

Rotary District 9670 Child Protection –

Ensuring the safety of children involved in Rotary Programs

2017 and beyond

The table below is a summary of recommendations arising from our interpretation of Child Protection requirements for volunteers issued by Office of Children’s Guardian, Rotary International and Rotary’s Insurer.

Quick Reference Recommendations

Youth Volunteer	Full screening	Referees Contacted by:	Get WWCC	WWCC verified by:
DG	Yes	DCPO team	Yes	DCPO Team
DGE	Yes	DCPO team	Yes	DCPO Team
DGN	Yes	DCPO team	Yes	DCPO Team
DCPO	Yes	DCPO team	Yes	DCPO Team
District Youth Program Coordinator	Yes	DCPO team	Yes	DCPO Team
Youth Chairs & Committees	No	N/A	Yes	DCPO Team
YEP Chair	Yes	YEP team	Yes	YEP Team
YEP Committee	Yes	YEP Team	Yes	YEP Team
Host Families	Yes	Club Team	Yes	Club Team
Club Counsellors	Yes	Club Team	Yes	Club Team
Club Youth Director	No	N/A	Yes	Club Team
Club CPO	No	N/A	Yes	Club Team
Other Rotarians	No	N/A	Highly Recommended	Club Team
Other Partners	No	N/A	Recommended if involved	As appropriate
DG District Governor DGE District Governor Elect DGN District Governor Nominee DCPO District Child Protection Officer Club CPO – Club Child Protection Officer	YEP - Youth Exchange Program DCPO Team – DCPO + one other YEP Team – Two YEP Committee members Club Team - Club CPO + usually Public Officer			
**** If a volunteer falls into more than one of the above categories for full screening the referee checking should be done by the team responsible at the “higher” level and that team should then notify the others when the Form 3 screening process is complete. Eg: A volunteer who is on the YEP committee and a host parent should have the referees contacted by the YEP Team who then notifies the Club CPO when the process is complete. (referees only contacted once)				

Background and Explanation

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.

Screening of volunteers plays an important part in ensuring the safety of youth as well as:

- Satisfying Rotary International's Compliance Requirements
- Satisfying Australian State and Territory Legislation WWCC
- Responding to recommendations of Child Abuse Royal Commission
- Satisfying NCCISSE requirements (National Consultative Committee International Secondary Student Exchange)
- Maintaining qualification for Rotary Abuse Liability Insurance

Definition of a Rotary Volunteer

Any adult involved with Rotary Youth Program activities who has direct interaction either supervised or unsupervised with young people

Volunteer Selection and Screening

A key element in any youth protection policy is the selection and screening of adult volunteers. The level of screening may vary, based on the nature and frequency of the contact with the participants.

Full screening is mandatory for volunteer involvement where one to one contact is anticipated over a significant period of time. Eg: Hosting of YEP student, YEP Counsellors and drivers who regularly transport students by car especially if they are alone and the travel time is significant (>15 min).

Full screening involves the completion of **Form 3** (attached) and follow-through by appropriate personnel. It includes:

- Obtaining three referees, only one to be a Rotarian, none can be family members
- Obtaining a **NSW - WWCC** number (Working With Children Check)
- Signing the declaration on Form 3

The level of partial screening can be determined by doing a risk assessment of the nature of the contact with the participants but usually the minimum requirement for involvement as a youth program volunteer is to obtain a **NSW – WWCC** number.

Recommendations:

It is recommended that Rotarians involved with youth programs should get a **NSW - WWCC** number, however there is no need for this when the risk to children is very low or members have no involvement with youth programs.

- The process to register and be checked is very simple. To apply, go to the website <http://www.kidsguardian.nsw.gov.au/> complete and submit the online application form (it only takes a few minutes). You will receive an email reply giving you an application number. Take it and your licence to a Services NSW or RMS (was RTA) office to have your identity verified. If all is well you should receive an email containing a clearance letter and your **WWCC** number. All clearances will have a five year currency. Give a copy of the clearance letter to your club's delegated officer.



Verification (Important)

- Club presidents are asked to appoint a member to be the Club's Child Protection Officer (CPO) and a second person to be the alternative "employer", usually, the Public Officer.
- Those listed in the table above who are responsible for WWCC verification should be registered as an "Employer". This should be done online. Once registered they will be able to go online and after entering name, DOB and WWCC number can **verify** the "Working with Children" status of members who are involved with your club's youth programs. The Office of Children's Guardian will then have a record of who you have checked and will notify you of any status change. NB: Read "Rotary Club/Committee" for "Employer".
- **It is important** that if a member has a WWCC then it should be verified by their Club Child Protection Officer and a list of complying members and a separate list of members who do not have a WWCC clearance be kept.
- Information in WWCC number databases is private and confidential and should only be available to those responsible for verification or those who need to know who **does not hold** a valid WWCC.
- Verification Teams should keep a record of the status verification.
- The NSW Government's Office of Children's Guardian is auditing this process.
- Assistant Governors have been asked to assist clubs and audit these Child Protection requirements

Trevor Lynch - D9670 Child Protection Officer 2013-2017

DG Steve Jackson 2016-17

DG Helen Ryan 2017-18

DG Brian Coffey 2018-19

PDG Adrian Roach – D9670 Youth Program Coordinator

Wilma Simmons - D9670 Child Protection Officer 2017 - 2020

Some Useful References

Rotary Youth Protection Guide

<https://www.rotary.org/myrotary/en/document/rotary-youth-protection-guide>

Office of Children's Guardian WWCC

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

National Consultative Committee International Secondary Student Exchange

<http://www.schools.nsw.edu.au/media/downloads/schoolsweb/student-support/programs/studentexchange/registration/seguidelines.pdf>