



PEP24

President Elect Preparation

Welcome to this BRIEF OVERVIEW of youth and vulnerable person protection. The presentation is oriented towards Club level management and practices, and contains important information for incoming Club Presidents.



ROTARY YOUTH PROTECTION GUIDE

*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.*

The need for Youth (and Vulnerable Persons) Protection

We need to remember that just one case of abuse can lead to:

- a young life blighted by shame and guilt
- a Rotary youth program compromised and with diminished integrity



What is “Youth”?

RI Definition

Young people up the age of **25 years** either under or over the age of majority (the age of majority varies among Australian states and territories).

Irrespective of the age of any youth involved in a Rotary Youth program, Rotary at all levels is committed to doing everything reasonably possible to protect all applicants and participants



ABUSE AND HARASSMENT

What is abuse? What forms does it take (sexual, emotional, physical)? Who are abusers?

What is harassment?

Recognizing abuse and harassment

Grooming



DISTRICT 9510



**YOUTH
PROTECTION
POLICY**



TOPIC	PAGE
1 Definitions and Acronyms	4
2 The Policy	6
3 Manuals	8
4 Our Approach	10
4.1 Preventing Abuse	10
4.2 Preventing Harassment and Bullying	10
4.3 Five Strategies	11
5 Screening and Suitability Checks	11
5.1. Youth Program Volunteer	11
5.2. Accreditation of a Youth Program Volunteer	11
5.3 Responsible Adult	12
5.4 Overnight Accommodation	13
6 Protection Officers	15
6.1 Club Protection Officer	15
6.2 District Protection Officer	15
7 Online Abuse, Harassment and Bullying	16
8 Face to Face Abuse, Harassment or Bullying	17
9 Guidance Relating to Physical Contact by Adult Leaders	17
10 Responding to Allegations of Abuse, Harassment or Bullying	18
10.1 Rotary Requirements	18
10.2 State Government Requirements	18
11 Required Reporting Procedures Following an Allegation of Abuse or Harassment	18
12 Mandatory Reporting – State Government Requirements	19
13 Driving Youth Program Participants	19
14 Images of Youth and Vulnerable Adults	20
15 Privacy and Confidentiality	20
16 Insurance and Risk Management	21
16.1 Insurance	21
16.2 Risk Management	21
17 Protection Training	22
18 Succession Planning	22
19 Rotary Youth and Vulnerable Adult Program Participants	23
20 Young People in Rotary Youth Programs who are Mentally or Physically Handicapped	23
Appendix 1 – Duties of District 9510 Club Protection Officer Duties	24
Appendix 2 – Duties of the District 9510 Protection Committee	26
Appendix 3 – RI Abuse & Harassment Reporting Guidelines	29
Appendix 4 – Rotary Youth Protection Incident Report	32
Appendix 5 – Rotary Youth Information & Declaration Form	34
Appendix 6 – Application Form and Compliance Statement (YP 8)	36
Appendix 7 – Club Insurance and Compliance Declaration	38





THE HEART OF PROTECTION

For the members of the club and for the vast majority of situations club members will face there is a simple rule which will ensure that all care is taken. I call it the '**RULE OF ONE AND TWO**'. That is

IF ONLY ONE YOUTH PARTICIPANT IS PRESENT, THERE MUST BE TWO OR MORE RESPONSIBLE ADULTS/ROTARIANS PRESENT

and

IF ONLY ONE RESPONSIBLE ADULT/ROTARIAN IS PRESENT, THERE MUST BE TWO OR MORE YOUTH PARTICIPANTS PRESENT

That is, there is no one-to-one contact.

If Rotarians bear this simple and easily understood principle in mind there is minimal chance of grooming or misbehaviour



An Ongoing Question

Do all Rotarians working or involved in Rotary Youth Programs need Working with Children Checks (WWCCs)

Technically the answer is that they do if they are going to work with young people in Rotary programs for seven or more days in a year.

However, it is often not known if this will be the case or not, or whether any particular Rotarian may or may not be involved.

One simple suggestion worth consideration is that all club members who might possibly be involved with a program obtain a WWCC anyway. It costs nothing and is very easy to organize – a good job for the Club Protection Officer!



Club Youth Protection Obligations

Clubs that participate in any Youth Program or interact with youth on any basis shall:

- **Appoint a Youth Protection Officer – (arms length)**
- **Ensure any Rotary Youth Volunteers are screened**
- **Complete and return the annual Club Declaration**
- **Ensure Clubs who participate in the YEP are “Certified”**
- **Assign one meeting per year for information and training.**



Club Youth Protection Officer

The requirements of the Protection Officer will vary from club to club. In Clubs which host an exchange student or have a stand-alone Club youth program, the Protection Officer will need to oversee appreciably more than in Clubs which do not. That officer must read and ensure the club adheres to the requirements as set out in the Club Youth Exchange Manual or the Short Rotary Youth Programs Manual.

It is the Protection Officer's duty in all clubs to ensure that whenever a young person involved in a Rotary program comes to the Club or a Club event, they are treated respectfully and there is adherence to all the rules that apply to them. This is whether it is a RYLA student coming to a meeting once to report on their experiences, or a youth exchange student who will be with the club for 12 months.

See Appendix 1 of D9510 Youth Protection Policy for details



Duties of Club Youth Protection Officer

1. Ensure club members particularly those involved in youth programs understand their responsibilities.
2. Ensure that all people (Rotarians and others) involved in youth programs are suitable people for the tasks they are given and as such are assessed as RESPONSIBLE ADULTS.
3. Ensure that a Club wishing to run a stand-alone youth program fills in a YP8 Form and submits it to the District Protection Officer.
4. Ensure that the correct process is followed in the event that a club needs to appoint a YOUTH PROGRAM VOLUNTEER.
5. Unless the club has a separate Risk Management Officer and Insurance Officer, the Club Protection Officer shall also ensure that:
 - a. those in the Club responsible submit a Risk Management Form to the District Insurance Officer for any youth or other function the club runs.
 - b. the Annual Insurance and Youth Protection Declaration is completed and submitted each April.

See Appendix 1 of D9510 Youth Protection Policy for details



What to do in the event of an allegation?

Should a Rotarian or Club receive a complaint or an allegation of abuse or harassment, they should seek guidance from the Club Protection Officer or the District Protection Officer. They should, however, **make sure in the first instance that the situation is contained and the abused person is safe.**

If you receive a report or claim of abuse or harassment it will be unexpected and perhaps a surprise. It is important to adhere to some basic principles:

1. **Listen attentively** and stay calm
2. Assure privacy but not confidentiality
3. Get information, but don't interrogate the participant
4. Be nonjudgmental and reassuring
5. Be understanding

As soon as possible, get in touch with someone who can deal with the situation (CPO, DPO, Program Director, Club President)



Some suggested reading and a final word!

As a Club President or Club Officer let me encourage you to read the following sections of the Master Protection Policy which you will find under Governance Information on the first page of the District web site, which is at (<https://rotary9510.org/sitepage/governance-information>)

- 1. The definitions**
- 2. Sections 4.3, 6.1, 7, 8, 14,15, 17 and Appendix 1**

And finally, let me remind you that your very best strategy in matters of protection is to simply contact me on **0401671850/mthomas1947@bigpond.com. If I don't know the answer to your query then it is my job find out and let you know.**