

## **YOUTH ABUSE AND HARASSMENT PREVENTION POLICY**

District 5000 has adopted this Youth Abuse and Harassment Prevention Policy (“Youth Protection Policy”) as its youth protection policy for all Rotary-affiliated youth programs within the District, including, without limitation, Early Act, Interact, Rotaract, Rotary Youth Leadership Awards, Rotary Youth Exchange and Hawaii Rotary Youth Foundation and other Rotary-affiliated student scholarship programs.

Rotary International has a zero-tolerance policy against abuse and harassment. RI’s youth protection policies state that any individual against whom there is an allegation of abuse or harassment must be removed from contact with youth in a Rotary context until the matter is resolved by law enforcement. If the individual is found guilty, convicted of, or otherwise known to have engaged in sexual abuse or sexual harassment, they are to be permanently prohibited from working with youth and prohibited from having any relationship with Rotary.

### **A. STATEMENT OF CONDUCT FOR WORKING WITH YOUTH**

The District 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 any 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. It is each person’s responsibility to be familiar with this Youth Protection Policy, the reporting guidelines, affidavits, host applications, and reporting forms. District leaders, club presidents, club youth service chairpersons and persons who will work with Youth Exchange students and other youth in any significant or unsupervised capacity must complete and sign the Youth Volunteer Affidavit and Waiver, including adults whose contact with youth may not be significant or unsupervised, but is regular or on-going. All other adult Rotarians, Rotarians’ spouses, partners and volunteers are not required, but are encouraged, to complete and sign the Youth Volunteer Affidavit and Waiver if they have any contact with youth.

### **B DEFINITIONS**

For purposes of this Youth Protection Policy, the terms defined below shall have the respective meanings indicated unless the context clearly requires a different interpretation:

“**Club Compliance Statement**” refers to the club compliance statement attached to the District Policy Manual as Appendix 5, as amended from time to time, and incorporated into this Youth Protection Policy by reference.

“**District**” or “**District 5000**” refers to Rotary International District 5000.

“**District youth protection officer**” means the member of the District Youth Exchange committee who is responsible for maintaining youth protection policies and procedures for the Youth Exchange program; serves as the first point of contact should any Rotarian receive an allegation of abuse or harassment. This individual should have experience in youth protection, social work, law enforcement, or a similar field.

“**Host family**” refers to the family selected by the Rotary club to provide accommodations for the student and act as the student’s family during a period of the exchange.

**“Multidistrict Youth Exchange group”** refers to an administrative body representing a larger geographic area established to support exchange activities, such as student applications, travel arrangements, insurance, visa processing, and orientation. Such groups include, without limitation, SCANEX.

**“NAYEN”** means North American Exchange Network, which is a regional Youth Exchange group that provides Youth Exchange information and resources for Youth Exchange volunteers, including youth Exchange officers, and host families.

**“Reporting Guidelines for Abuse and Harassment”** refers to the reporting guidelines attached to this District Policy Manual as Appendix 4, as amended from time to time, and incorporated into this Youth Protection Policy by reference.

**“RI”** refers to Rotary International.

**“Rotarian counselor”** refers to the Rotarian who is a member of the host Rotary club and has been appointed to serve as the student’s main contact with that club. This individual shall act as liaison between the student, Rotary club, District, host family, and community at large.

**“SCANEX”** means Southern California, Arizona, and Nevada Exchange, Inc., a California corporation, which is a multidistrict Youth Exchange group doing business as the Southern California, Nevada, Hawaii, Arizona and Utah Rotary Youth Exchange.

**“Sexual abuse”** refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or opposite sex. Additional examples of sexual abuse could include, but are not limited to, non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

**“Sexual harassment”** refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims. Examples of sexual harassment include, but are not limited to, the following:

- (a) Sexual advances;
  - (b) Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess;
  - (c) Verbal abuse of a sexual nature;
  - (d) Displaying sexually suggestive objects, pictures, or drawings; and/or
  - (e) Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.
- Please refer to the Reporting Guidelines for Abuse and Harassment for definitions and clarification.

**“Student”** refers to youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority.

**“Training Manual”** refers to the RI Abuse and Harassment Prevention Training

Manual and Leader's Guide (775-EN—(606), as amended from time to time.

**“Volunteer”** refers to any adult involved with Rotary youth activities who has direct interactions with students, either supervised or unsupervised. This includes, but is not limited to, club and District Youth Exchange officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host students for activities or outings or who might drive students to events or functions, host parents, and other adult residents of the host home (including siblings and other family members).

**“Youth”** refers to any person under the age of eighteen (18), including students participating in Youth Exchange or any other youth activity conducted in a club in the District.

**“Youth Exchange officer”** refers to the Rotarian appointed or elected to hold office on a District or club Youth Exchange committee. The District Youth Exchange chairperson is the Youth Exchange officer for the District.

**“Youth programs”** refers to all of the services offered by clubs that involve youth activity, including, but not limited to, Early Act, Interact, Rotaract, Rotary Youth Leadership Awards, Rotary Youth Exchange, and Hawaii Rotary Youth Foundation and other Rotary-affiliated student scholarship programs.

**“Youth Protection Policy”** refers to this Youth Abuse and Harassment Prevention Policy, as amended from time to time.

**“Youth Volunteer Affidavit and Waiver”** refers to the form of affidavit and waiver attached to the District Policy Manual as Appendix 3, as amended from time to time, and incorporated into this Youth Protection Policy by reference.

### **C. INCORPORATION OF DISTRICT YOUTH EXCHANGE PROGRAM AND LIABILITY INSURANCE**

Rotary District 5000 Youth Exchange is incorporated as part of SCANEX. District 5000 is located entirely within the United States and is covered under the U.S. Rotary Club & District General Liability Insurance Program.

### **D. VOLUNTEER AND HOST FAMILY SELECTION AND SCREENING**

The following screening steps must be completed prior to participation in Youth Exchange program activities. The District will maintain confidential records of persons prohibited from working with youth in Rotary activities.

(1) **Youth Exchange Volunteers.** Each volunteer interested in participating in a youth programs must:

(a) Complete the SCANEX Youth Volunteer Application/Affidavit available online at the SCANEX website (current URL address is <http://yehub.net/SNX-volapp>). However, if the volunteer is an adult Youth Exchange host family member or an adult resident, then such individual must instead complete the SCANEX Host Family Application at the SCANEX website (current URL address is <http://yehub.net/SNX-hfapp>);

(b) Authorize the District to conduct a criminal background check (subject to local laws and practices), which may be accomplished as part of the online application process referenced in Section D(1)(a) above;

(c) Provide a list of references for the District to check, which may be accomplished as part of the online application process referenced in Section D(1)(a) above;

(d) Undergo personal interviews;

(e) Meet RI and District eligibility requirements for working with students.

(f) Understand and comply with RI and District guidelines for Youth Exchange when applicable.

RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participant and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position; and

## **(2) Youth Exchange Host Families.**

(a) **Selection and Screening.** Adult Youth Exchange family members and residents must complete all of the requirements for volunteers, which are set forth in Section

D(1) above.

(b) **Interviews.** Youth exchange host families must undergo a comprehensive interview to determine their suitability for hosting exchange students. This interview should include the following:

(i) Demonstrated commitment to the safety and security of students;

(ii) Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange;

(iii) Financial ability to provide adequate accommodations (room & board) for the student;

(iv) Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well-being; and

(v) Home visits must be conducted for each host family and additional visits may be made during the placement, which visits shall be conducted by the club Youth Exchange Officer, the Rotarian Counselor, or both (as determined by the District

Youth Exchange Officer), and the host family is required to fully cooperate in all such visits.

(3) **Scope of Selection and Screening Requirements.** All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family that reside in the home either on a full- or part-time basis.

(3) **Youth Exchange Rotarian Counselors.** Rotarian counselors must meet the criteria for all volunteers, as well as the following:

(a) Counselors must not be a member of the student's host family. A counselor must not hold a role of authority over the student's exchange; for example, a member of a student's host family, school principal, club president, or district or club Youth Exchange officer;

(b) Counselors must be educated in responding to any problems or concerns which may arise during the exchange, which may include instance of physical, sexual, or emotional abuse or harassment. Such education and learning may consist of an online learning program or tutorial that has been developed by a reputable multidistrict Youth Exchange group, including, without limitation, the NAYEN youth protection learning site (current URL address is <http://yeoresources.org/Pages/ProtectionTraining.html>), and reasonably approved by the District Youth Exchange chairperson.

(4) **Record Retention.** The District will maintain all records of criminal background checks, waivers and screening for adults working with minors for a period of three (3) years from the date of their creation. Student, volunteer and host family records will be retained by the District Youth Protection Officer for a period of three (3) years from the date of creation. After three (3) years the records will be properly destroyed.

## **E. YOUTH EXCHANGE STUDENT SELECTION AND SCREENING**

(1) **Students.** All students interested in participating in the District Youth Exchange program must:

(a) Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program; and

(b) Attend and participate in all District orientation and learning sessions.

(2) **Parents and Legal Guardians.** All parents or legal guardians of students interested in participating in District Youth Exchange program must:

(a) Be interviewed to determine the student's suitability for participation in the Youth Exchange program;

(b) Adhere to the application and selection timeline. Students that begin the process after deadlines have passed may not be thoroughly interviewed and could miss vital orientation sessions; and

(c) Attend and participate in all applicable District orientations and learning sessions.

## **F. Education and Learning**

(1) The District will make abuse and harassment prevention education and learning available to all youth program participants. The District Youth Services chairperson, or appointee, will conduct, administer or oversee such learning session(s). Such education and learning may consist, in whole or in part, of online learning programs or tutorials that have been developed by a reputable multidistrict Youth Exchange group, including, without limitation, the NAYEN youth protection learning site (current URL address is [http://yeoresources.org/Pages/ ProtectionTraining.html](http://yeoresources.org/Pages/ProtectionTraining.html)), or any other appropriate online education and learning program or tutorial that may be approved by the District Youth Services chairperson and District Youth Exchange chairperson, from time to time.

(2) The District will:

(a) Adapt the Learning Manual to include relevant information on specific District guidelines, local custom, cultural issues, and legal requirements;

(b) Develop a calendar for learning opportunities and define the frequency of the learning required for each volunteer position, including descriptions of who is to participate, when learning and education should occur, and how learning and education will be conducted;

(c) Provide, conduct or make available specialized learning sessions for the following youth program participants:

- District Governor, District Governor Elect and District Governor Nominee
- District Youth Exchange committee members, including, without limitation, each island coordinator.
  
- Club Youth Exchange committee members, including, without limitation each Club Youth Exchange officer and Rotarian Counselor
- Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours and District events
- Youth Exchange host families
- Students (outbound and inbound)
- Parents and legal guardians of students

(d) In addition to the guidelines set forth in this Youth Protection Policy, the District may, from time to time, establish additional guidelines to ensure that all those required to be educated have participated; and

(e) Maintain records of participation to ensure compliance, which may include records maintained on the YEAH database.

## **G. ALLEGATIONS REPORTING GUIDELINES**

The District is committed to protecting the safety and well-being of youth program

participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Reporting Guidelines for Abuse and Harassment.

## **H. INVESTIGATION GUIDELINES**

The District takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. The District will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

## **I. OTHER DISTRICT YOUTH EXCHANGE FUNCTIONS**

The District will:

- (1) Have procedures for reporting, investigating, and handling of noncriminal offenses or historic cases that law enforcement choose not to investigate, which may include or consist of consulting the District legal counsel, if and when necessary;
- (2) Recommend that all inbound Youth Exchange students obtain at least the minimum insurance that is required by the Rotary Code of Policies. Because the host district must be able to arrange immediate and emergency medical attention when it is needed, it must be satisfied that the student's coverage is adequate;
- (3) Provide each student with a list of local services in the District (e.g., rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.);
- (4) Complete a student data request form for all participating Youth Exchange students and return it to RI one month before the exchange begins.
- (5) Will provide to Youth Exchange students a list of 24-hour emergency telephone numbers for the Rotarian counselor and the club Youth Exchange officer. The host and sending club or districts must provide students with a list of individuals to contact in the case of a problem or emergency. For inbound students: host Rotary counselor, host club president, host district Youth Exchange chair, and host district governor. For outbound students: sending Rotary counselor, sending club president, sending district Youth Exchange chair, sending district governor;
- (6) Follow RI guidelines for Youth Exchange web sites;
- (7) Appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment;
- (8) Report all criminal allegations to RI within 72 hours;
- (9) Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours;
- (10) Require a monthly report from each inbound and outbound student in the District, which may request information on current hosts, feelings, concerns, ideas and

suggestions, and which district Youth Exchange chairperson may be able to review and use to assist students, as needed; and

(11) Evaluate and review this Youth Protection Policy and accompanying procedures, from time to time.

## **J. YOUTH EXCHANGE CLUB COMPLIANCE**

(1) The District will monitor and ensure that clubs that participate in Youth Exchange comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the District for certification must provide the District with a copy of the following for review and approval:

(a) Copies of all materials produced in the club to promote and support Youth Exchange, including, but not limited to, promotional materials and brochures, applications, policies, website links, etc.;

(b) List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private service); and

(c) Club abuse and harassment prevention learning program.

(2) Participating clubs must agree to:

(a) Complete and return a signed Club Compliance Statement for Youth Exchange and other youth programs, certifying that the club is operating its youth programs in accordance with District and RI policies;

(b) Ensure that all adult full-time residents of the host home, Rotarian counselor, Club Youth Exchange committee chairperson, and all Rotarians and their spouses or partners with direct unsupervised contact, complete the SCANEX Youth Volunteer Application/Affidavit or the SCANEX Host Family Application, as applicable;

(c) Develop a comprehensive system for host family selection and screening that includes announced and unannounced home interviews both prior to and during the placement;

(d) Conduct follow-up evaluations of both students and host families;

(e) Follow the Reporting Guidelines for Abuse and Harassment Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and District leadership for investigation;

(f) Prohibit direct placement of student outside the District Youth Exchange program structure (so-called backdoor exchanges);

(g) Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance);

- (h) Develop contingency plan for hosting that include pre-screened and available back-up families;
- (i) Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students;
- (j) Ensure that long-term exchange students have multiple host families;
- (k) Provide each student with a comprehensive local services list;
- (li) Ensure that the host Rotarian counselor for each student is not a member of the student's host family;
- (m) Ensure that the host Rotarian counselor is educated in responding to any problems or concerns that may arise during the exchange, including, without limitation, the detection and reporting of physical abuse, sexual and emotional abuse or harassment;
- (n) Provide mandatory learning on sexual abuse and harassment prevention for host families, outbound student, inbound students or legal guardians;
- (o) Provide the names and contact information of at least three (3) individuals to contact for assistance with any issues or problems to all Youth Exchange students. These individuals must include both males and females, not related to each other, and individuals independent of the host family and Rotarian counselor;
- (p) Follow RI guidelines for Youth Exchange websites and usage of the Rotary marks;
- (q) Report all serious incidents (accidents, crimes, early return, and death) involving youth to the District immediately;
- (r) Conduct interviews of all Youth Exchange applicants and applicants' parents or legal guardians.

## YOUTH PROGRAMS VOLUNTEER AFFIDAVIT

### Volunteer Selection

A key element in any youth protection policy is the selection and screening of adult volunteers. District 5000 strives to select volunteers who demonstrate an interest in youth programs and an aptitude for working with young people. The level of screening may vary, based on the position that the volunteer is interested in and the volunteer's amount of contact (from incidental/infrequent to frequent) and the type of contact (group vs. individual) with the participants.

All adult volunteers who participate in the Youth Exchange program must complete the SCANEX Youth Volunteer Application/Affidavit, which is available online at the SCANEX website (current URL address is <http://yehub.net/SNX-volapp>). However, if the volunteer is an adult Youth Exchange host family member or an adult resident, then such individual shall instead complete the SCANEX Host Family Application at the SCANEX website (current URL address is <http://yehub.net/SNX-hfapp>). All other adult volunteers, who will have unsupervised contact with youth in any youth program or have supervised contact that is incidental or infrequent, but on a regular or on-going basis, must complete a Youth Programs Volunteer Affidavit and a criminal background check.

All volunteer applicants for positions involving unsupervised contact with youth in any youth program will also be interviewed in person. For potential Youth Exchange host families, at least one in-home interview will be conducted. Personal reference checks will be conducted using this standard set of questions:

- How long have you known this individual? In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve as a \_\_\_\_\_?
- Can you verify the dates of employment for the following individual?

Confidential information collected during the screening process will be restricted to the Youth Protection Officer.

### INSTRUCTIONS:

1. Please complete the Youth Programs Volunteer Affidavit in its entirety and sign.
2. Submit application to host club or other youth program representative.
3. Club representative must forward a copy of Youth Programs Volunteer Affidavit to District Youth Protection Officer, together with the appropriate fee for a criminal background check.

District Youth Protection Officer will process confidential criminal background check, personal reference check and notify volunteer of acceptance or non-acceptance to participate in youth related activities. Volunteers not accepted to participate in youth programs have the right to challenge the decision.

**ROTARY DISTRICT 5000 YOUTH PROGRAMS  
VOLUNTEER AFFIDAVIT**

Rotary International District 5000 ("District 5000") is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. Without limiting the foregoing, 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.

**PERSONAL INFORMATION**

Full Name:

Address:

City: State: Zip Code:

Mobile Phone: Email:

Other Phone:

Date of Birth (required for background check):

Member of Rotary Club of .  Not a Rotarian

I will be working with Youth in the following areas (check all that apply):

- Youth Exchange
- Earlyact/Interact/Rotaract  Camp RYLA
- Other Programs (Please List)

**CRIMINAL HISTORY**

1. Have you ever been convicted of or plead guilty to any crime(s)? Yes  No

2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order? Yes  No

If yes on number one or two above, describe in full. Also indicate date(s) or crime(s) and in which country and state each took place. (Attach a separate sheet if necessary).

**WAIVER, CONSENT AND RELEASE**

I, the undersigned applicant, hereby certify that all of the statements in this affidavit, and in any attachments hereto, are true, complete and accurate in all respects, and do not contain any misleading information or omit any information that would render the information or attachments misleading in any material respect. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position for the youth programs of District 5000 and its affiliates. I further certify that I understand that it is District 5000's intent to deny a position to anyone convicted of a crime of violence or a crime against another person. I hereby give my permission to District 5000 to investigate, verify and obtain information given in this affidavit, including, without limitation, searching law enforcement and published records (such as driving records and criminal

background checks), contacting my former employers and conducting reference interviews. I understand that this information will be used, in part to determine my eligibility for a volunteer position with District 5000 youth programs. I also understand that as long as I remain a volunteer with any District 5000 youth program, the criminal history records check may be repeated from time to time, at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received. I further agree to conform to the rules, regulations and policies of District 5000 and its youth programs, as amended from time to time, and understand that my service with any youth program can be modified or terminated, with or without notice or cause, at any time, at the option of either District 5000 or its affiliates, or at my option. I understand and agree that District 5000 or its affiliates may rely upon the foregoing and, in their sole discretion, may decline to accept my application for volunteer services with youth programs, with or without cause.

I, THE UNDERSIGNED APPLICANT, HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE VOLUNTEER AFFIDAVIT, WAIVER, CONSENT AND RELEASE, AND HAVE SIGNED IT VOLUNTARILY.

Applicant Signature

Date

Applicant Name (Please Print)

SEND COMPLETED AFFIDAVIT AND \$10 FEE PAYABLE TO "D5000 BACKGROUND CHECK" TO:

[Insert Name of Youth Services Chairperson]

D5000 Youth Services Chairperson

[Insert Mailing Address of Youth Services Chairperson]

**For District Use Only:**

\_\_\_\_\_ Fee Received (date)

\_\_\_\_\_ Background Check Cleared

\_\_\_\_\_ Background Check Expires

## **REPORTING GUIDELINES FOR ABUSE AND HARASSMENT**

### **INTRODUCTION**

A Youth Exchange student will spend an extended period of time living with a host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are expected to use their best effort to safeguard the welfare of and prevent the physical, sexual, and emotional abuse, harassment and neglect of every student with whom they come into contact.

Rotary International and District 5000 are committed to protecting the safety and wellbeing of all youth program participants and will not tolerate their abuse or neglect. All allegations of abuse or neglect will be taken seriously and must be handled within the following guidelines. The safety and well-being of students and youth programs participants should always be the first priority.

### **DEFINITIONS**

Definitions are based upon the Hawaii state statutes for child abuse and neglect.

**Physical Abuse Citation: HRS § 350-1** Child abuse or neglect means the acts or omissions that have resulted in the physical health or welfare of the child, who is under the age of 18 years, to be harmed, or to be subject to any reasonably foreseeable, substantial risk of being harmed. The acts or omissions are indicated for the purposes of reports by circumstances that include but are not limited to:

When the child exhibits evidence of any of the following injuries, and such injury is not justifiably explained, or when the history given concerning such condition or death is at variance with the degree or type of such condition or death, or circumstances indicate that such condition or death may not be the product of an accidental occurrence:

- Substantial or multiple skin bruising or any other internal bleeding
- Any injury to skin causing substantial bleeding
- Malnutrition or failure to thrive
- Burns or poisoning
- Fracture of any bone
- Subdural hematoma or soft tissue swelling
- Extreme pain or mental distress
- Gross degradation
- Death

When the child is provided with dangerous, harmful, or detrimental drugs; provided that this paragraph shall not apply when such drugs are provided to the child pursuant to the direction or prescription of a practitioner

**Neglect Citation: HRS § 350-1** Child neglect means when the child is not provided in a timely manner with adequate food, clothing, shelter, psychological care, physical care, medical care, or supervision.

**Sexual Abuse Citation: HRS § 350-1** Child abuse or neglect means when the child has been the victim of:

- Sexual contact or conduct including, but not limited to, sexual assault
- Molestation or sexual fondling
- Incest
- Prostitution

Obscene or pornographic photographing, filming, or depiction, or other similar forms of sexual exploitation

**Emotional Abuse Citation: HRS § 350-1** Child abuse or neglect includes the acts or omissions that have resulted in injury to the psychological capacity of a child as is evidenced by an observable and substantial impairment in the child's ability to function.

### **Allegation Reporting Guidelines**

For those by all persons whom a student reports an incident of abuse, neglect or harassment.

Any person to whom a student reports an incident of abuse, neglect or harassment is responsible for following these Allegations Reporting Guidelines.

### **1. REPORT FROM THE STUDENT OR OTHER YOUTH PROGRAM PARTICIPANT.**

(a) **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse/neglect or harassment. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.

(b) **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/neglect to make it stop and to ensure that it does not happen again to them or to other students.

(c) **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that she/he did the right thing in telling you. Avoid asking "why" questions. Remember, your responsibility is to present the student's story to the proper authority.

(d) **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not their fault and that they were brave and mature to come to you and report the issue.

(e) **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words and record only what has been told to you.

### **2. PROTECT THE STUDENT**

Ensure the safety and well-being of the student. If at all possible, remove the student from the situation immediately and all contact with the alleged abuser. Give reassurance that this is for the student's safety and is not a punishment.

### **3. REPORT TO APPROPRIATE AUTHORITIES**

It is the policy of District 5000 to ensure appropriately prompt notification of allegations of abuse, neglect or harassment of youth program participants, in compliance with all

applicable state laws and statutes. Under Section 350-1.1 of the Hawaii Revised Statutes, as amended from time to time, persons who believe that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future, should immediately report the matter to the Child Welfare Services, Social Services Division, Department of Human Services, or the Police Department. D5000 policy requires that all cases of sexual abuse first be reported to the appropriate state's sexual assault response representative for each respective county first and then to the club and district leadership for investigations. The representatives from the sexual assault treatment programs will advise the host club and district representative as to the reporting requirements on a case by case basis. In cases of non-criminal harassment, the District's Youth Exchange Officer and District Governor are responsible for investigating and will be in contact with the alleged offender after the student has been moved to a safe environment.

Upon notification to proper officials, the reporter shall then contact the District Protection Officer concerning the filing of a report on behalf of the student. Also, information concerning the location of the Rotary Youth Exchange Student should be provided to the Club Rotarian Counselor, as well as at the district level, to ensure the student's continued safety.

The district is responsible for notifying the RYE student's family in the country of origin, as well as other member with the district responsible for investigating/continuing care of the student. All allegations will be reported to RI within 72 hours; the person responsible for doing so is the District Governor.

#### **4. AVOID GOSSIP AND BLAME**

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation. Information concerning the alleged report will not be disclosed to any individual unless mandated for the purpose of investigation. Failing to adhere to this policy could open up the "reporter," club and/or district to unwanted litigation.

#### **5. DO NOT CHALLENGE THE ALLEGED OFFENDER**

The adult to whom the student reports must not contact the alleged offender. Abuse and neglect interrogation must be left entirely to the proper authorities.

#### **6. FOLLOW-UP**

After reporting allegation to the Rotarian counselor and District Youth Protection Officer, follow-up to make sure steps are being taken to address the situation. Any adult against whom an allegation of abuse, neglect, or non-criminal harassment has been made will be removed from all contact with youth until the matter is resolved.

#### **7. POST-REPORT PROCEDURES**

For use by Rotarian Counselors and District Youth Exchange Chair of D5000.

(a) The adult to whom the student reports the abuse should follow the Allegations Reporting Guidelines.

(b) Confirm that the student has been removed from the situation immediately and all contact with the alleged abuser. Ensure that contact with the alleged perpetrator will not occur during the investigation.

(c) Contact appropriate state agency immediately (if not already done). If state agency will not investigate, the club or district Youth Protection Officer should coordinate an

independent investigation into the allegations.

(d) Ensure the student receives immediate support services.

(e) Cooperate with the investigation

(f) The District Youth Exchange Officer will contact the student's sponsoring club Rotarian counselor or president for parent notification. Provide the option of staying in the country or returning home.

(g) The Rotarian Counselor must contact the District Youth Exchange Chair and District Governor of the allegation.

(h) District Governor shall notify RI of the allegation within 72 hours.

(i) The District Youth Exchange Chair shall provide written follow-up reports of steps taken, the outcome of the investigation and resulting actions.

## **8. Allegation Report Guidelines**

For use by Rotarian Counselors and District Youth Exchange Chair of D5000.

### **Responding to the Needs of the Student**

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relations with the hosting Rotary club depending on the circumstances. In some cases, a student may wish to remain in country, but change to a different host club.

It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the student of their support at all times.

### **Appropriate Response for Addressing Issues Within the Rotary Club for Allegations Made Against Rotarians and Non-Rotarians**

When addressing an allegation of abuse or harassment, the most important concern is the safety of the students. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during and after the investigations. Comments made about the alleged victims in support of the alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against the alleged abuser could lead to a slander or libel claim filed against Rotarians or club by the alleged abuser.

### **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.

These guidelines were adopted and written following Rotary International recommendations and are subject to change without notice.

## **YOUTH EXCHANGE CLUB COMPLIANCE STATEMENT**

### **INSTRUCTIONS:**

1. Clubs must complete the Club Compliance Statement in entirety and submit to the Youth Protection Officer prior to participation in any Youth Exchange activity.
2. Upon verification of statement, clubs will be notified of acceptance of club compliance statement and authorization to participate in Youth Exchange.

**ROTARY INTERNATIONAL DISTRICT 5000  
CLUB COMPLIANCE STATEMENT  
(YOUTH EXCHANGE AND OTHER YOUTH PROGRAMS)**

It is the policy of District 5000 that all participating clubs within the district comply with RI guidelines for abuse and harassment prevention.

A. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- Copies of all materials produced in the club to promote and support Youth Exchange, including, but not limited to, promotional materials and brochures, applications, policies, website links, etc.;
- List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private service); and
- Copies of the club abuse and harassment prevention learning program.

B. All clubs that participate in Rotary-affiliated youth programs, including Youth Exchange, must agree to:

- Complete and return this signed compliance statement to District 5000 Youth Exchange Chair and the Youth Services Committee Chair;
- Conduct the Rotary-affiliated youth programs in accordance with District 5000 and RI policy;
- Follow the Reporting Guidelines for Abuse and Harassment found in Appendix 4 to the Policy Manual. Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership for investigation;
- Require all volunteers involved in Rotary-affiliated youth programs, including, but not limited to adult full-time residents of the host home, Rotarian counselor, club Youth Exchange committee chairperson and all Rotarians and their spouses or partner with direct unsupervised contact, to complete and sign Youth Program Volunteer Affidavit form, and provide copies to the District Youth Services Committee;
- Promptly report all serious incidents (accidents, crimes, early return, and death) involving youth program participants to the District Governor and the Chairperson of the District Youth Services Committee;
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home interviews both prior to and during the placement;
- Conduct follow-up evaluations of both students and host families;
- Prohibit direct placement of student outside of District 5000 Youth Exchange program structure (so-called “backdoor exchanges”);
- Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance);
- Develop contingency plan for hosting that includes pre-screened and available back-up families;
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students;
- Ensure that long-term exchange student have multiple host families;
- Provide each student with a comprehensive local services list;
- Ensure that the host Rotarian counselor for each student is not a

member of the student's host family; • Ensure that the host Rotarian counselor is educated in responding to any problems or concerns that may arise during the exchange, including the prevention of physical abuse, sexual and emotional abuse or harassment;

- Provide mandatory learning on sexual abuse and harassment prevention for host families, outbound student, inbound students or legal guardians;
- Provide the names and contact information of at least three people to contact for assistance with any issues or problems to all Youth Exchange students. These people must include both males and females, not related to each other, and individual independent of the host family and Rotarian counselor;
- Follow RI guidelines for Youth Exchange websites and usage of the Rotary marks; and
- Conduct interviews of all applicants and applicants' parents or legal guardians.

I, the undersigned, agree to the foregoing and hereby certify that the Rotary Club of \_\_\_\_\_ is and will be in compliance with District 5000 and Rotary International youth program policies and that the safety and well-being of all Rotary youth participants is our primary goal.

President's signature

Print Name

Date

Club Youth Services Chairperson signature

Print Name

Date