**Rotary District 9670 Child/Youth Protection –**

**Ensuring the safety of children and young people involved in Rotary Programs**

**Revised April 2018 \***

*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 | Yes? | Yes | Yes | DCPO Team/Club  |
| 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 GovernorDGE District Governor ElectDGN District Governor NomineeDCPO District Child Protection OfficerClub CPO – Club Child Protection Officer | YEP - Youth Exchange ProgramDCPO Team – DCPO + one otherYEP Team – Two YEP Committee membersClub 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 Youth \***

Any individual who is participating in a Rotary Youth Program regardless of whether or not he or she is of legal age of majority. Also referred to in this policy and Youth Protection procedures as *“young people, children, child, youth, student or young person.”*

**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.
* \*Clubs and committees via their Child Protection officers are responsible for their own maintenance of a register of Working With Children Checks and Volunteer Declaration forms (i.e. Form 3)
* \* Clubs and committees via their Child Protection officers maintain a current list of members/participants who have completed Form 3 and update this list as required. The club/committee will provide the list only (not the completed forms ) electronically to the District Youth Protection officer by 31 July.
* 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

\*Revised April 2018 by Wilma Simmons, endorsed by District Governor, District Governor-Elect and Youth Director

**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/studentsupport/programs/studentexchange/registration/seguidelines.pdf>