



## **Rotary International District 5000**

# **YOUTH ABUSE AND HARASSMENT PREVENTION POLICY**

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# Rotary International District 5000 Youth Abuse and Harassment Prevention Policy

## INTRODUCTION

Beginning in the 2007-2008 Rotary year, all clubs and districts that wish to participate in Youth Exchange are required to be certified by Rotary International. The certification process includes the following:

- District abuse and harassment prevention policy;
- Copies of all materials produced in the district to promote and support the Youth Exchange program (promotional materials and brochures, applications, policies, web site links, host family screening report, position/job descriptions, etc.);
- A signed compliance statement that the district is operating the Youth Exchange program in accordance with RI policy; and
- The completed annual Youth Exchange survey.

In the spirit of Rotary, District 5000 chooses to incorporate this policy to provide a safe and secure environment for participants in all Rotary International youth programs and other youth related projects.

## 1. STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

District 5000 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. It is each person's responsibility to be familiar with the entire Rotary District 5000 Youth Abuse and Harassment Prevention Policy, the reporting guidelines, affidavits, host applications, and reporting forms. Each person who will work with Youth in any capacity must complete and sign the Rotary District 5000 Youth Volunteer Affidavit and Waiver.

## 2. DEFINITIONS

**Volunteer:** Any adult involved with Rotary youth activities who has direct interactions with students, either supervised or unsupervised. This includes, but is not limited to, club and district Youth Exchange officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that

host students for activities or outings or who might drive students to events or functions, host parents, and other adult residents of the host home (including siblings and other family members).

***Student:*** Youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority. For this policy the term “youth” includes students participating in youth exchange.

***Youth:*** Any person under the age of 18 including students participating in youth exchange as defined above.

***Sexual abuse:*** Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or opposite sex.

Additional examples of sexual abuse could include, but are not limited to:

- Non-touching offenses
- Indecent exposure
- Exposing a student to sexual or pornographic material

***Sexual harassment:*** Sexual harassment refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims.

Examples of sexual harassment include, but are not limited to:

- Sexual advances;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess;
- Verbal abuse of a sexual nature;
- Displaying 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 or insulting comments.

Please refer to Rotary *District 5000 Reporting Guidelines for Abuse and Harassment* for definitions and clarification.

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

District 5000 is located entirely within the United States and is covered under the U.S. Rotary Club & District General Liability Insurance Program.

Rotary D5000 Youth Exchange is incorporated as a participant in Southern California, Arizona, and Nevada Exchange (SCANEX), Inc. SCANEX is incorporated under the laws of the State of California.

### **4. VOLUNTEER SELECTION AND SCREENING**

The following screening steps must be completed prior to participation in youth program activities.

District 5000 will maintain all records of criminal background checks, waivers and screening for adults working with minors for a period of three (3) years from the date of their creation. Student, volunteer and host family records will be retained by the District Youth Protection Officer for a period of three (3) years from the date of creation. After three (3) years the records will be properly destroyed.

***All volunteers interested in participating in District 5000 youth programs must:***

- Complete a *Youth Programs Volunteer Affidavit* form and authorize the district to conduct a criminal background check (subject to local laws and practices);
- Undergo personal interviews;
- Provide a list of references for the district to check;
- Meet RI and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participant and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position;
- Understand and comply with RI and district guidelines for Youth Exchange when applicable.

***Youth Exchange Host families*** 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 exchange students. This should include:

- Demonstrated commitment to the safety and security of students;
- Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange;
- Financial ability to provide adequate accommodations (room & board) for the student;
- Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being;
- Host families must complete a written application;
- Home visits must be conducted for each family and additional visits may be made 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 that reside in the home either on a full- or part-time basis.

***Youth Exchange Rotarian counselors*** must meet the criteria for *all volunteers*, as well as the following:

- Counselors must not be a member of the student's host family;
- Counselors must be trained in responding to any problems or concerns which may arise during the exchange, which may include instance of physical, sexual, or emotional abuse or harassment.

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

***All Students*** interested in participating in District 5000 Youth Exchange programs must:

- Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program;
- Attend and participate in all district orientation and training sessions.

***All parents or legal guardians of students interested in participating in District 5000 Youth Exchange must:***

- Be interviewed to determine the student's suitability for participation in the Youth Exchange program;
- Adhere to the application and selection timeline. Students that begin the process after deadlines have passed may not be thoroughly interviewed and could miss vital orientation sessions;
- Attend and participate in all applicable district orientations and training sessions.

## **6. Training**

District 5000 will provide abuse and harassment prevention training to all youth program participants. The district New Generations Chair, or appointee, will conduct the training sessions.

District 5000 will:

- Adapt the *Abuse and Harassment Prevention Training Manual* to include relevant information on specific district guidelines, local custom, cultural issues, and legal requirements;
- Develop a calendar for training and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted;
- Conduct specialized training sessions for the following youth program participants:
  - District Governor, District Governor Elect and District Governor Nominee
  - District Youth Exchange committee members
  - Participating Clubs
  - Rotarian counselor
  - Youth Exchange host families
  - Student (outbound and inbound)
  - Parents and legal guardians of students
- Establish guidelines to ensure that all those required to be trained have participated;
- Maintain records of participation to ensure compliance.

## **7. ALLEGATIONS REPORTING GUIDELINES**

District 5000 is committed to protecting the safety and well being of youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the *Reporting Guidelines for Abuse and Harassment*.

## **8. INVESTIGATION GUIDELINES**

District 5000 takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. The district will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

## **9. OTHER DISTRICT 5000 RESPONSIBILITIES**

District 5000 will:

- Have procedures for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate;
- Recommend that all inbound Youth Exchange students maintain insurance at the following level: \$500,000 minimum health and liability;
- Provide each student with a list of local services in the district (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.);
- Will maintain and provide to Youth Exchange Students a list of emergency telephone numbers of Youth Exchange committee members;
- Evaluate and review this policy and accompanying procedures on a regular basis;
- Require a monthly report from each inbound and outbound student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions, the district Youth Exchange Officer can then review and assist student as needed.

## **10. CLUB COMPLIANCE**

District 5000 will monitor and ensure that all participating clubs within the district 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:

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

Participating clubs must agree to:

- Complete and return a signed compliance statement that the club is operating their program in accordance with District 5000 and RI policy;
- Submit the Youth Program Volunteer Affidavit for all volunteers involved with the youth programs, including, but not limited to adult full-time residents of the host home, counselor, club chair and all Rotarians and their spouses or partners with direct unsupervised contact;
- Develop a comprehensive system for host family selection and screening

that includes announce and unannounced home interviews both prior to and during the placement;

- Conduct follow-up evaluations of both students and host families;
- Follow the *Reporting Guidelines for Abuse and Harassment* found in *appendix B*. Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership for investigation;
- Prohibit direct placement of student outside of D5000 Youth Exchange program structure (e.g. “backdoor exchanges”);
- Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance);
- Develop contingency plan for hosting that include pre-screened and available back-up families;
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students;
- Ensure that long-term exchange students have multiple host families;
- Provide each student with a comprehensive local services list;
- Ensure that the host counselor for each student is not a member of the student’s host family;
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical abuse, sexual and emotional abuse or harassment;
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound student, inbound students or legal guardians;
- Provide the names and contact information of at least three people to contact for assistance with any issues or problems to all Youth Exchange students. These people must include both males and females, not related to each other, and individuals independent of the host family and club counselor;
- Follow RI guidelines for Youth Exchange websites and usage of the Rotary marks;
- Report all serious incidents (accidents, crimes, early return, and death) involving youth to the district immediately;
- Conduct interviews of all youth exchange applicants and applicants’ parents or legal guardians.

*This policy was adopted and written following Rotary International RCP 2.110 and 41.080 and is subject to change without notice.*

## APPENDIX A

### YOUTH PROGRAMS VOLUNTEER AFFIDAVIT

#### Volunteer Selection

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

All adult volunteers who will have unsupervised contact with youth will be required to complete a volunteer affidavit.

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

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

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

#### INSTRUCTIONS:

1. Please complete the Youth Programs Volunteer Affidavit in its entirety and sign.
2. Submit application to host club or other youth program representative.
3. Club representative must forward a copy of Youth Programs Volunteer Affidavit to District Youth Protection Officer with \$10 criminal background check fee.

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



## ROTARY DISTRICT 5000 YOUTH PROGRAMS VOLUNTEER AFFIDAVIT

District 5000 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

How long at this address? \_\_\_\_\_ (If less than 5 years, please list prior residence(s) on back of this sheet.)

Social Security Number: \* \_\_\_\_\_ Date of Birth: \* \_\_\_\_\_

\* May be submitted by telephone to the District Protection Officer

Are you a member of a Rotary club? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give club name and year joined: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Have you worked with youth in Rotary in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what position and when? \_\_\_\_\_

EMPLOYMENT HISTORY (5-years – please attach additional sheets, if necessary)

Current Employer: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

How long with this company? \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

How long with this company? \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

VOLUNTEER HISTORY WITH YOUTH (5 years – please attach additional sheets, if necessary)

Organization name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

Dates Held: \_\_\_\_\_ Director's Name: \_\_\_\_\_

Previous Organization: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

Dates Held: \_\_\_\_\_ Director's Name: \_\_\_\_\_

PERSONAL REFERENCES (not relatives and not more than one former or current Rotarian)

1. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

CRIMINAL HISTORY

1. Have you ever been convicted of or plead guilty to any crime(s)? YES \_\_\_ NO \_\_\_

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

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

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WAIVER/CONSENT/RELEASE

I certify that all of the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this affidavit unfavorable, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with District 5000 youth program or its affiliates. I further certify that I understand that District 5000 youth program's intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission for District 5000 to investigate, verify and obtain information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks), contact with former employer and reference interviews. I understand that this information will be used, in part to determine my eligibility for a volunteer position with District 5000 youth programs. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I further agree to conform to the rules, regulations and policies of Rotary International, District 5000 youth programs and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the District youth programs or its affiliates, or at my option. I understand and agree that District 5000 youth programs or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE AFFIDAVIT, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

\_\_\_\_\_  
Signature of Applicant Please Print Name Date

**For District Use Only:**

\_\_\_\_\_ References checked by \_\_\_\_\_  
Date Initials

\_\_\_\_\_ References checked by \_\_\_\_\_  
Date Initials

\_\_\_\_\_ References checked by \_\_\_\_\_  
Date Initials

**APPENDIX B**

**REPORTING GUIDELINES FOR ABUSE AND  
HARASSMENT**



# ROTARY DISTRICT 5000 REPORTING GUIDELINES FOR ABUSE AND HARASSMENT

## INTRODUCTION

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

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

## DEFINITIONS

Definitions are taken from the Hawaii state statutes for child abuse and neglect.

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

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

Substantial or multiple skin bruising or any other internal bleeding

Any injury to skin causing substantial bleeding

Malnutrition or failure to thrive

Burns or poisoning

Fracture of any bone

Subdural hematoma or soft tissue swelling

Extreme pain or mental distress

Gross degradation

Death

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

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

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

Sexual contact or conduct including, but not limited to, sexual assault

Molestation or sexual fondling

Incest

Prostitution

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

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

### **Allegation Reporting Guidelines**

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

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

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

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

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

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

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

## 2. PROTECT THE STUDENT

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

## 3. REPORT TO APPROPRIATE AUTHORITIES

District 5000 ensures the prompt notification of allegations of abuse, neglect or harassment of youth program participants in compliance with state laws and statutes. Hawaii State Law Standards for Reporting Citation: § 350-1 are harm or substantial risk of harm to a child from physical abuse, neglect, emotional abuse or sexual abuse be reported to the child protective services in the Department of Human Services. D5000 policy requires that all cases of sexual abuse first be reported to the appropriate state's sexual assault response representative for each respective county first and then to the club and district leadership for investigations. The representatives from the sexual assault treatment programs will advise the host club and district representative as to the reporting requirements on a case by case basis. *In cases of non-criminal harassment, the District's Youth Exchange Officer and District Governor are responsible for investigating and will be in contact with the alleged offender after the student has been moved to a safe environment.*

Upon notification to proper officials, the reporter shall then contact the District Protection Officer concerning the filing of a report on behalf of the student. Also, information concerning the location of the Rotary Youth Exchange Student should be provided to the Club Counselor, as well as at the district level, to ensure the student's continued safety. The district is responsible for notifying the RYE student's family in the country of origin, as well as other member with the district responsible for investigating/continuing care of the student. All allegations will be reported to RI within 72 hours; the person responsible for doing so is the

District Governor.

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

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

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

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

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

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

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

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

- a. The adult to whom the student reports the abuse should follow the *Allegations Reporting Guidelines*.
- b. Confirm that the student has been removed from the situation immediately and all contact with the alleged abuser. Ensure that contact with the alleged perpetrator will not occur during the investigation.
- c. Contact appropriate state agency immediately (if not already done). If state agency will not investigate, the club or district Youth Protection Officer should coordinate an independent investigation into the allegations.
- d. Ensure the student receives immediate support services.
- e. Cooperate with the investigation
- f. The District Youth Exchange Officer will contact the student’s sponsoring club counselor or president for parent notification. Provide the option of staying in the country or returning home.
- g. The Rotarian Counselor must contact the District Youth Exchange Chair and District Governor of the allegation.
- h. District Governor shall notify RI of the allegation within 72 hours.
- i. The District Youth Exchange Chair shall provide written follow-up reports of steps taken, the outcome of the investigation and resulting actions.

## **8. Post Allegation Report Guidelines**

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

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

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

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

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

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

### Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

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

## **APPENDIX C**

### **CLUB COMPLIANCE STATEMENT**

#### **INSTRUCTIONS:**

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



## **Rotary International District 5000 Club Compliance Statement For Youth Programs**

District 5000 will monitor and ensure that all participating clubs within the district 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:

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

Participating clubs must agree to:

- Complete and return this signed compliance statement to District 5000 Youth Exchange Chair;
- The club is operating their program in accordance with District 5000 and RI policy;
- Submit the Youth Program Volunteer Affidavit for all volunteers involved with the youth programs, including, but not limited to adult full-time residents of the host home, counselor, club chair and all Rotarians and their spouses or partner with direct unsupervised contact;
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home interviews both prior to and during the placement;
- Conduct follow-up evaluations of both students and host families;
- Follow the *Reporting Guidelines for Abuse and Harassment* found in *appendix B*. Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership for investigation;
- Prohibit direct placement of student outside of D5000 Youth Exchange program structure (e.g. “backdoor exchanges”);
- Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance);
- Develop contingency plan for hosting that includes pre-screened and available back-up families;
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students;
- Ensure that long-term exchange student have multiple host families;

- Provide each student with a comprehensive local services list;
- Ensure that the host counselor for each student is not a member of the student's host family;
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical abuse, sexual and emotional abuse or harassment;
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound student, inbound students or legal guardians;
- Provide the names and contact information of at least three people to contact for assistance with any issues or problems to all Youth Exchange students. These people must include both males and females, not related to each other, and individual independent of the host family and club counselor;
- Follow RI guidelines for Youth Exchange websites and usage of the Rotary marks;
- Report all serious incident (accidents, crimes, early return, and death) involving youth program participants to the district immediately;
- Conduct interviews of all applicants and applicants' parents or legal guardians.

I certify that the Rotary Club of \_\_\_\_\_ is in compliance with District 5000 and Rotary International youth exchange and youth program policies and that the safety and well being of all Rotary youth participants is our primary goal.

\_\_\_\_\_  
 President's signature      Date

\_\_\_\_\_  
 Type or write name

\_\_\_\_\_  
 Club New Generations Chair signature      Date

\_\_\_\_\_  
 Type or write name

# **GUIDELINES FOR YOUTH EXCHANGE EMERGENCIES**



## Rotary International District 5000 Guidelines for Youth Exchange Emergencies



Although they are rare, unfortunate emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of Youth Exchange program. How the exchangee's family and the media perceive that the emergency was handled will have a direct impact on the program. The following guidelines outline how to prepare in advance for a possible emergency, the individuals to contact should an emergency occur, and the steps to follow during an emergency.

Each Rotary club hosting a Youth Exchange student should have a small committee to help share the work in the event of tragedy. Suggested committee members are the host parents, the club Youth Exchange chairperson, the club counselor and the club president.

### Tips for emergency preparedness

- The club counselor should keep the student's passport and airline ticket readily available at all times. Store these items in a safe place so that they can be accessed 24 hours a day if necessary.
- The district chairperson should have copies of the airline ticket and passport should the student be traveling or in case the student's documents are not accessible through the club counselor
- The district Youth Exchange officer should obtain consent form from the student's parents or legal guardians to reissue a student's passport in the case it is lost, stolen or inaccessible at time of departure.
- The district Youth Exchange chairperson should share with the sponsoring Youth Exchange Officer the student's itinerary and know who will meet the student at the airport upon arrival.
- The sponsoring club should outline who (e.g., club, district, student's parents, a combination of sources) will pay for the student to return to finish the exchange after being evacuated in the case of political or civil unrest.
- The Rotarian counselor and current host family should know details regarding all of the exchangee's travel plans and should ascertain that these travel plans have been approved by the natural parent/legal guardians of the exchangee, especially if the exchangee is traveling to another city or country during the exchange.
- The exchangee's parents should issue a written authorization letter (or powers of attorney) naming the host Rotarian counselor, host families, and another Rotarian of the host/receiving club (preferable the host club president), any of whom is to act for the parent in the event of injury, death or other emergency. This is very important because most government departments and local authorities require it. Some districts have the parent/legal guardians sign a number of parental consent forms separate from the application form to ensure that each host family and counselor has a copy of the form. *This is page 5 in the student's application.*

**When a tragic event occurs, things need to be done quickly. Tasks are assigned to the various members of the club district emergency committee. The following people need to be informed immediately:**

- Parents/legal guardians. (In case of death, obtain clear instruction concerning burial, cremation or return of body. Also ask about memorial service. Consideration must be given to the religion of the deceased.)
  - IMPORTANT – The sponsoring district representative will contact the student’s family. This is due to possible language or interpretative limitations.
- Host family, club counselor, district youth exchange chairpersons, and SCANEX. In case of emergency the following people should be contacted in this order whenever possible:
  - The student should contact host family.
  - Host family should contact host club counselor.
  - Host club counselor or President will contact District Youth Exchange Chair.
  - District YE Chair will contact hosting District Governor and sponsoring club or district YE chair
  - Hosting District Governor will contact sponsoring District Governor.
  - IMPORTANT – The sponsoring district representative will contact the student’s family. This is due to possible language or interpretative limitations.
- Host district governor and governor of the sponsoring district.
  - The host district YE chair will contact the host District Governor.
  - The host District Governor will contact the sponsoring District Governor.
- Host Rotary club, for assistance and guidance. (If accident occurs away from the host area, you may want to contact a local Rotary club for assistance and guidance.)
  - The host district YE Chair will contact the sponsoring district YE chair.
  - The sponsoring district YE chair is responsible for contacting the sponsoring Club.
- Insurance company.
  - The host district YE chair will contact the insurance company.
- Embassy Officer to obtain his/her advice.
  - The host district YE chair is responsible for contacting the Embassy Officer for advice.