



Protecting Our Youth

DISTRICT 5000

COMPLIANCE

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Youth Protection Officer
District 5000



OUR AGENDA

- Introduction
- Youth Protection Overview
- Compliance
- Risk Management
- Best Practices/Key Takeaways
- Questions?

Intro

Peter Evans member of Eco Rotary Kakaako

- Your Youth Protection Officer Rotary District 5000
- Been the Youth Protection Officer 2016,2020,2021,2022
- Started work in Youth Services with Honolulu Rotary 2015-2017
- 25 years of Risk Management Experience in General liability and Occupational Safety and Health
- Currently Deputy Director for Installation Safety appointed as the Risk Manager for Marine Corps Base Hawaii
- Two beautiful daughters Sasha and Tiarra (Rotarian), and my beautiful wife of 26 years, Camille.



Keep our keiki safe!

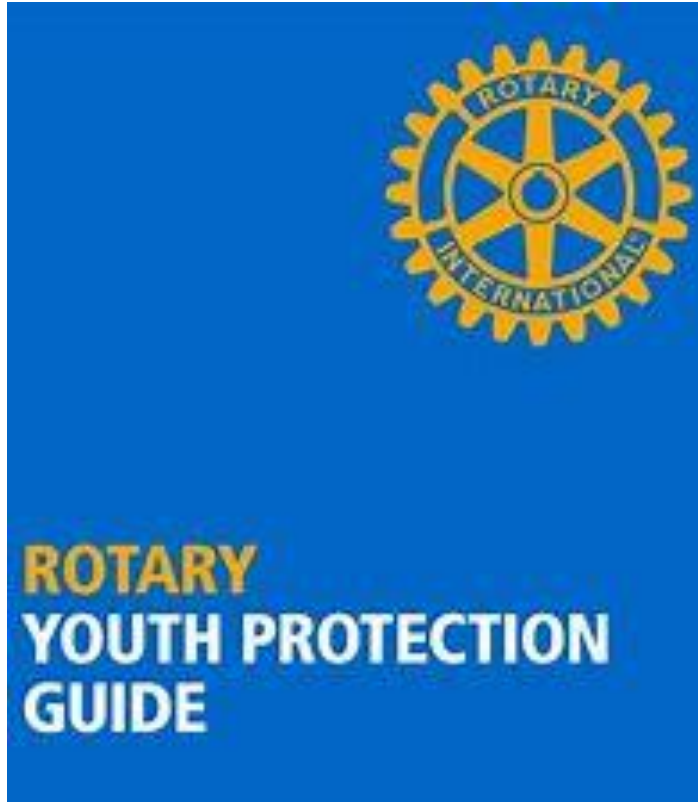
**WHY DO YOU CHOOSE
TO WORK WITH YOUTH?**

THE THINGS WE DO

Youth Services bring many opportunities to help shape the youth within our communities.



ROTARY YOUTH PROTECTION GUIDE



- Utilize the Rotary Youth Protection guide for guidance in ensuring your club is compliant with standards
- Guide should be used for initial or refresher training as well as a resource.
- Guide can be found online in the D5000 website under the youth services page.

<https://clubrunner.blob.core.windows.net/00000060108/en-ca/files/sitepage/youth-services/youth-protection-guide/youth-protection-guide.pdf>

ROTARY INTERNATIONAL DISTRICT 5000 POLICY MANUAL

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ROTARY INTERNATIONAL DISTRICT 5000 POLICY MANUAL

Adopted at the Rotary International District 5000, District Conference
Aulani Resort, Kapolei, Oahu, Hawaii
May 22, 2022

- Utilize the Rotary International District 5000 Policy Manual as your governing document for local policy
- Manual should be used for initial and refresher training as well as a resource
- This manual can be found online in the D5000 website
- This manual contains everything you need to ensure compliance



<https://rotaryd5000.org/documents/en-ca/69a98996-d472-4f87-96ed-8420b0a8babb/1>

AWARENESS AND PREVENTION

STATEMENT OF CONDUCT FOR WORKING WITH YOUTH:

ROTARY INTERNATIONAL STRIVES TO CREATE AND MAINTAIN A SAFE ENVIRONMENT FOR ALL YOUTH WHO PARTICIPATE IN ROTARY ACTIVITIES. TO THE BEST OF THEIR ABILITY, ROTARIANS, ROTARIANS' SPOUSES AND PARTNERS, AND OTHER VOLUNTEERS MUST SAFEGUARD THE CHILDREN AND YOUNG PEOPLE WITH WHOM THEY COME INTO CONTACT AND PROTECT THEM FROM PHYSICAL, SEXUAL, AND PSYCHOLOGICAL ABUSE.

Abuse and Harassment of young people can go unaddressed when adults fail to recognize them.

Youth protection depends on awareness of the possibility of abuse and harassment and vigilance in guarding against it.

RECOGNIZING ABUSE and HARASSMENT

- Be aware of the signs of abuse or harassment
- Be observant, when a youth is known to be cheery and suddenly becomes detached, that may be a sign of a problem.
- Don't over analyze but be aware. Sometimes changes of behavior may just be due to homesickness, cultural adjustment, etc.

OUR HEART IS WITH KEIKI BUT OUR MINDS ARE WITH COMPLIANCE

Club Presidents, Club Program Chairs, and Other Club Officers have overall responsibility for operating and coordinating club youth activities to include integrating youth protection policies.

Club Executives should:

- Know all Rotary and District Youth Protection Policies
- Implement required training, screening, program logistics, and risk management procedures
- Engage regularly with youth program participants to get feedback on programs
- Report all allegations of abuse, harassment, and other crises to YPO, who will in turn disseminate information to proper District level leaders. Utilize the 5 W's and ensure that one person gathers the facts and reports right away.

COMPLIANCE FORM

Every club to review and sign this form attesting to your club's youth program compliance

Form can be found in D5000 website or through link below.

Send completed forms to
YPO@Rotaryd5000.org

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fclubrunner.blob.core.windows.net%2F00000060108%2Fen-ca%2Ffiles%2Fsitepage%2Fyouth-services%2Fclub-compliance-statement%2FYouth-Service-Club-Compliance-Certification.docx&wdOrigin=BROWSELINK>

**ROTARY INTERNATIONAL DISTRICT 5000
CLUB COMPLIANCE STATEMENT
(YOUTH PROGRAMS, EXCLUDING YOUTH EXCHANGE)**

It is the policy of District 5000 that all participating clubs within the district comply with RI guidelines for abuse and harassment prevention. All clubs that participate in Early Act, Interact, Rotaract, Rotary Youth Leadership Awards and Hawaii Rotary Youth Foundation and other Rotary-affiliated student scholarship programs ("Rotary Youth Programs") must do the following:

- Complete and return this signed club compliance statement to Chairperson of the District Youth Services Committee;
- Conduct the Rotary Youth Programs in accordance with District 5000 and RI policy;
- Have a Club representative attend a District Youth Protection training session and ensure all club members participating in youth service activities are aware of the applicable RI and District 5000 youth protection policies and procedures;
- Require all volunteers involved with the Rotary Youth Programs to complete and sign a Youth Program Volunteer Affidavit, and provide copies to the District Youth Services Committee;
- 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; and
- Promptly report all serious incidents (accidents, crimes, early return, and death) involving Rotary Youth Program participants to the District Governor and the Chairperson of the District Youth Services Committee.

I, the undersigned, agree to the foregoing and hereby certify that the Rotary Club of _____ is and will be conducted 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.

Club President's signature

Date

Print Name

Club Youth Services Chairperson signature

Date

Print Name

Submit this annual certification to: ypo@rotaryd5000.org

YOUTH PROTECTION PROCEDURES

- District level policies and procedures that comply with Rotary Code of Policies and the Rotary's Statement of Conduct for Working With Youth.

Volunteer Selection and Screening

- Utilize a Youth Program Volunteer Application form, found in the youth services website.
- Interview
- Reference checks
- Criminal Background Checks
- Home Visits (host families for Youth Exchange)


Volunteer Training

- Training Specific to program role
- Include abuse, harassment, and crisis prevention information.

VOLUNTEER AFFIDAVIT

- Utilize Youth Programs Volunteer Affidavit to screen volunteer applicants
- This Affidavit can be found in the D5000 website as well as in the D5000 Policy Manual
- Send completed affidavit to Youth Protection Officer after completion of the screening process
- Records will be retained by YPO for a period of 3 years after creation.

<https://rotaryd5000.org/Documents/en-ca/98654a27-2635-4827-92b1-d5a576e5de99/1>



Rotary
District 5000

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 <http://yehub.net/SNX-volapp>; (but, if the volunteer is an adult Youth Exchange host family member or an adult resident, such individual shall instead complete the SCANEX Host Family Application, which is available online at <http://yehub.net/SNX-hfapp>. All other adult volunteers, who will have unsupervised contact with youth, must complete a Youth Programs Volunteer Affidavit.

All volunteer applicants for positions involving unsupervised contact with youth will 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.

BACKGROUND CHECKS

Conducted by IntelliCorp. Reputable organization committed to conducting thorough background checks while keeping your information safe.

How to obtain a background check?

- 1) Email Natasha at : natashaclarin777@gmail.com the following information: Name, email address, home zip code, city, county.
 - 2) Wait for an email invitation from ypo@rotaryd5000.org ("ypo"=Youth Protection Officer") and use the link to go to IntelliCorp's website.
 - 3) Follow the instructions for submitting your information and paying online. Fee is \$14.96 to \$20.90.
- Good for Two Years
 - Background checks are needed for any adult volunteer working with youth.
 - Any Volunteer awaiting results of a background check, a “one time volunteer”, or volunteer minor should be accompanied at all times during the event by a vetted volunteer.

RISK MANAGEMENT

The purpose of the risk management plan is to encourage our youth services to consider how they will provide for the safety of the youth in their care and how they will mitigate those risks.

By recognizing the unique challenges that are faced by minors, I have put together some points to consider when developing a Risk Management Plan specific to the safety of the youth involved with your clubs' program.

Consider what risks are involved and put plans in place to eliminate that risk or reduce it to an acceptable level.

Does the risk outweigh the benefit??

RISK MANAGEMENT, CONTINUED

Some questions to consider for in person events:

- What is the layout of the location and space where the program is being held? Is there anything in that space that could pose a danger to a minor?
- How will the program ensure that a minor is not left alone at any time with an adult?
- What are the supervisory ratios?
- If the program is in a public place, what measures will you take to supervise minor participants?
- How will the program handle volunteer or staff who are not Authorized Adults, but participating in the program on a temporary basis?
- How will the minors be dropped off and picked up? Will there be a list of people authorized to pick up the minor? Will there be a check-in/check-out process?

TECHNOLOGY

http://msgfocus.rotary.org/files/amf_highroad_solution/project_190/Youth_Exchange/Publications/Electronic-Online_Safety_Considerations/Electronic-Online_Safety_Considerations-EN.pdf

ONLINE SAFETY

- ZOOM meetings or similar platforms are common, be aware of storing information or pictures or youth, especially on a personal computer.
- Each program should consider potential risks and develop policies to address them.
- Review the Electronic/Online safety considerations PDF that was published by Rotary International.

REPORTING A CONCERN

How do I report a youth protection concern?

- Ensure that the young person is in a safe environment.
- In case of emergency, contact local law enforcement immediately.
- Report your concern to Rotary International, using the button below, within 72 hours

In case of emergency, contact local law enforcement or emergency services immediately.



Report Online

Submit a report online in your native language, with the option to report anonymously.

Report Online



Call Us

Call +1 866-976-8279 between 08:00-16:00 Chicago time (UTC-5 or UTC-6) and ask to speak to Rotary's Youth Protection staff. Our staff members are experienced and trained in receiving reports of abuse or misconduct that involves youth, and each situation will be handled with care and confidentiality. If you call outside of normal business hours, you can leave voicemail for one of our Youth Protection staff or submit a report online.

Dialing Instructions



Email Us

Email your questions, concerns, or reports to youthprotection@rotary.org, which will be carefully and confidentially handled by our experienced Youth Protection staff.

Send Email

TRAINING??

Recommend going on Rotary's learning platform called learn.rotary.org and participating in this webinar.

<https://learn.rotary.org/members/learn/course/internal/view/elearning/422/protecting-youth-program-participants>



Protecting Youth Program Participants

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Language: English - Duration: 30m - ★★★★★5

ABOUT THIS COURSE

CONTENT

Protecting Youth Program Participants

5 TRAINING MATERIAL

-  The Importance of Youth Protection
-  Protecting Youth Program Participants
-  Rotary Youth Protection Guide
-  Rotary Youth Protection Incident Report
-  Course Evaluation

BEST PRACTICES / KEY TAKEAWAYS

- Provide environment for youth to grow and become productive adults
- Recognize and address abuse and harassment
- Never be alone with a child
- Be aware of local policies such as DOE etc.
- Encourage volunteering but scrutinize those volunteers
- Be an example, no profanity and no offensive behavior or language
- Conduct a risk analysis for every activity
- Ask yourself, is hugging or giving a kiss appropriate? A handshake or “knuckles” may be a better choice.
- <https://www.rotaryd5000.org/SitePage/district-information/district-policies-and-forms>



QUESTIONS?



**Mahalo for you time and commitment to our
Rotary Club and the Youth that we work with.**

**Any questions please don't hesitate to call
me:**

Peter Evans

808-389-7459

YPO@rotaryd5000.org

**For background check submittal, send
affidavit to Natasha Clarin
natashaclarin777@gmail.com**