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| **Rotary Youth Protection Fact Sheet****District 9920****Rotary International (RI) Statement of Conduct:** RI strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians’ spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.**Youth Protection Officer (YPO) 2022-2023: Hope Horrocks****Ph: 021541108****Email: ypo@rotarydistrict9920.org**If you are planning a Rotary Youth Exchange application forms and police vetting will need to be completed for all family members over 18. Please contact YPO via email for more information. | **Preparing for an Event:**1. Figure out how many volunteers are needed. There should be enough that no youth is left alone with a single volunteer. Aim to have 1.5x of volunteers needed to account for dropouts.
2. All volunteers need to complete a volunteer application form (link below).
3. At every youth event all volunteers should have gone through the required training.
4. If an overnight event or higher risk every volunteer needs to be police checked. If unsure if an event requires police checks, contact the YPO.
5. Event should be closed to the youth attendees and volunteers who have gone through the required training and checks. If other person (Rotarians/ parents/ Rotaractors) would like to be present for part of the event arrange for a suitable time and register all attendees. People should not be coming and going from the event unchecked.
6. On overnight events try to arrange sleeping arrangements by age and sex. It is also important to consider participants’ gender identity and sexual orientation, and work with their parents or legal guardians to make arrangements that meet everyone’s needs.
 | **Training:**1. All volunteers need to complete RI training programs “Protecting Youth Program Participants” and “Preventing and Addressing Harassment”
2. These can be found through My Rotary portal (link below). If volunteers are not Rotarians, you can arrange for them to do the training through zoom.
3. Email YPO confirmation of the volunteers that completed the training prior to event.

**Police Checks:**1. Complete the Vetting Form (link below) for each volunteer. The form requires sections 2 and 3 to be completed using volunteers full legal name and attaching two forms of certified IDs (passport and NZ licence preferred).
2. Police Check Vetting Forms need to be emailed to the YPO email at least **ONE** **MONTH** before the event. You can email the YPO if unsure if the form has been completed correctly.

The YPO will keep records of volunteer’s information, current police checks and training. We will protect volunteers information pursuant to the Privacy Act 2020.  |
| **Incident Reporting -  It is not your job to investigate an incident!****Incident Reporting -  It is not your job to investigate an incident!****Incident Reporting -  It is not your job to investigate an incident!****Incident Reporting -  It is not your job to investigate an incident!****Incident Reporting** **– It is not your job to investigate** **an incident!**Key things to remember when alleged incident occurs:Key things to remember when an alleged incident occurs:1. Support the reporter/victim by getting facts and listening, but make no judgements
2. Notify the YPO and District Governor of the alleged incident. Text YPO ASAP.
3. The YPO will make contact with Police
4. Remove the accused from contact with youth
5. Keep the alleged incident private - the alleged victim should not be subject to gossip
6. The district officers will report to Rotary International

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