



## **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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## District 5050 Youth Protection Policy and Procedures (2018)

The following policy and guidelines apply to all district activities that involve minors. This includes the Youth Exchange Program (RYE), Youth Engaged in Service (YES), Interact, and Youth Adventures in Leadership (YAIL) programs.

### 1. Youth Exchange (RYE)

District 5050 has implemented procedures and protections with regard to the Youth Exchange Program. Detailed procedures and directives have been set forth in the Rotary District 5050 Guide for Youth Exchange Officers. This guide is available online. Interested parties should request it from their Youth Services Chair or the District Compliance Officer if they are unable to locate it online. If there is an actual or perceived conflict between that guide and the policies and procedures herein, then the more protective policy or procedure should be followed and guidance should be sought from the District Youth Protection Officer and the District Compliance Officer.

### 2. Definitions

**Casual Contact, Youth in Youth Exchange (RYE):** Persons having casual contact are persons not directly responsible for the youth but who may provide occasional transportation or invite a youth to an event such as dinner, movie, sports event, weekend activity, or travel. Such activity must be jointly approved by the Host Family and the Club Youth Services Chair. Casual contact must be infrequent so that a regular pattern is not developed. Further, casual contact must take place in a group setting (2 or more people) 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 Family and the Club Youth Services Chair must jointly decide that:

- The activity is one in which the unscreened adult will not be in a one-to-one situation with the youth but there will always be at least one other responsible adult present;
- 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 Youth Services Chair, the proposed activity shall not be permitted. If there are any questions or disagreements on how to proceed, the District Youth Protection Officer will be contacted.

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**Casual Contact, Youth not in Youth Exchange:** Persons having casual contact with a youth not in youth exchange are persons who may have brief contact with youth as part of a Club sponsored event. Casual contact must be infrequent so that a regular pattern is not developed. Further, casual contact must take place in a group setting in a public place and there must be no one-to-one contact between the adult and the youth. There must be no reasonably foreseeable risk of abuse or harassment, verbal or otherwise. Persons having this type of casual contact with youth are not required to be screened.

**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;
- 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 with youth.

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

**Youth Exchange Compliance Officer:** There will be two District Youth Exchange Compliance Officers – one appointed from one of the American clubs in the District and one appointed from one of the Canadian clubs in the District. This person ensures compliance with this policy as well as with all aspects of the Youth Exchange Program, including background checks. This person will be aware of any criminal history of any club Rotarian and will relay the information only as necessary.

**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.

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**Youth Services Chair:** Every club in the district will appoint a Club Youth Services Chair. This person ensures compliance with this policy, including ensuring that any background checks are performed on any volunteer. This person will be aware of any criminal history of any club Rotarian and will relay the information only as necessary.

### 3. 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.

### 4. Volunteer Screening and Requirements

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.

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.

Automatically disqualifying criminal convictions include:

Any felony (American) or Indictable Offense (Canadian) that involves assault, threats, sexual offending, or domestic violence;

Any felony or Indictable Offense that has occurred within the prior ten years;

Any other criminal conviction for crimes involving assault, threats, sexual offending, or domestic violence;

Any offense involving driving or being in physical control of a vehicle when under the influence of alcohol and/or drugs when the volunteer would be responsible for transportation of youth.

Other convictions/ findings not specifically enumerated herein may also disqualify an applicant depending on the age of the conviction, the nature of the conviction, and whether the applicant has remained crime-free for at least ten years in the community.

#### **Youth Exchange Host Family Volunteers**

Host families must have adequate accommodations to host youth. Host families must have the ability to provide appropriate supervision of youth. Host families must comply with all regulations and directives as provided by the Youth Exchange Compliance Officer.

These volunteers must comply with all NAYEN requirements (NAYEN provides training and background checks). These requirements are monitored by the Compliance Officer and include a background check and a training component.

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Records are maintained within the YEAH (Youth Exchange Administration Hub) system.

If a potential volunteer is not acceptable after due to the criminal history check and/or any other part of the background check and/or training, then the Compliance Officer shall notify the potential volunteer, the Club Youth Services Chair, the Club President, the District Youth Protection Officer, and the District Governor.

### **All Other Volunteers.**

All other volunteers must:

- Undergo a criminal background check (see appendix A),
- Meet Rotary International eligibility requirements, and
- Participate in training. The following volunteers must participate in the Youth Protection Awareness training **and** the Youth Protection Certification:

Y All Rotarians with extensive contact/involvement working with youth in a Rotary context, e.g. Rotarian counselors, Interact advisors and committee members, and all district and club youth program/ youth exchange committee members.

### Maintenance of Records:

All records relating to background checks and training will be maintained in the WESSEX system. Such records obtained by the Club will be scanned and sent to the District Youth Services Chair for uploading into that system.

### Criminal history checks, procedure:

For an American Club, if a potential volunteer has been a resident of the State of Washington for the preceding ten (10) continuous years and a Club member for the preceding five (5) years, then the criminal history check will be through WATCH (a statewide check). Otherwise, the criminal history check must be through INTELLICORP (a nationwide check). There is a nominal fee to be borne by the potential volunteer for an INTELLICORP check.

For an American Club, the Club Youth Services Chair will send a request for a criminal history check to the American District Youth Protection Officer. If the check is through WATCH, then the club will provide the name and date of birth of the potential volunteer to the District Youth Protection Officer. The American District Youth Protection Officer will cause the criminal history check to be conducted. If the check is through INTELLICORP, then, upon proper request from the club, the District Youth Protection Officer will provide a link to the potential volunteer. The potential volunteer will provide information to INTELLICORP via this link and then INTELLICORP will conduct the criminal background check and provide the results to the District Youth Protection Officer. For good cause, an American Club may require a Canadian history check. If the check is through WATCH, the District Youth Protection Officer will additionally check the Department of Justice's National Sex Offender Registry.

For a Canadian Club, the Club Youth Services Chair will have the potential volunteer obtain his/her criminal history from the local RCMP office (or municipal police agency). The volunteer will provide the results of the criminal history check to the Club Youth Services Chair. The Club Youth Services Chair will forward the results to the District Youth Protection Officer. For good cause, the Canadian Club may require an American history check.

For both the American and the Canadian clubs, the District Youth Protection Officer will make a recommendation to the Club based on the criminal history check. Appendix F. The recommendation will be maintained with the other background check records.

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If, after consultation with each other, the Club is not in agreement with the District Youth Protection Officer's 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 Services Chair shall notify the potential volunteer, the Compliance Officer, the District Youth Protection Officer, the Club President, 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 background check but must do so himself or herself by direct contact with the screening company or agency at his or her own expense. The potential volunteer may point to extenuating circumstances such as passage of time since the conviction. The potential volunteer may provide additional information if he or she believes that s/he has been incorrectly identified in a criminal history check.

### **5. 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 D.

### **6. 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** District 5050 clubs must be certified on an annual basis as being in compliance with this Youth Protection Policy. Certification will be made by using the form in Appendix C 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 any activities involving youth 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.

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### **APPENDIX A: GUIDELINES FOR CRIMINAL RECORD CHECKS**

#### **Who requires a criminal record and sex offender registry check?**

Any volunteer as defined in these guidelines.

#### **When should such checks be done?**

These checks MUST be completed before applicant acts as a volunteer as defined in this policy.

#### **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?**

There is no cost to the volunteer for a WATCH check. There is no cost to the volunteer for an RCMP or Canadian municipal agency check. There is a nominal fee for a WESSEX check.



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### **APPENDIX B: 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;
- Appoint Club Youth Services Chair 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;
- Follow the procedures outlined in this Policy for reporting any allegations;
- Ensure that the Youth Services Chair and/or the President Elect 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 that the 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.

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## APPENDIX C: CLUB COMPLIANCE FORM

This form must be completed **by all District 5050 clubs on an annual basis.**

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 Rotary.org)

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

Has adopted the District 5050 Youth Protection Policy; and

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.
- \_\_\_\_\_ None
- \_\_\_\_\_ Other \_\_\_\_\_

PLEASE EXPLAIN- ATTACH EXTRA SHEET IF NEEDED

Print Club President Elect Name, email and phone number: \_\_\_\_\_

Print Club Youth Services Chair Name, email, and phone number: \_\_\_\_\_

Club President Elect Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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## APPENDIX D: 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 Services Chair.
2. Notify the local law enforcement agency, the Club Youth Services Chair 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 E: 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. Provide District training regarding this policy.
7. Cause background checks to be performed as required by this policy.
8. Maintain confidentiality other than the disclosures required by this policy.

