



ROTARY INTERNATIONAL
DISTRICT 9790 Inc.

MANUAL AND POLICIES
for
PROGRAMS & ACTIVITIES
RELATING TO CHILDREN /YOUTH / YOUNG PEOPLE
IN DISTRICT 9790

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District 9790 Abuse & Harassment Prevention Policy

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This policy applies for all services programs and activities involving children /youth & students in District 9790 and all clubs

District 9790 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 youth & students and young people with whom they come into contact.

1. DEFINITIONS FROM HERE ON:

1. CHILDREN / YOUTH/ YOUNG EXCHANGE STUDENTS WILL BE REFERRED TO AS YOUNG PEOPLE.

2, Programs and all activities will be referred to as Programs

VOLUNTEER:

Any adult involved with Rotary Young Persons Program that has direct or indirect interactions, either supervised or unsupervised, with young people. Volunteers include, among others: club and district Youth Exchange officers and committee members; Rotarian counsellors; Rotarians and non-Rotarians and their spouses and partners who host young people for activities or outings or who might drive/transport students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members. This person will have been police checked or formally reference checked in accordance with legislation in the States of Victoria and New South Wales as appropriate, and the Federal Laws of Australia.

Victoria: Working with Children Check

New South Wales: National Police Check

RESPONSIBLE ADULT:

A responsible adult is any adult who, in a family or group situation for a short period of time, is responsible for caring for a young person.

This person shall be in a position to offer the young person an educational, cultural or recreational experience.

This person may not have been police checked or formally reference checked because either there was insufficient time to do so before the experience, or the experience is such that there is virtually no opportunity for misconduct to occur.

The young person's host family and/or club counsellor needs to be satisfied, in the same way a conscientious parent would be satisfied, that this person is suitable for their own underage son or daughter to stay with for a short period of time.

YOUTH/STUDENT:

Any individual who is participating in a Rotary Young Persons Program regardless of whether he or she is of legal age of 18 years of age.

SEXUAL ABUSE:

Is the engaging in or of implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite gender. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

SEXUAL HARASSMENT:

Sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive (such as propositioning) or insulting comments.

EMOTIONAL HARASSMENT:

Emotional harassment is any action or comment which unreasonably disturbs the young person. This includes but is not limited to repeated comments about a young person's social background, home country, language, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the young person to whom they were directed.

PHYSICAL ABUSE/NEGLECT:

Physical abuse is any physical harm inflicted on a young person and includes but is not limited to:

- Providing insufficient nourishment for the young person
- Depriving the young person of a reasonable amount of sleep
- Requiring the young person to do an unreasonable amount of work
- Inflicting physical pain on the young person



ABUSE & HARASSMENT:

Abuse and harassment refers to any form of harmful treatment described above whether it is sexual, emotional or physical.

TRAVEL:

Travel refers to a young person's movements away from their usual hosted address. All travel which is more than overnight, away from their usual address and outside the immediate area of the community, must be approved and authorized by all parties upon the completion of the relative "Travel Request Form". Interstate or overseas travel always requires authorization by the District Chair for YOUTH. This definition excludes normal day to day local activities in accordance with inter district agreements.

TRANSPORTATION:

Transportation refers to the conveyance of young people by private transport. It is important to recognize that the following guideline is given to assist Rotary clubs and volunteers when a young person is being transported in a vehicle with the driver only, and common sense should be applied in all circumstances. It should be understood that these guidelines are to the benefit of both the young person and driver alike.

This definition excludes normal day to day local activities.

It is recommended practice that in the circumstances where there is just a young person and driver only in a vehicle, that such transport is restricted to the immediate area of the community, and such person shall be an approved driver with no less than one year's driving experience.

In the event that the journey is a tour, sightseeing or the like, it is recommended that a third person or more be present.

2. INC. OF DISTRICT YOUTH EXCHANGE PROGRAM COMMITTEE AND LIABILITY INSURANCE

Rotary District 9790 Youth Exchange Committee is incorporated as part of Rotary District 9790 Inc. under the laws of the State of Victoria.

Rotary Districts of Australia have liability insurance provided under the National Australia Liability Insurance policy with an indemnity limit of \$50,000,000. The policy also provides molestation cover with an indemnity limit of \$2,000,000. [Rotary Clubs in District 9790 need to be aware that THEY should have \\$1000 EXCESS INSURANCE](#)

3. VOLUNTEER SELECTION AND SCREENING

District 9790 shall maintain and update a register of Volunteer Declarations and Police checks, waivers, and screening for adults working with minors for 5 years in keeping with Australian privacy laws.

All volunteers interested in participating in District 9790 Young person's Programs must meet the following requirements:

- Complete the Young person’s Volunteer Declaration Form authorising the District to obtain the Victorian Working with Children Check and the New South Wales National Police check.
- Undergo personal interviews.
- Provide a list of references for the District to check.
- Meet RI and District eligibility requirements for working with students.

(RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in abuse or harassment from working with young people in a Rotary context. If an individual is accused of abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any young person with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in young person’s programs . Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position).

- Understand and comply with RI and district policies for young person’s programs.

DISTRICT YOUTH EXCHANGE SPECIFIC

IN regards to Host families for youth exchange students must meet the following selection and screening requirements, in addition to those listed above:

- Host families must undergo a comprehensive interview that determines their suitability for hosting students. (Form 1) ATTACHED
- Host families must demonstrate:
 - Commitment to and understanding of what constitutes a safe and secure environment for students, and their responsibilities to provide and maintain same.
 - Motivation for hosting a student consistent with Rotary ideals of international understanding and cultural exchange.
 - Financial ability to provide adequate accommodations (room and board) for the student.
 - Ability to provide appropriate supervision and parental responsibility that ensures the student’s well-being.
- Host families must complete a Rotary Young Person’s Volunteer Information and Declaration Form. (Form3)
- Home visits must be conducted for each family and should include announced and unannounced visits, both before and during the placement. Home visits must be conducted annually, even for repeat host families.
- 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 who are permanent or part-time residents in the home.
- Single parent hosting is not generally recommended however should be determined on the particular circumstances.

Rotarian counsellors in Exchange program must meet the criteria for all volunteers, as well as the following:

- Counsellors must not be a member of the student’s host family.
- Counsellors must be trained in responding to a variety of problems or concerns that may arise during the exchange, including instances of abuse or harassment. (Appendix 1)

4. YOUTH/STUDENT SELECTION AND SCREENING

All youth /students interested in participating in the District 9790 Youth Programs must meet these requirements:

Youths/students applying for the Rotary Youth Exchange program must:

- Complete a written application on prescribed form and be interviewed by Club and District to determine suitability for participation in the program.
- ON SELECTION Attend and participate in all district orientation and training sessions.
- Demonstrate an understanding and commitment to enacting their rights and responsibilities, e.g. right to safe environment, and a responsibility to report any breaches of same.

Youths/students applying for other Rotary young person programs must:

- Meet the requirements as determined by the relevant program committee.

Parents or legal guardians of students interested in participating in the District 9790 Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

5. TRAINING

District 9790 will provide abuse and harassment prevention training to all clubs. The District Trainer and/or District Protection Officer or appointee will ensure the training sessions are conducted and clubs and members informed of training sessions.

- The training sessions will include the adoption of the Abuse and Harassment Prevention Training Manual and Leader's Guide and incorporate specific district guidelines, information on local customs and cultural issues, and legal requirements.
- District will develop a training calendar that defines the participants, frequency of training required for each volunteer position, and training methods to be used.
- The District will conduct specialized training sessions on the Rotary Youth Exchange Program and other young person's programs for:
 - District governor.
 - Assistant governors.
 - District Youth Exchange committee members.
 - Club Youth Exchange committee.
 - Club counsellors.
 - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events.
 - Host families.
 - Students (outbound and inbound).
 - Parents and legal guardians of students.

- The District will establish guidelines to ensure that all participants have received the requisite training
- The District will maintain records of participation to ensure compliance.

6. ALLEGATION REPORTING GUIDELINES

District 9790 is committed to protecting the safety and well-being of all Youth Exchange students and participants in other Rotary Young person's Programs and will not tolerate abuse or harassment. All allegations of abuse or harassment will be taken seriously. Sexual Abuse and Harassment allegations must be handled in accordance with the Abuse and Harassment Allegation Reporting Guidelines. (Appendix1)

6. FOLLOW-THROUGH AND REVIEW GUIDELINES

District 9790 takes all allegations of abuse or harassment seriously and shall ensure that each allegation is investigated thoroughly. The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with any other lawful investigation when conducting its own independent reviews.

7. OTHER DISTRICT 9790 RESPONSIBILITIES

- Establish procedures for reporting, investigating, and handling non-criminal offenses or historical cases that law enforcement chooses not to investigate.
- Recommend that all **Inbound** Youth Exchange students maintain insurance at the following minimums levels or the level of cover as determined by Rotary International as part the Annual District Certification:
 - **Overseas Medical US\$1,000,000**
 - **Accidental Death US\$25,000**
 - **Capital Benefits US\$100,000**
 - **Emergency Evacuation US\$100,000**
 - **Legal Liability US\$5,000,000**
- Provide each student with a list of local services in the district (rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.
- Complete a student data request form for all participating Youth Exchange students and return it to RI one month before the exchange begins.
- Provide a 24-hour emergency contact phone number to Youth Exchange students.
- Follow RI guidelines for Youth Exchange Web sites.
- Appoint an independent lawyer, therapist, or counsellor to represent any alleged victim in cases of sexual abuse and harassment.

- Report all criminal allegations to RI within 72 hours and the District Governor
- Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.
- Evaluate and review this policy and accompanying procedures regularly.
- Appoint a district review committee to evaluate and review files, policies, and allegations annually.
- Appoint a District Protection Officer.
- Require a monthly report from each inbound and outbound exchange student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chairman can then review the reports and assist students as needed.
- Consider designating a mobile phone as a permanent district hotline.

8. CLUB COMPLIANCE

District 9790 will monitor all clubs within the district and ensure that they 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:

- All materials produced in the club to promote and support the Youth Exchange and other young person's programs, including promotional materials and brochures, applications, policies, Web site links, etc.
- List of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs for young people, relevant law enforcement agencies, community services, private services, etc.)
- Club abuse and harassment prevention training program materials

Participating clubs must agree to carry out the following:

- Complete and return a signed compliance statement that the club is operating its program in accordance with District 9790 and RI policies.
- If not coordinated by the district, conduct Police checks, Working with Children Checks (Vic only) and reference checks for all volunteers involved with the program, including, but not limited to, adult residents of host home, counsellor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth. All volunteers must complete and sign the Youth Volunteer Declaration. (Form 3)
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines.
- Prohibit direct placement of students outside of the District 9790 Youth Exchange program structure (so-called backdoor exchanges).

- Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.
- Develop contingency hosting plans that include pre-screened, 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 students have multiple host families.
- Provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, counsellors, suicide and rape crisis hotlines, etc.
- Ensure that the host counsellor for each student is not a member of the student's host family.
- Ensure that the host counsellor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Provide the names and contact information of at least three people — both males and females who are not related to each other and do not have close ties to the host families or club counsellor — who can help the students with any issues or problems.
- Follow RI guidelines for Youth Exchange Web sites.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately the club becomes aware of the incident.
- Conduct interviews of all applicants and applicants' parents or legal guardians.
- Appoint a club youth protection officer.
- Place students in two or more successive host families on long-term exchanges.
- Establish a system of club recertification that requires each club to provide copies of all information for review and approval.
- Prohibit volunteers from having unsupervised contact with students until a background check has been conducted and clearance for unsupervised contact with students has been issued.

APPENDIX 1: ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

COMMITMENT

Rotary International and District 9790 is committed to protecting the safety and well-being of all young person's program participants and will not tolerate their abuse or harassment. **All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. The safety and well-being of young people must always be the first priority.**

SCOPE

This reporting procedure seeks to provide guidance in dealing with allegations of abuse and harassment that may have been perpetrated against Rotary youth exchange students and Rotary person's program participants by any person in the community. These could include:

- members of the Rotary community,
- host families, their families and friends,
- Persons designated by a Rotarian to carry out Rotary activities, such as RYLA Leadership Team
- Professionals responsible for the care and education of the young people such as teachers and health and welfare professionals.
- any other person of the community eg fellow students at school

It is expected that Rotarians, young person's program leaders and host exchanges parents will be familiar with their responsibilities to fulfil their duty of care to the young people in their charge.

This policy relates to both alleged abuse or harassment concerns whether they are deemed criminal or non-criminal but does not relate to addressing issues or concerns relating to quality of care or duty of care issues that are **not** defined as abuse or harassment.

This procedure refers to all young person's programs conducted and authorised by Rotary Clubs and is particularly relevant to the Rotary Youth Inbound Exchange Program.

This procedure is mandatory to all the Victorian Rotary clubs and is highly recommended to the NSW Rotary Clubs.

FORMAT

The procedure is divided into two types of reporting, one where there is alleged criminal sexual or physical abuse that has been perpetrated against the young person and the other is where the abuse or harassment is not viewed as criminal.

In circumstances where there is confusion or concern as to whether the allegations are criminal or not, the judgement should err on the side of caution and hence be treated as a possible criminal allegation. In this case, the criminal abuse allegations procedure should be followed. It is advisable that the District Youth Protection Officer is consulted in these circumstances.

The appropriate authorities external to Rotary that are referred to in this document are the Victorian Police and New South Wales Police Force.

The appropriate authorities at the Rotary District level are the District Governor, the District Youth Protection Officer, and the District Chair of the Youth Exchange Program. Any of these personnel can be contacted and there is no level of seniority when first contact is required by Club Rotarians or any person on a matter relating to allegations of abuse or harassment.

The appropriate authorities at a Rotary Club level are the Club President, the Club Youth Protection Officer and the Club Youth Exchange Counsellor. Again no seniority is placed on who to contact when an allegation becomes first known.

REPORTING PROCEDURE FOR ALLEGATIONS OF CRIMINAL SEXUAL/PHYSICAL ABUSE OR HARASSMENT.

Any adult to whom a Rotary young person's program participant reports an allegation of *criminal* sexual abuse or harassment must follow these reporting guidelines:

1. Receive the report.

- Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.
- Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it doesn't happen to others.
- Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.
- Take your time, don't make the young person feel rushed, if helpful, take small breaks if they feel distressed or find it too difficult to speak. Ask if they wish to have someone else present.
- Emphasize their current safety to reduce anxiety.
- Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.
- Ask them if they've experienced anything similar previously.
- Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what he or she told you.
- Advise them of the next steps in the process, and explain the legal obligations.

2. Protect the young person.

Ensure the safety and well-being of the young person's program participant by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the young person that this is being done for his or her safety and is not a punishment. Arrange immediate support if they are very distressed.

3. Report the allegations to appropriate authorities

Immediately report all cases of criminal sexual abuse or harassment and physical abuse — first to the police for investigation and then to the District authorities through the District Secretary for follow-through. **For Exchange Students all incidents must be reported to the VRQA (Victorian Registration and Qualification Authority) through the RYEV (Rotary Youth Exchange Victoria) Executive Officer.**

District 9790 will cooperate with police or legal investigations.

4. Avoid gossip and blame.

Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation.

5. Do not challenge the alleged offender.

Don't contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of noncriminal harassment, the district governor is responsible for follow-through and will contact the alleged offender after the young person has been moved to a safe environment. The district governor may designate this task to a district youth protection officer or district review committee.

REPORTING PROCEDURE FOR ALLEGATIONS OF NON-CRIMINAL SEXUAL/PHYSICAL ABUSE OR HARASSMENT.

In the event that an allegation of abuse or harassment is made that is viewed as non-criminal by the police or the Rotary District authorities through the District Secretary, it is still important for the concerns to be addressed and resolved.

An adult who receives such an allegation of non criminal abuse or harassment should follow the same procedures as noted above with the one exception that the Rotary Club authorities should be contacted as the first point of contact. It is not recommended that the police be informed at this stage.

Once contacted, the Rotary Club authorities will then be obliged to refer the matter to the District level authorities as soon as possible.

However, any Rotarian can decide to first call the Rotary District Authorities particularly if there are extenuating circumstances such as confidentiality, anonymity or club sensitivities that may impair a professional judgement from being taken.

A process of investigation will be put into place by the District authorities in consultation with the Club authorities (if and when appropriate).

In circumstances where there is confusion or concern as to whether the allegations are criminal or not, the judgement should err on side of caution and hence treat the allegation as criminal and follow the allegations procedure in relation to criminal sexual or physical abuse or harassment. It is advisable that the District Youth Protection Officer is consulted in these situations.

DISTRICT FOLLOW-THROUGH PROCEDURES

Once the District Governor through the District Secretary has been contacted they may choose to take carriage of the issue themselves or devolve responsibility to the District to the District Youth Protection Officer or the Chair of the District's Young person's Programs, that person will then assume responsibility

of the case and must ensure that the following steps are taken immediately after an abuse allegation is reported.

1. Confirm that the young person's program participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser.
2. If law enforcement agencies will not investigate, the district youth protection officer or district review committee should coordinate an independent review of the allegations.
3. Ensure that the student receives immediate support services.
4. Offer the young person an independent, non-Rotarian counsellor to represent his or her interests. The non-Rotarian professional person on the District review Committee must be contacted.
5. Contact the student's parents or legal guardian.
6. Remove alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
7. Cooperate with the police or legal investigation.
8. The District Governor or his / her delegate is to inform RI of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.
9. After the authorities have completed their investigation, the district must follow through to make sure the situation is being addressed. Specifically, District 9790 will conduct an independent and thorough review of any allegations of sexual abuse or harassment.
10. The District Governor is the most senior position in the district and unless specifically delegated, the District Youth Protection Officer and the Chair of the Young person's Programs will directly report him/her. The District Governor is to be informed immediately of any allegation and follow up activity being considered or in the process of being undertaken.

POST ALLEGATION REPORT CONSIDERATIONS

Responding to the needs of the young person's program participant

District 9790 will adopt a cohesive and managed team approach to supporting a young person after an allegation report. The young person's program participant is likely to feel embarrassed or confused and may become withdrawn.

After a report of harassment or abuse, young person's program participants may have mixed feelings about participating in the Rotary program or remaining on their exchange.

In the case of exchange students, if they do choose to stay, they may or may not want to continue their relationship with their hosting Rotary club. In some cases, a student may wish to remain in the country but change to a different host club.

Although club members and host families may have trouble understanding how the student is feeling, the student would find it helpful to know that the club continues to be reassuring and supportive.

Club members and host families may feel ambivalent about their roles and unclear about their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.

Addressing issues within the club



District 9790 Abuse & Harassment Prevention Policy

When addressing an allegation of abuse or harassment, the most important concern is the safety of young people.

Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians not directly involved must not become involved in investigations.

Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and Rotary ideals.

Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

APPENDIX 2: POSITIONS OF RESPONSIBILITY

While young person's protection is the responsibility of all adults involved in young person's programs and activities, compliance with Rotary International and district 9790 abuse and harassment prevention policy depends on the vigilance of the district governor, district youth protection officer, and district review committee and club presidents.

DISTRICT GOVERNOR

The district governor raises awareness of abuse and harassment prevention and creates effective prevention in the district's young person's programs and reporting policies in the district.

RESPONSIBILITIES

- Ensure that all allegations are reported to the proper authorities and to RI.
- Confirm that abuse reporting follows the district policies and procedures.
- Ensure that Rotary clubs comply with district policy.
- Ensure that all young person's programs are conducted responsibly, even if some responsibilities have been delegated to other district officers.
- Intervene in the administration of young person's programs when necessary.
- Establish risk management procedures, including policies and procedures for abuse prevention.

The district governor should involve as many members of the district leadership team as possible in young person's protection. This includes assistant governors, who can play a role in youth protection by being familiar with district policies related to awareness, prevention, and reporting of abuse and harassment. The district trainer can serve as a resource during young person's protection training sessions.

ASSISTANT GOVERNORS

Each of the Assistant District Governors will be responsible for ensuring that the clubs in their cluster group are aware of this policy.

RESPONSIBILITIES

Ensure that clubs are aware of and undertake training annually on young person's protection matters.

DISTRICT YOUTH PROTECTION OFFICER

The district youth protection officer raises awareness of risk management issues for young person's programs and ensures that the district, clubs, and all program volunteers comply with RI and district abuse and harassment policies. He or she is the first point of contact in the district should any Rotarian receive an allegation of abuse or harassment. This officer may train other district and club officers on procedures and guidelines related to abuse and harassment and other risk management issues.

Keep District Governor informed at all times at the earliest practical timeframe.

RESPONSIBILITIES

- Maintain records of all allegations made.
- Ensure proper handling of allegations, according to local laws, district and RI policies, and protection of the interests of all involved.
- Work with clubs to inform all Rotarians of their obligations under both district policy RI and local laws.
- Ensure that each club reviews and maintains an archive of all screened volunteers, including applications and the results of criminal background checks and reference checks.
- Ensure that all clubs comply in undertaking Police Checks and Working with Children Checks (Vic only) and NSW Police Checks if applicable
 - Conduct background checks on program volunteers who will have unsupervised access to young people.
- Ensure that appropriate training is made available to Rotarians, program volunteers such as host families or RYLA counsellors, and young person participants and their parents.
- Advise the district young person's program committees about developments in educational and training programs.

QUALIFICATIONS

- Professional experience in handling abuse and harassment issues
- Young person counselling experience
- Knowledge of both RI policies and relevant national and local laws

ADDITIONAL CONSIDERATIONS

- Willingness to serve in position for at least three years
- Professional experience in the fields of health, mental health, or education, particularly working with young people and teenagers as a social worker, therapist, educational administrator, or youth protection professional

DISTRICT YOUNG PERSON'S PROTECTION REVIEW COMMITTEE

The district review committee follows through on allegations of abuse or harassment that cannot be investigated by law enforcement or when law enforcement investigations are inconclusive.

RESPONSIBILITIES

- Establish and maintain an investigative structure that has the capacity and capability to investigate allegations of abuse or harassment within 24 hours of receipt of an allegation.
- On receipt of an allegation by the District Governor or delegate, the committee should initially converse through email immediately and monitor the investigation promptly. If required, the committee should meet within three to five business days.
- Conduct an appraisal following a police investigation to consider the circumstances surrounding the allegation, and recommend a response to the district governor and district youth protection officer.
- Determine whether the accused individual's continued participation in young person's program poses too great a risk in situations where an investigation by law enforcement is inconclusive.
- Follow through when law enforcement does not investigate an allegation.
- Determine whether the district's risk management policies are sufficient.
- Conduct an annual review of all documentation and allegations of abuse or harassment in young person's programs to ensure that the district is taking steps to limit the risk of abuse and harassment.

COMMITTEE MEMBERS

The district governor should appoint members to this committee, with limited participation from any one club. Members should include, at minimum:

- District Youth Exchange committee chair
- Non-Rotarian with professional experience related to abuse issues, such as a social worker, psychologist, or psychiatrist
- Volunteer with risk management experience
- District youth protection officer (if appointed)

ADDITIONAL CONSIDERATIONS

- At least one past district governor should serve on the committee, if feasible.
- Committee members should serve a minimum of three years.
- To avoid conflicts of interest, committee members should excuse themselves from reviewing allegations made against a member of their own Rotary club or a friend, colleague, spouse, or relative.

INVESTIGATIVE TEAMS

The District Young person's Protection Review Committee will establish investigative teams to investigate allegations of abuse or harassment within 24 hours of an allegation being received by the District Youth Protection Officer.

These young person's protection investigative members will be selected by Assistant Governors to undertake investigations relating to allegations of abuse or harassment that may occur within the jurisdiction of their Group of Rotary Clubs. The team will comprise of one Rotary member and one independent member who have the expertise to undertake an investigation on behalf of the District Youth Protection Committee.

RESPONSIBILITIES

- Investigate allegations of abuse or harassment that are non –criminal in substance. These may be allegations investigated by Police but deemed not to be of a criminal nature or allegations received by the District Youth Protection Officer that are viewed as non-criminal.
- Undertake training annually or on a regular basis on young person's protection matters.

CLUB YOUNG PERSON'S PROTECTION OFFICER

The Club Young person's Protection Officer raises awareness of risk management issues for young person's programs and ensures that the club's young person's program volunteers comply with RI and district abuse and harassment policies. He or she is the first point of contact in the Club should any Rotarian receive an allegation of abuse or harassment.

RESPONSIBILITIES

- Maintain records of all allegations made.
- Ensure proper handling of allegations, according to local laws and district policy, and protection of the interests of all involved.
- Work with the District Youth Protection Officer to inform all Rotarians of their obligations under both District policy and local laws.
- Ensure that the Club reviews and maintains an archive of all screened volunteers, including applications and the results of criminal background checks and reference checks.
- Ensure that all Club members and volunteers comply in undertaking (Police Checks in New South Wales and Working with Children Checks Victoria) to conduct background checks on program volunteers who will have unsupervised access to youth.
- Ensure that volunteers attend appropriate training made available to Rotarians, program volunteers such as host families or RYLA counsellors, and young person participants and their parents.

APPENDIX 3: ROTARIANS INFORMATION SHEET

WHAT TO DO IF YOU RECEIVE AN ALLEGATION FROM A YOUNG PERSON INVOLVED IN ROTARY?

IS THE ALLEGATION CLEARLY A CRIMINAL MATTER?

If yes then:

1. Make sure the young person is safe from any contact with the alleged offender
2. Refer the allegation directly to the Police
3. Contact Rotary **District** Authorities immediately after contacting police

If unsure:

1. Contact the Rotary **District** Authorities to discuss immediately
2. If advised by Authorities that it is more likely a criminal offence, then contact police
3. Make sure the young person is safe from any contact with the alleged offender

If no:

1. Contact the Rotary **Club** Authorities to discuss immediately
2. Rotary Club Authorities are to consult with Rotary District Authorities on action required
3. If inappropriate for Rotary Club Authorities to be contacted, then direct first contact to Rotary District Authorities.

WHO ARE THE ROTARY DISTRICT AUTHORITIES?

Any one of three District Authorities can be contacted to discuss an allegation:

1. District Youth Protection Officer
2. District Chair of the Youth Exchange Program
3. District Governor

WHO ARE THE ROTARY CLUB AUTHORITIES?

Any one of four Club Authorities can be contacted to discuss an allegation:

1. Club Youth Exchange Counsellor
2. Club Youth Protection Officer
3. Director of Youth
4. Club President

FORM 1: YOUTH EXCHANGE PROGRAM HOST FAMILY SELECTION GUIDE

Potential Host families should be interviewed at their place of residence as an opportunity to assess the suitability of the home. It is recommended that the interview be carried out by a male and female representative of the club.

Family Assessment Categories

Was the family enthusiastic and demonstrated appropriate reasons for their interest? Do they have children at home, did you meet them?	YES/NO
Do they show cultural sensitivity and awareness (e.g dietary requirements)? Is the Host family willing and able to cope with special requirements	YES/NO
Any special considerations, e.g pets/allergies etc?	YES/NO
Are the parents regularly available, or do they rely on other family members (e.g grandparents) or friends to take care of their family?	YES/NO
Was the family keen to learn of their obligations and commitments including the completion of the Volunteer Declaration and Police clearance?	YES/NO
Were you satisfied that their financial situation was such that they could afford to host an exchange student?	YES/NO
Were you satisfied that the bedroom and bathroom facilities were suitable?	YES/NO
Could satisfactory arrangements be made for the student to travel to and from school?	YES/NO
Were you satisfied that the student would be accepted as part of the family?	YES/NO
COMMENTS:	



Form 1: Youth Exchange Program Host Family Selection Guide - Continued

Referee Assessment Categories

Did the referees enthusiastically support the family's application to host?	YES/NO
Did the referees consider the family to have the ability to ensure that the student would obey family rules and requirements?	YES/NO
Were there any issues in relation to the family's attitude particularly to those of opposite sex? Cultural/race issues?	YES/NO
Did the referees consider that the family would offer a stable environment?	YES/NO
Were the referees satisfied that the family wanted to host for the correct reasons?	YES/NO
Were there any negative responses in relation to any aspect of the potential host family's ability or willingness to host?	YES/NO
COMMENTS:	

Result of interview

Family Name: _____

Family Suitable: YES / NO

Date: _____



Form 1: YEP Host Family Selection Guide - Continued

Record of Reference Checks

Name: _____

Enthusiasm:
Appreciation of Role Responsibilities:
Home Assessment (Bedroom & Bathroom):
School Travel Arrangements:
Whole Family Support:



Form 1: YEP Host Family Selection Guide – Continued

Victorian Working With Children (WWC) check documentation sighted:

Expiry Date ____/____/____

New South Wales Police Force Check

documentation sighted:

Expiry Date ____/____/____

Form 3: Rotary Youth Volunteer Information and Declaration Form

Received by the Club Date ____/____/____

Signed: _____ Date: _____

Authorised Club Officer

Name of Authorised Club Officer: _____

<p>I _____ President,</p> <p>RC of _____</p> <p>verify that the _____ family has</p> <p>complied with the declaration requirements, reference and Victorian WWC Check or NSW Police Force Check documents have been examined, and the club finds the applicants to be a suitable Host Family.</p> <p>Signature: _____</p> <p>Club President</p> <p>Date: _____</p>
--

FORM 2 A : YOUTH EXCHANGE PROGRAM COUNSELLOR / MENTOR SELECTION GUIDE

All Counsellors will provide a Volunteer Information and Declaration Form (Form 3) and evidence of **Victorian WWC Check or NSW Police Force Check** clearance in accordance with State and Territory legislation. Undergo personal interviews carried out by authorized male and female representatives of the club.

The duties of a counsellor commence upon the intent to select an outbound student, or the acceptance by a club of an inbound student.

Candidate Assessment Categories

Was the candidate enthusiastic ?	YES / NO
Was the candidate keen to learn about their role and responsibilities?	YES / NO
Were you satisfied that the candidate has the ability to interact with young people?	YES / NO
Did the candidate demonstrate an understanding of Rotary's ideals in relation to the Youth Exchange Program?	YES / NO
Does the candidate have the support of the club?	YES / NO
COMMENTS:	

Form 2 A : Youth Exchange Program Counsellor/Mentor Selection Guide – Continued

Referee Assessment Categories

Did the referees enthusiastically recommend the candidates suitability?	YES / NO
Did the referees consider the candidate was genuinely prepared to undertake the role?	YES / NO
Were there any issues in relation to the candidate’s attitude particularly to those of opposite sex?	YES / NO
Were the referees satisfied that the candidate wanted to volunteer for the correct reasons?	YES / NO
Were there any negative responses in relation to any aspect of the candidate to undertake the role of a Counsellor?	YES/ NO
COMMENTS:	

Result of interview

Name of Club Representative : _____

Signature: _____

Name of Club Representative : _____

Signature: _____

Suitable: YES / NO Date: _____



Form 2 A : Youth Exchange Program Counsellor/Mentor Selection Guide – Continued

Candidate Assessment Category Interview Notes

Enthusiasm:
Appreciation of Role Responsibilities:
Ability to Interact with Young People:
Understanding of RI's Youth Exchange Program Objectives and Expectations:
Club Support:

Signed: _____ Date: _____

Authorised Club Officer

Name of Authorised Club Officer: _____

Form 2 A : Youth Exchange Program Counsellor/Mentor Selection Guide – Continued

I _____ President,

RC of _____

verify that _____ has

complied with the declaration requirements, reference and Victorian WWC Check
or NSW Police Force Check documents have been examined, and the club finds
the applicant to be a suitable Counsellor.

Signature: _____
Club President

Date: _____

FORM 2 B : YOUTH PROGRAMS COUNSELLOR / MENTOR SELECTION GUIDE

All Counsellors / Mentors will provide a Volunteer Information and Declaration Form (Form 3) and evidence of **Victorian WWC Check or NSW Police Force Check** clearance in accordance with State and Territory legislation. Undergo personal interviews carried out by authorized male and female representatives of the club.

The duties of a Counsellor / Mentor commence upon the intent to act as Counsellor or Mentor for a student in any of the District's Young Person's Programs.

Candidate Assessment Categories

Was the candidate enthusiastic ?	YES / NO
Was the candidate keen to learn about their role and responsibilities?	YES / NO
Were you satisfied that the candidate has the ability to interact with young people?	YES / NO
Did the candidate demonstrate an understanding of Rotary's ideals in relation to the Young Person's Program ?	YES / NO
Does the candidate have the support of the club?	YES / NO
COMMENTS:	

Form 2 B : Young Person’s Programs Counsellor/Mentor Selection Guide – Continued

Referee Assessment Categories

Did the referees enthusiastically recommend the candidates suitability?	YES / NO
Did the referees consider the candidate was genuinely prepared to undertake the role?	YES / NO
Were there any issues in relation to the candidate’s attitude particularly to those of opposite sex?	YES / NO
Were the referees satisfied that the candidate wanted to volunteer for the correct reasons?	YES / NO
Were there any negative responses in relation to any aspect of the candidate to undertake the role of a Counsellor?	YES/ NO
COMMENTS:	

Result of interview

Name of Club Representative : _____

Signature: _____

Name of Club Representative : _____

Signature: _____

Suitable: YES / NO Date: _____



Form 2 B : Young Person’s Programs Counsellor/Mentor Selection Guide – Continued

Candidate Assessment Category Interview Notes

Enthusiasm:
Appreciation of Role Responsibilities:
Ability to Interact with Young People:
Understanding of Young Person’s Program Objectives and Expectations: Name of Program: (e.g. RYLA) _____
Club Support:

Signed: _____ Date: _____

Authorised Club Officer

Name of Authorised Club Officer: _____

Form 2 B : Young Person's Programs Counsellor/Mentor Selection Guide – Continued

I _____ President,

RC of _____

verify that _____ has

complied with the declaration requirements, reference and Victorian WWC Check
or NSW Police Force Check documents have been examined, and the club finds
the applicant to be a suitable Counsellor.

Signature: _____
Club President

Date: _____



FORM 3: ROTARY YOUNG PERSON'S VOLUNTEER INFORMATION AND DECLARATION FORM

(Mandatory Requirement)

Personal Details

Name: _____ DOB _____

Address: _____

Email: _____

Phone: Work: _____ Home: _____ Mobile: _____

Period at this Address (Years): _____ Are you a Rotarian: Yes / No

If Yes, Name of Club: _____ Date Joined: _____

What will be your role in the Program?

District Committee Member

Member of Host Family

Club Counsellor

Other, please specify _____

Occupation: _____ Employer: _____

Previous involvement with young people

Personal References (Only one referee may be a Rotarian and none may be family members)

1. Name:

Phone: Work: _____ Home: _____ Mobile: _____

2. Name:

Phone: Work: _____ Home: _____ Mobile: _____

3. Name:

Phone: Work: _____ Home: _____ Mobile: _____

Police Check:

Vic.: Working With Children Card Number: _____ Expiry Date: _____

NSW: Police Force Check Expiry Date _____

I certify the following:

- All statements and information given on this form are true and correct to the best of my



knowledge.

- I have never committed or been guilty or been accused of a crime against a child or young person of which I have not been cleared.

Form 3: Rotary Young person’s Volunteer Information and Declaration Form – Continued

- I give my full permission for any of the people I have listed on this Form to be contacted by an authorised Rotary Officer to confirm my suitability as a Youth Exchange Volunteer.
- I certify that I have contacted my referees and all are happy for Rotary to contact them.
- I agree to abide unreservedly by the decision of the District’s Rotary club reviewing my applications to my suitability as a Youth Exchange Volunteer or Young person’s Program Volunteer.

In consideration of my acceptance and participation in the young person’s programs, I, to the full extent permitted by law , hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of the negligence of any of the indemnities or may be suffered or claimed by me as a result of any investigation of my background in connection with this declaration.

I have read and understood the above declaration and sign this form voluntarily.

Signature of Applicant: _____ Date: _____

Name Printed: _____

Signature of Rotary Witness: _____ Date: _____

Name printed: _____



FORM 3A : ROTARY YOUNG PERSON'S VOLUNTEER INFORMATION AND DECLARATION FORM REFERENCE CHECKS

Record of Reference Checks

Name: _____

Referee 1:	Contact Date:
Comments:	

Referee 2:	Contact Date:
Comments:	

Referee 3:	Contact Date:
Comments:	

Signed: _____ Date: _____

Authorised Club Officer

Name of Authorised Club Officer: _____

Print Name

Form 3a: Rotary Young person's Volunteer Information and Declaration Form Reference checks - Continued

I _____ President,

RC of _____

verify that _____ has

complied with the declaration requirements, reference and Victorian WWC Check or NSW Police Force Check documents have been examined, and the club finds the applicant to be a suitable Volunteer.

Signature: _____
Club President

Date: _____

FORM 4: INBOUND YOUTH EXCHANGE PROGRAM STUDENT CLUB CHECK LIST AND COMPLIANCE STATEMENT

Host Families

All Host Families will be visited, briefed, and interviewed in their homes and their suitability confirmed.	Yes / No
All Host Family members over the age of 18 years will be reference checked and checked by way of Victorian WWC Check or NSW Police Force Check as applicable.	Yes / No
Comments:	

Club Counsellor

Has completed a Volunteer Declaration (Form 3) and Victorian WWC Check or NSW Police Force Check as applicable. References will be checked confirming suitability.	Yes / No
Is of the same sex as the student, or alternatively a suitable assistant has been appointed.	Yes / No
Is aware of and understands their duty and responsibility towards the student and agrees to carry out these duties.	Yes / No
Agrees to attend required District Youth Exchange Program training sessions.	Yes / No
Will not be a member of a Host Family.	Yes / No
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family.	Yes / No
Comments:	

Completed by: _____ Signature: _____

Club Officer

Date: _____

FORM 5: OUTBOUND YOUTH EXCHANGE PROGRAM STUDENT CLUB CHECK LIST AND COMPLIANCE STATEMENT

The Student

Has completed and submitted a club application form.	Yes / No
Has been interviewed by the club separately from parents and or guardian.	Yes / No
If successful and with parental support will attend a District Interview.	Yes / No
Comments:	

Club Counsellor

Has completed a Volunteer Declaration (Form 3) and obtained a Victorian WWC Check or NSW Police Force Check as applicable. References have been checked confirming suitability.	Yes / No
Is of the same sex as the student, or alternatively a suitable assistant has been appointed.	Yes / No
Is aware and understands their duty and responsibility towards the student and has agreed to carry out these duties whilst the student is on exchange overseas.	Yes / No
Has agreed to attend required District Youth Exchange Program training sessions.	Yes / No
Has agreed to assist the student upon their return.	Yes / No
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family.	Yes / No
Comments:	

Completed by: _____ Signature: _____

Club Officer

Date: _____

FORM 6: CLUB PROTECTION OFFICER CHECK LIST AND DECLARATION

(To be forwarded to District Youth Exchange Secretary)

Outbound Student

Check

The club applied for, and received certification from District to sponsor an exchange student	Yes / No
The student and student’s parents/guardians separately received a thorough briefing by the club.	Yes / No
The club selected a suitable counsellor in accordance with certification requirements.	Yes / No
The counsellor communicated regularly with the student, and was of support in respect of the student’s preparation prior to departure.	Yes / No
The counsellor maintained regular communication with the student whilst overseas and reported the student’s activities to the club.	Yes / No
The student attended the district debrief upon return.	Yes / No
If the student claimed that they had suffered a molestation occurrence, did the club handle the matter in accordance with Rotary International’s “Sexual Abuse and Harassment allegation Reporting Guidelines?”	Yes / No
Comments	



Form 6: Club Protection Officer Check List and Declaration - Continued

Inbound Student

The club applied for, and received certification from District to host a student from overseas.	Yes / No
The club selected, briefed, checked and approved suitable host families in accordance with certification requirements and was satisfied that they were happy to host.	Yes / No
The club has received and filed the host family Volunteer Declaration and Police clearance.	Yes / No
The club selected a suitable counsellor in accordance with certification requirements.	Yes / No
The club has received and filed the counsellor's Volunteer Declaration and Police clearance.	Yes / No
The counsellor has been in regular contact and support to the student.	Yes / No
If the student claimed that they had suffered a molestation occurrence, did the club handle the matter in accordance with Rotary International's "Sexual abuse and Harassment allegation Reporting Guidelines"?	Yes / No
Comments	

Declaration

I, _____ the Club Protection Officer of
 the Rotary Club of _____

Declare that I have carefully checked the tasks relating to the listed statements in this document and confirm that they have been satisfactorily completed.

Signature: _____ Date: _____



FORM 7: LOCAL AND NATIONAL EMERGENCY CONTACTS

Rape Hotline	
Suicide Crisis Hotline	
Alcohol Awareness Programs	
Drug Awareness Programs	
Police	000
Ambulance	000
Fire	000
Community Service/Help Lines	

Add as many services as you feel are available within your district and nationally.
e.g. Student Liaison for Youth Exchange – See the District Directory.