**Appendix 6**

**APPLICATION FORM & COMPLIANCE STATEMENT - YP 8**

*Clubs or District Committees wishing to be involved in the running of a short youth and or a vulnerable person’s program must complete this declaration. In the case of a club, it must also be signed by the club president. In the case of a district committee, the chairman of the committee must sign.*

FORM YP 8 IS TO BE EMAILED TO THE DISTRICT PROTECTION CHAIR A MINIMUM OF THREE WEEKS PRIOR TO THE COMMENCEMENT OF THE PROGRAM

FAILURE TO DO SO MAY RENDER INVALID A CLUB OR DISTRICT COMMITTEE’S INSURANCE

**The**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Committee\***

Print District Committee name

**Or**

**The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rotary Club\***

Print Rotary Club name

**wish to be involved in the following vulnerable person’s program**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Print name of vulnerable person’s program commencement date

**FOR PROGRAMS RUN REGULARLY A NEW YP 8 FORM MUST BE SUBMITTED ANNUALLY**

**A COPY OF THE PROGRAM’S RISK MANAGEMENT FORM MUST BE SUBMITTED WITH THIS APPLICATION**

We the undersigned Rotarians confirm

a. we understand and will abide by the requirements in “An Australian Guide to Protecting Youth Involved in Short Rotary Programs and The Elderly and Infirm when being Assisted by Rotary”, as it applies to our program listed above

b. we will do all we reasonably can to ensure those people involved in organising and running our program fully comply with these requirements.

District Committee Signature\*

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / / Please Print Chairman

or Rotary Club Signature\*

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / / Please Print President

**\*Delete whichever does not apply**

To assist District Committees and Clubs to comply with their responsibilities we have listed on the following page some of some of the important tasks fully detailed in the policy. These will be of help in checking what tasks have been completed at this stage and what work remains that must be carried out.

**Appendix 6 continued**

**CHECK LIST - YP 8**

**“WILL DO” ITEMS ON THIS PAGE MUST BE COMPLETED AT THE APPROPRIATE TIME. FAILURE TO DO SO MAY**

**RENDER INVALID A CLUB OR DISTRICT COMMITTEE’S INSURANCE.**

*Tick boxes as appropriate*

Check you have Have done Will do

* ensured all leaders have read and understood as applicable the

appropriate Rotary Protection Manual □ □

* carefully considered which people if any in the program really need to be

a Youth Program Volunteer (Sect 5.2) □ □

* undertaken arrangements for any Youth Program Volunteer to be correctly

assessed through the District Protection Officer □ □

* made enquiries to ascertain that persons identified as responsible adults

are suitable people to undertake the tasks they are given in looking after

vulnerable people (Sect 5.3) □ □

* planned any briefing required to be given to young people before they

participate in the program □ □

* carried out a thorough risk assessment of the program and submitted

the risk assessment form to the District Insurance Officer □ □

* prepared handouts if appropriate for the participants giving them advice

on how to stay safe and who they may contact if in need of help □ □

* taken steps to ensure all vulnerable people involved in the program

are well looked after and kept safe □ □

* ensured that where the participants will be under the control of another

organisation for a proportion of the program, that organisation is one which

is both qualified and dedicated to guarantee as far as is reasonably

practical the safety of the vulnerable people involved complying with all

the applicable requirements in the appropriate manual □ □

* complied with the requirements if the program involves assisting another

organisation which controls the young people participating (e.g. a school)

and their protection requirements are more stringent than ours □ □

* distributed to those people involved in the program who we feel a vulnerable

person may come to if harassed or abused with copies of the highlighted section

of the RI Abuse & Allegation Reporting Guidelines Adapted for D9510 Use □ □

* planned a debriefing if appropriate where any points of concern may be

revealed and addressed □ □

* attached a copy of the program’s Risk Management Form □

DOCUMENT RETENTION– Each year (if the program is proceeding) a new **YP 8** is to be emailed by the program chair to the District Protection Officer who will securely retain one copy for 5 years. The club/district committee chair is to securely retain one electronic copy of the new form and destroy the old one.