Exchange, all complaints, allegations or suspicions should be reported immediately to the student's Rotarian Counselor and they in turn must report to the District Youth and Vulnerable Persons Protection Officer and District Youth Exchange Chair. If Sexual abuse or Sexual harassment is alleged against a Youth Exchange Program Participant, the complaint must in addition be immediately reported to law enforcement authorities.

Debriefing sessions following a reported incident are excellent for improving procedures and identifying new training requirements. Such sessions also provide an opportunity to establish a written record of the incident.

3. Designate a Club Protection Officer responsible for the protection of Youth and Vulnerable Persons.

- Designate one member as the Club Protection Officer. This individual should have a copy of and be very familiar with the District Policy and Guidelines, and know how to contact the District Youth and Vulnerable Persons Protection Officer for assistance and support.
- The Club Protection Officer is responsible for dealing with allegations or disclosures and should designate at least one alternate to do so when he or she is not available. Members and volunteers should know how to contact the Club Protection Officer or the alternate quickly.
- The Club Protection Officer is also responsible for raising awareness and training all members of the Rotary Club for the procedures they should follow when concerned with matters of harassment or abuse.
- Some clubs may wish use the District Youth and Vulnerable Persons Protection Officer for these duties instead of appointing a Club Protection Officer. In that case, however, some other individual in the club must be responsible for raising awareness and training.
- If your Rotary Club participates in the Youth Exchange, you may wish to designate the Youth Exchange Chair as separately responsible for training and awareness regarding student protection matters.

4. Introduce a process where Protected Persons can talk in confidence and safely with an independent person.

- Ensure that Youth and Vulnerable Persons are aware they have the right to talk privately to someone responsible for their overall safety and welfare. It is important that protected persons know who this individual (usually the Club Protection Officer or alternate) is and how to contact him or her.
- With respect to the Youth Exchange, this person would be the student's Rotarian Counselor. The Rotarian Counselor cannot be a member of the Youth Exchange Program Participant's Host Family.

5. Prepare Rotarians and Volunteers to work effectively with all protected persons.

Make Rotary Club policies clear and explain effective procedures for various programs, activities and events. A copy of the club's policy to prevent abuse or harassment and instructions on what to do if abuse or harassment is discovered or suspected should be provided to each Rotarian and Volunteer at each such program, activity or event. If there is no such Rotary Club policy, the District Policy and Guidelines should be provided instead.

6. Plan Rotary Club activities so as to minimize situations where abuse or harassment may occur.

Resources should be organized in such a way so Protected Persons have a supervisor of the same gender. Avoid situations where one adult supervises one Youth or Vulnerable Person. For example, another adult should accompany a Rotarian providing transportation to one child.

7. Ensure all Rotarians and other Volunteers have clear roles.

Depending on the nature of the Rotary Program and the extent of involvement, Rotary Clubs should consider giving everyone involved a written description of their role and the tasks involved. This can be a simple document, and preparing it will help to make clear the priorities, the risks, and how the risks might be minimized.

8. Ensure supervision as a means of protecting Youth and Vulnerable Persons.

An individual should be designated in each Rotary Program who is responsible for protecting Youth and Vulnerable Persons from abuse or harassment. The Club Protection Officer should provide that individual with the Rotary Club policy and guidelines or the District Policy and Guidelines, and ensure that he or she understands the material.

9. Reinforce our ethical, moral and legal responsibilities in everything we do.

All Rotary Clubs, individual Rotarians, and Volunteers are responsible for protecting the safety and security of everyone encountered in the provision of

services to our community. We have a special obligation to Youth and Vulnerable Persons. Rotarians are obliged to intervene if they become aware of information about abuse and/or harassment of a person through their involvement with a Rotary Club Program.

\*\* Rotarians are obliged to do those things that protect and reinforce the physical and emotional safety and security of themselves and others. This includes operating a motor vehicle safely, ensuring the proper use of safety equipment, avoiding the use of illegal drugs, and avoiding the consumption of alcohol while providing service to others.

\*\* Rotarians are obliged to take appropriate action when they observe other Rotarians or Volunteers behaving in ways that contradict the values contained in our District and Rotary Club policies.