



Youth Protection Policy and Procedures

Statement of Conduct for Working with Youth:

Rotary International and District 5050 strive 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 they come into contact with and protect them from physical, sexual, and emotional abuse.

Rotary D5050 Youth Protection Policy applies to District activities that involve minors. This includes the Youth Exchange Program, Y.E.S. (Youth Engaged in Service), Interact, and Y.A.I.L. (Youth Adventures in Leadership) programs.

Minors are usually defined as those less than 18 years of age; however, since some youth exchange students as well as some Interactors may be slightly older, they are treated as minors in Rotary's efforts to protect the Youth. Rotaractors are college age or older and are not included as minors and are not covered in Rotary's Youth Protection Policy.

In protecting our youth, there is no one process that guarantees safety. It's the combination of these deterrence measures that minimize the risk.

DISTRICT 5050 Youth Protection Policy

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1. **Definitions:**

Casual Contact: Persons having casual contact are persons not directly responsible for the youth but who may provide incidental transportation or invite a youth to an event such as dinner, movie, sports event, weekend activity, or travel approved by at least two of the following individuals/ entities: the Host Family, YEO, Club YPO, and/or exchange counselor. Casual contact must be infrequent and incidental so that a regular pattern is not developed. Further, casual contact must take place in a group setting with no reasonably foreseeable risk of abuse or harassment, verbal or otherwise. Persons having casual contact with youth are not required to be screened.

Casual Contact Overnight Travel

This policy will permit a Youth Exchange youth to take advantage of unanticipated overnight opportunities, which may occur, thereby enhancing the youth's understanding and experience of the local environment. Such opportunities include trips of up to 72-hours duration, such as ski weekends, in which the youth will be in the care and custody of an adult who has not been screened. It is understood that no activity can be totally free of risk and the objective of the policy is to minimize risk for all parties.

For overnight travel to be permitted under this casual contact policy, the Host Parent and the Club YEO must jointly decide that:

- The unscreened adult appears to be responsible and trustworthy;
- The unscreened adult understands that he or she must treat the youth, as would a conscientious parent caring for the welfare of their own child and the unscreened adult accepts that responsibility; and
- The proposed activity does not present significant risk of abuse.

If there is not agreement between the Host Family and the Club YEO the proposed activity shall not be permitted.

Crisis Management Team: This refers to a team of district personnel that is activated by the District Youth Protection Officer upon receipt of an allegation of abuse or harassment. The makeup of the team is determined by the status of the youth making the allegation, but will include the following: District Governor, District Youth Protection Officer, District Youth Services Chair and Club President.

Physical Abuse: This refers to any assaultive behavior and includes any physical offense that would be criminal.

Sexual Abuse: This refers to engaging in implicit or explicit sexual acts with a youth or forcing or encouraging said persons to engage in implicit or explicit sexual acts alone or with another person of any age. This includes non-touching offenses, such as indecent exposure or showing a youth sexual or pornographic material. This includes any sexual offense that would be criminal.

Sexual Harassment- Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature.

Some examples of sexual harassment include, but are not limited to:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person or other vulnerable person, and comments about an individual's sexual activity, deficiencies, or prowess;
- References to a youth or other vulnerable person's body or physical maturity in a sexual way;

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- Verbal abuse of a sexual nature;
- Display of sexually suggestive objects, pictures, media or drawings;
- Sexual leering or whistling, any inappropriate physical contact such as “brushing” or touching, obscene language or gestures, and suggestive or insulting comments.

Volunteer- any adult involved with Rotary Youth Program activities who has direct interactions, supervised or unsupervised, with youth. A volunteer does not include those adults who have Casual Contact or incidental contact with youth.

Youth: This means any minor (less than 18 years of age) or any young adult participating in RYE, YSR, YES, or YAIL (or any other youth program except Rotaract).

Youth Protection Officer - Club: Every club in the district will appoint a club Youth Protection Officer. This person is the same as the **Youth Exchange Officer**. This person may be the same individual who holds the position of Youth Services Chair/ Director of Future Generations.

Youth Protection Officer - District: There will be two District Youth Protection Officers – one appointed from one of the American clubs in the District and one appointed from one of the Canadian clubs in the District.

2. **Legal Entity/Insurance**

Rotary District 5050 Youth Exchange Program is part of District 5050 Nonprofit Corporation, State of Washington UBI #602724259 and British Columbia Extra provincial Society #XS-0052237.

For Canada, coverage is provided under the District 5050 Non-Profit Liability coverage through Coast Capital Insurance Services Ltd, contact information @ 844-802-7616.

For United States, coverage is provided through Rotary International’s insurance policy.

3. **Volunteer Screening**

All volunteers must be committed to the safety and security of youth. All volunteers must demonstrate good judgment and in addition to the requirements herein, must ensure that youth for whom they are responsible are safe from harassment and other injurious behavior from others around them. This includes keeping youth safe from those who may be drinking alcohol or ingesting other substances that may impair judgment or ability to drive.

Host families must have adequate accommodations to host youth. Host families must have the ability to provide appropriate supervision of youth.

A person who has admitted to, been convicted of, or otherwise found to have engaged in sexual or physical abuse or harassment may not be a volunteer. Other convictions/ findings not specifically enumerated herein may also disqualify an applicant.

The home club of the volunteer will maintain all records of an application to be a volunteer, criminal history and sex offender registry checks, and all other records regarding the background check of the volunteer. Records will be maintained for five years.

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All volunteers must:

- Complete the Youth Volunteer Application and authorize the district to conduct a criminal background check (see Appendices A and B).
- Undergo a personal interview.
- Provide a list of references for the district to check (see Appendices C and D).
- Meet Rotary International eligibility requirements.
- Undergo training as indicated in Appendix E.

Host Families must additionally:

- Complete a written application.
- Undergo a comprehensive interview that determines their suitability for hosting exchange students.
- Undergo home visits.

Club/ District Responsibilities and Procedures

An applicant to be a volunteer must submit the Youth Volunteer Application (Appendix A) to the Club Youth Protection Officer. The Club Youth Protection Officer will send a copy of the application to the District Youth Protection Officer. The Club Youth Protection Officer (or designee) will review the application, conduct the interview of the volunteer, conduct the reference checks, and await the results of the criminal history and sex offender registration checks from the district (Appendix K).

For an American Club, the American District Youth Protection Officer will conduct the criminal history and sex offender registration checks. For good cause, an American Club may require a Canadian history check.

For a Canadian Club, the Canadian District Youth Protection Officer will receive the criminal history of the applicant. For good cause, a Canadian Club may require an American history check.

The District Youth Protection Officer will make a recommendation to the Club based on the criminal history check. Appendix K.

The District Youth Protection Officer will forward his/her recommendation to the Club (Appendix K) along with the records of the criminal history check. The Club will keep records of the application and the results of the criminal history and sex offender registration checks as well as the District Youth Protection Officer's recommendation (Appendix K).

If, after consultation with each other, the Club is not in agreement with the District YPO recommendation that a volunteer applicant should not be accepted based on the criminal history, then the Crisis Management Team will review the matter and make the final determination.

If a potential volunteer is not acceptable after being screened then the Club Youth Protection Officer shall notify the potential volunteer, the District Youth Protection Officer, the Club President, the Youth Services Chair and the District Governor.

A potential volunteer who is not cleared to be a volunteer may appeal to the District Governor with review by the Crisis Management Team. The potential volunteer may challenge the results of a

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background check, but must do so himself or herself by direct contact with the screening company or agency at his or her own expense.

4. **Response to an Allegation of Physical or Sexual Abuse**

The immediate response to any allegation of abuse is to ensure the safety and protection of the reporting youth. This means removing the youth from the physical proximity of the alleged offender and ensuring all contact between the offender and youth ceases. Follow-through procedures must be followed as set forth in Appendix H.

5. **Club Compliance**

The District Youth Protection Officer will monitor all participating clubs within the district and ensure that they comply with Rotary International guidelines for abuse and harassment prevention. All clubs that are involved in programming that involves contact with youth must be certified on an annual basis the district as being in compliance with District Policy. Certification will be made by using the form in Appendix G and forwarding the form to the District Youth Protection Officer.

If a club is not compliant with this Policy, the District Youth Protection Officer shall notify the Club Youth Services Chair and the District Governor and order the cessation of activities involving protected persons until compliance is achieved. The District Youth Protection Officer work with the noncompliant club's President and the District Governor to restore compliance with this Policy.

The District Youth Protection Officer shall maintain records of compliance and training completed in accordance with this policy.

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APPENDIX A: YOUTH VOLUNTEER APPLICATION

District 5050 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses and partners, and any other volunteers to safeguard to the best of their ability the welfare of children and young people involved in Rotary programs or activities and prevent physical, sexual, or emotional abuse of young participants.

PERSONAL INFORMATION:

Name: _____ Address: _____

City: _____ State/Province: _____ Postal Code: _____

How long at this address? _____ (If fewer than five years, list previous residence(s) on the back of this sheet)

Driver's license number: _____ Date of Birth (dd/mm/yyyy): _____

CONSENT:

I certify that all the statements in this application, and in any attachments hereto, are true and correct to the best of my knowledge and that I have not withheld any information that would affect this application unfavorably. I understand that District 5050 will deny a volunteer position to anyone convicted of a crime physical or sexual abuse or harassment.

I give my permission to District 5050 to verify information given in this application, including searches of law enforcement and published records (including driving records and criminal background checks) and contact with my former employers and with references provided. I understand that this information will be used, in part, to determine my eligibility for a volunteer position. I also understand that as long as I remain a volunteer, this information may be checked again at any time. I understand that I will have an opportunity to review the criminal history and, if I dispute the record as received, a procedure is available for clarification.

WAIVER:

IN CONSIDERATION of my acceptance and participation in the youth 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 ("Indemnities"), 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 an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 5050 youth programs and its affiliates.

I acknowledge that I have read and understand the above consent and waiver and that I sign this form voluntarily.

Signature of Applicant: _____

Please Print Name: _____

Date: _____

ADDITIONAL INFORMATION:

Home Phone: _____ E-mail: _____

Business Phone: _____ Cell Phone: _____

Are you a member of a Rotary Club? Yes No

If yes, indicate club name and year joined:

Position applied for: _____

Have you held a Rotary youth programs position in the past? Yes No

If yes, what position and when?

EMPLOYMENT HISTORY (for the past five years, attach additional sheets if necessary)

Current Employer: _____ **Address:** _____

City: _____ State/Province: _____ Postal Code: _____

Phone: _____ Position: _____

Date of Employment: _____ Supervisor's Name: _____

Previous Employer: _____ **Address:** _____

City: _____ State/Province: _____ Postal Code: _____

Phone: _____ Position: _____

Date of Employment: _____ Supervisor's Name: _____

VOLUNTEER HISTORY WITH YOUTH (for the past five years; attach additional sheets, if necessary)

Organization: _____ Address: _____

City: _____ State/Province: _____ Postal Code: _____

Phone: _____ Position: _____

Dates Held: _____ Director's Name: _____

PERSONAL REFERENCES (may not be relatives; no more than one former or current Rotarian)

1. Name: _____ Address: _____

City: _____ State/Province: _____ Postal Code: _____

Phone: _____ Relationship: _____

2. Name: _____ Address: _____

City: _____ State/Province: _____ Postal Code: _____

Phone: _____ Relationship: _____

3. Name: _____ Address: _____
City: _____ State/Province: _____ Postal Code: _____
Phone: _____ Relationship: _____

QUALIFICATIONS AND TRAINING

What relevant qualifications or training do you have for this position? Please describe in full.

CRIMINAL HISTORY

1. Have you ever been charged with, been convicted of, or pled guilty to any crime(s)?

Yes No

If yes, please explain. Also indicate date(s) and the country and state/province in which each occurred (attach a separate sheet, if needed).

2. Have you ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protective order?

Yes No

If yes, please explain. Also indicate date(s) and the country and state/province in which each occurred (attach a separate sheet, if needed).

For Club Use Only:

Date: _____ References Check by (name): _____

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APPENDIX B: GUIDELINES FOR CRIMINAL RECORD CHECKS

Who requires a criminal record and sex offender registry check?

Any volunteer as defined in these guidelines. 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 youth for activities, host parents and any person living in a host family 18 years and older.

When should such checks be done?

These checks MUST be completed before applicant has unsupervised access to youth.

How often does someone involved in a Rotary youth program need to have a criminal record and sex offender registry check completed?

Only accept such checks done within the last 24 months.

Is there a cost to get a criminal record check done?

Any cost will be borne by the Club.

Who in the club should receive the criminal record and sex offender registry checks?

The District Youth Protection Officer will receive such checks. In the U.S., the District Youth Protection Officer will cause the criminal history and sex offender registry check to be conducted after receiving the application of the volunteer. The records of these checks will be maintained by the Club.

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APPENDIX C: GUIDELINES FOR REFERENCE CHECKS

Who requires a reference check?

Any volunteer as defined in these guidelines. 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 youth for activities, host parents and any person living in a host family 18 years and older.

Who can be a reference?

Friend, neighbor, work colleague, employer etc. Personal references must not be related to the applicant and no more than one former or current Rotarian.

When should reference checks be done?

Reference checks MUST be completed before applicant has unsupervised access to youth.

How should reference check be completed?

By telephone is sufficient.

How many reference checks should be done?

Minimum of three.

Who should do reference checks?

Club Youth Protection Officer.

Should the one person do all three-reference checks for the same applicant?

Yes.

Where should the reference check information collected be stored?

With the Youth Volunteer Affidavit and criminal record check.

Access to confidential information collected in the volunteer screening process should be restricted. Interviews and background checks may uncover sensitive information that would not disqualify a potential volunteer but should be kept confidential nonetheless.

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APPENDIX D: SAMPLE PERSONAL REFERENCE REQUEST (*may be conducted telephonically*)

_____ has applied to volunteer with the Rotary International Youth Exchange Program (or name of pertinent Rotary program). Description of program; This program offers students, 15 to 18 years of age an opportunity to experience the language and culture of a foreign country. Ensuring student safety is our highest priority, as a volunteer, this person will have significant unsupervised involvement. The applicant has provided you as a personal reference. Any information obtained will be kept secure and confidential.

Reference Name: _____ Address: _____

City: _____ State/Province: _____ Postal Code: _____

Phone: _____

Association with Applicant: Relative _____ Other (please specify): _____

How long have you known applicant? _____ Business Associate: _____

Co-Worker: _____ Friend: _____

What experience does the applicant have with working or volunteering with young people?

In what activities have you observed applicant with teenagers or younger children? How are you aware of the applicant's activities?

Do you have any direct knowledge of any violent or anger management incidents directly involving this person? Yes No

If yes, please explain:

Do you have any direct knowledge of any incidents of inappropriate behavior involving minors?

Yes No

If yes, please explain:

Do you have any direct knowledge if this person has any substance abuse or mental health problems? Yes No

If yes, please explain:

Does the applicant possess the skills and personality to be a positive influence and offer a good relationship for teens from other countries and cultures? Yes No

If no, please explain:

Would you feel comfortable leaving one of your children in this person's custody? Yes No

If no, please explain:

What other information can you provide to help evaluate whether this person is qualified to participate in the Rotary Youth Exchange Program?

Signature of person doing reference check: _____

Date: _____

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APPENDIX E Youth Protection Training Requirements

Group	Training	Volunteer Affidavit	Background Check
All Rotarians and other adult volunteers who have any contact with youth in a Rotary context	Youth Protection Awareness	Not required	Not required
All Rotarians and other adult volunteers who will have one-on-one contact with youth in a Rotary context All adult members of host families living in the home	Youth Protection Awareness	Required	Required
All Rotarians with extensive contact/involvement working with youth in a Rotary context <ul style="list-style-type: none"> • Rotarian counselors • Interact advisers and committee members • All District and Club youth program committee members District and Club Youth Exchange committee members 	Youth Protection Awareness PLUS Youth Protection Certification Recognizing Problems and Reporting Developing a Support System for Youth	Required	Required
Parents of Outbound Exchange Students	Preparing for a Safe Exchange Experience: Outbound Parents	N/A	N/A
Inbound and Outbound Youth Exchange Students	Preparing for a Safe Exchange Experience: Students	N/A	N/A

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Youth Protection Training Program is offered by NAYEN (North Atlantic Youth Exchange Network). The YEAH system provides a link for those involved with RYE. The URL to the training module is <http://training.nayen.org/training/sample>.

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APPENDIX F: CLUB CHECKLIST FOR YOUTH SERVICES PROGRAMS

The following checklist outlines the club's responsibilities to participate in Rotary Youth Services programs:

- Complete, sign and return the attached compliance statement that the club is operating its Youth Services Programs in accordance with District 5050 and RI policies.
- Develop a Club Youth Protection Policy which mirrors the district policy or adopt that of the district;
- Appoint one Club member as a Club Youth Protection Officer to ensure all guidelines for participation in Rotary youth services programs are followed and to maintain records of applications and supporting documentation as outlined in this policy;
- Ensure Youth Exchange host families and students to be given a copy of the Youth Protection Policy;
- Follow the procedures outlined in this Policy for reporting any allegations;
- Ensure at least one youth services volunteer from the club attends the District 5050 Youth Protection Training session at the annual District Assembly; every three years with the exception being: if the trained person has left the club or is no longer willing or able to meet the requirements. In this case a new person/s must attend the next available training.
- Ensure youth services volunteer who attends the District 5050 Youth Protection Training session provides other club youth services volunteers with the information from the training session;
- Ensure club provides Youth Protection Training to host families;
- Ensure Outbound/parents and Inbound students receive training on abuse and harassment prevention at the September or March Youth Exchange Training Sessions;
- Maintain attendance records for Youth Protection Training sessions;
- Conduct home visits for host families as outlined in Guidelines for Rotary Youth Program.

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APPENDIX G: CLUB COMPLIANCE FORM

This form must be completed prior to the Rotary Club entering the Youth Exchange Program or conducting other Rotary Youth Services.

The Rotary Club of _____

Acknowledges receipt and review of the following information;

- District 5050 Rotary Youth Services Guidelines
- Rotary District 5050 Club Checklist for Youth Services programs – Appendix F
- Abuse and Harassment Prevention Training Manual and Leaders' Guide (if the club does not have a copy this document it can be found on the district website)

Confirms that this Rotary Club is operating its Youth Services Programs in accordance with Rotary International and District 5050 policies and guidelines;

Has completed one of the following; and

- Board adoption of the District 5050 Youth Protection Policy; or
- Board adoption of a Club Youth Protection Policy that mirrors the district policy; (if the club has used this option, then include a copy of the policy with this form).

Conducts or will conduct any or all of the following Youth Exchange/ Youth Services activities (check all applicable).

_____ Youth Exchange
_____ YAIL
_____ Interact
_____ Y.E.S.
_____ Other _____

PLEASE EXPLAIN- ATTACH EXTRA SHEET IF NEEDED

Print Club President Name _____

Print Club Youth Protection Officer (YPO) Name: _____

YPO Email _____ YPO Phone: _____

Club President Signature _____ Date: _____

Return to: **District 5050 Youth Protection Officer**

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APPENDIX H: ABUSE ALLEGATION-RESPONSE

Any adult to whom the youth alleges physical or sexual abuse will:

1. Ensure that the youth has been removed from, and has no contact with, the alleged offender. If the youth is staying with a host family and the alleged offender is in the host family household, then the adult to whom the youth discloses abuse will first attempt to place the youth with another host family who previously hosted the youth or was slated to host the youth in the future. If this option is not available then the youth will be placed on an emergency basis with the Club Youth Protection Officer.
2. Notify the local law enforcement agency, the Club Youth Protection Officer and the District Youth Protection Officer.
3. Keep a written record of the conversation with the youth as soon after the report as you can, including the date and time of the conversation. Do not interrogate the youth but use the youth's words and record only what has been told to you.

The **District Youth Protection Officer** will:

1. Notify the Crisis Management Team and the District Governor. Where the incident involves a youth exchange student, notify the District Youth Exchange Chair.
2. Notify the youth's parents or legal guardians.
3. Ensure the youth receives immediate support services, including medical, counseling, and advocacy services.

The **Crisis Management Team** will:

Recommend any limitations on the accused person in regard to interaction with youth for consideration by the District Governor.

At the conclusion of any investigation, the team will convene and review the entire incident in regard to the extent that district policies were followed and any lessons learned. Based on their review, the team will recommend any necessary changes to the District Policy, screening process, or training.

The **District Governor** will:

1. Direct the person accused of abuse to have no further contact with the youth.
2. Prohibit a non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in abuse of a youth from working with youth in any Rotary context.
4. Notify Rotary International of any potential criminal investigation and serious incidents.
5. Notify the insurance carrier.

The **Parent Club** of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in abuse of a youth shall terminate the membership of the Rotarian

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 youth and the accused during the investigation.

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APPENDIX I: Inbound Student ID Card

Student Name: _____

Signature: _____

Birthdate: YR _____ Month _____ Day _____

Home Family: _____

Home Address: _____

Email: _____ Phone: _____

RYE Dist. 5050 Chairman: _____

Phone: Home: _____ Cell: _____ Work: _____

US Department of State Emergency Hotline: 1-866-283-9090

US Department of State Email: jvisas@state.gov

Local Police: 911

Insurance Company: _____ Phone: _____

Policy Number: _____

School Name: _____ Phone: _____

School Counselor: _____ Phone: _____

Emergency Services: YMCA Phone: _____

Abuse Hotline: _____

Suicide Hotline: _____

Drug & Alcohol Abuse Hotline: _____

Hospital: _____

Host Club: _____ Club Pres. _____

Home Phone: _____ Cell: _____

Club YEO: _____ Cell: _____

1st Host Family/Phn#: _____

Address: _____ **2nd**

Host Family/Phn#: _____

Address: _____

3rd Host Family/Phn#: _____

Address: _____

District Governor : _____ **Cell:** _____ **Non**

Rotarian contact (Female) _____ **Cell:** _____ **Non**

Rotarian contact (Male) _____ **Cell:** _____

Sending District Governor: _____ **Cell:** _____

Sending Club President: _____ **Cell:** _____

Sending YE District Chair: _____ **Cell:** _____

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APPENDIX J: DISTRICT YOUTH PROTECTION OFFICER JOB DESCRIPTION

The District Youth Protection Officer (YPO) shall be a Rotarian in good standing in District 5050. Ideally, he or she should be a professional with training in abuse and harassment prevention and youth protection issues. District 5050 will have two District YPOs: one from an American Club and one from a Canadian Club.

This appointment is for three years.

Duties:

1. Serve as co-chairs of the District Youth Protection committee and Crisis Management Team.
2. Maintain, supervise, and increase awareness of the District Youth Protection Policies.
3. Require that clubs and committees that participate in Rotary sponsored activities involving protected persons follow the District 5050 policies for abuse and harassment and the reporting guidelines for such allegations and monitor such compliance.
4. Report to the District Governor regarding reported incidents of possible abuse or harassment.
5. Where appropriate, assure that cases of abuse are reported to the proper law enforcement agency.
6. Supervise District training in the prevention and awareness of abuse and harassment.
7. Maintain records of District training, content, dates and participants.
8. Cause background checks to be performed as required by this policy.
9. Maintain confidentiality other than the disclosures required by this policy.

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APPENDIX K: CRIMINAL HISTORY AND SEX OFFENDER REGISTRATION CHECK

Based on the results of the applicant's criminal history check and/or sex offender registry check, the District Youth Protection Officer recommends that the applicant:

- Be permitted to volunteer
- Not be permitted to volunteer