

# ROTARY INTERNATIONAL District 5440

## GUIDELINES REGARDING ABUSE AND HARASSMENT

**(Proposed March 2008)**

*Revised August 2011*

### **Introduction**

District 5440 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare and prevent the physical, sexual, emotional abuse, and/or harassment of every young or vulnerable person with whom they come into contact in connection with during any Rotary program, activity, or event.

Rotary Clubs place great emphasis on their work with people in the community, including children, young people, and other vulnerable persons through Rotary's many programs including Rotary Youth Leadership Awards (RYLA), Interact and Rotaract clubs, and mentoring programs. This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For this exemplary work to continue, it is important that our Rotary Clubs protect the interests of everyone involved, and create and maintain a safe and respectful environment for all participants in Rotary programs, activities or events. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with these guidelines. This policy will also assist in ensuring that an adult against whom an allegation is made is treated fairly, since an allegation of abuse or harassment does not necessarily mean that abuse or harassment actually occurred.

*Nonetheless, whenever an allegation is made, the safety and well-being of youth or vulnerable persons should always be the first priority.*

### **Scope**

This Policy applies directly to all youth, young adults and vulnerable persons regardless of age, who come into contact with Rotarians and volunteers in District or Club programs, activities, or events, together with persons who are ordinarily present including, but not limited to, Club counselors, leaders in RYLA, Interact, or Rotoract.\*

Clubs must follow the "Requirements to Clubs" that are attached as Schedule B to this Policy. This includes adopting this Policy, either directly into its bylaws or by incorporating it into the club's own written and District approved policy for the prevention of abuse and harassment.

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\* District 5440's Guidelines Regarding Abuse and Harassment apply to Youth Exchange volunteers; however, the Youth Exchange program has a more specific and detailed policy. Please refer to Appendix D when needing Youth Exchange information.

**ROTARY INTERNATIONAL District 5440**

**GUIDELINES REGARDING ABUSE AND HARASSMENT**

**(Proposed March 2008)**

*Revised August 2011*

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## **Definitions**

The following definitions apply to this Policy, Guidelines and Schedules:

“Abuse” means treatment of someone in a manner that is harmful. This may include physical abuse, emotional abuse, child abuse, sexual abuse or contributing to the delinquency of a minor...

“Child abuse” means any act or omission which causes an injury to a child’s life or health, or permits a child to be unreasonably placed in a situation that poses a threat of injury to the child’s life or health, or engages in a continued pattern of conduct that results in malnourishment, lack of proper medical care, cruel punishment, mistreatment, or an accumulation of injuries that ultimately results in the death of a child or serious bodily injury to a child.

“Contributing to the delinquency of a minor” means inducing, aiding, or encouraging a youth to violate any federal or state law, municipal or county ordinance, or court order.

“Emotional abuse” means verbal attacks on a person’s sense of self, repeated rejection or humiliation; exposure to domestic abuse, isolation or existing in an environment of fear and/or anxiety;

“Harassment” means any conduct by a person that is directed at, and offensive to, another person or persons and which the person knew, or ought to have known, would cause offense or harm to a reasonable person. It includes any act, comment or display that, to a reasonable person, belittles, demeans or causes personal humiliation or embarrassment, or any act of intimidation or threat. Harassment includes conduct, gestures, display or distribution of material, jokes or communication with which the actor intends to harass, annoy or alarm a protected person by reference to race, color, national origin, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, marital status, or physical or mental disability.

“Physical abuse” means the intentional use of force to the body which results in injury-;

“Prohibited person” means anyone who has been convicted of an offense which resulted in harm to an person, including, but is not limited to, assault, unlawful sexual contact, sexual assault, or any crime of “domestic violence”; or has been convicted of any offense which, in the opinion of the DPO suggests an unacceptable risk of harm to a person in the care of that person; or is subject to a court order prohibiting that person from having contact with any person.

“Protected person” means a youth, young adult or other vulnerable person;

“Sexual abuse” means improper and unwanted exposure to sexual contact, activity or behavior. This may be engaging in sexual acts with a protected person, or forcing or encouraging a protected person to engage sexual acts alone or with another person and includes unlawful sexual behavior, Unlawful Sexual Contact, Sexual Assault, Sexual Assault on a Child, Sexual Assault on a Child by One in a Position of Trust.

“Sexual harassment” means any behavior of a sexual nature that would make a reasonable person feel offended, humiliated or intimidated. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, voyeurism, photography, video and the display of offensive material or other behavior which is for the purposes of sexual arousal, gratification, or abuse. Sexual harassment includes, but is not limited to: uninvited or unwanted touching; uninvited or unwanted kisses or embraces; crude or sexist jokes or comments; sex-based insults, taunts, teasing or name-calling; sexually suggestive or obscene comments or gestures; staring or leering at a person’s breasts, buttocks, pelvic parts of their body; promises or threats in return for sexual favors; requests for sex or sexual favors; unwelcome sexual flirtations; or persistent or unwelcome questions or insinuations or comments about a person’s private or sex life.

“Volunteer” means any adult involved with Rotary programs involving protected persons who has direct interactions with those protected persons.

“Youth” means any person less than 18 years of age involved in a Rotary program (such as RYLA, Interact, Rotaract, or any other community or youth service project)\*, activity or event and to whom Rotary may have a duty of care;

“Young adult” means any person between 18 and 21 years of age involved in a Rotary program activity or event and to whom Rotary may have a duty of care.

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\* District 5440’s Guidelines Regarding Abuse and Harassment apply to Youth Exchange volunteers; however, the Youth Exchange program has a more specific and detailed policy. Please refer to Appendix D when needing Youth Exchange information.

# ROTARY INTERNATIONAL District 5440

## ABUSE AND HARASSMENT PROTECTION POLICY

**(Proposed March 2008)**

*Revised August 2011*

### **Policy Statement**

It is the responsibility of all Rotarians and every volunteer in Rotary programs to safeguard the welfare of persons with whom they come into contact during Rotary activities. Special attention is to be given to protected persons. This includes the prevention of abuse and harassment.

Rotarians and volunteers should always:

- Provide a model of good and appropriate behavior;
- Treat protected persons with respect;
- Respect protected persons' right to privacy;
- Be aware that behavior can be misinterpreted even when well intentioned; and
- Challenge unacceptable behavior.

### **District Commitments**

In accordance with its moral, ethical and legal obligations, insofar as possible, District 5440:

1. Will act to ensure that protected persons who are involved in District programs, activities, or events are protected from abuse or harassment;
2. Will act to ensure that District programs for protected persons are provided in a safe and caring environment;
3. Will act to prevent contact between protected persons and persons who are either prohibited by law from working with protected persons, or who are considered by the District to be inappropriate persons to be working with protected persons;
4. Will act to ensure that no prohibited person participates in any program related to protected persons;
5. Will act to determine the suitability of any person who desires to host or become a counselor or a mentor to a student, a home-stay parent or as an adult living in the same home in which the student will live, through the screening process;
6. Will designate each year a DPO whose duties will include maintaining and raising awareness of this Policy and advising the District Governor with respect to matters of harassment or abuse;
7. Will act to encourage and facilitate the timely reporting of incidents where protected persons are at risk of harm;
8. Will act to ensure prompt notification of allegations of abuse or harassment made by protected persons where allegations involve Rotarians or persons involved with Rotary programs, activities or events; and
9. Will report any allegations of abuse of protected persons to local authorities in compliance with state statute legislation and as outlined in the Guidelines.

To this end, District 5440 adopts the District and Club Procedures which follow.

## ROTARY INTERNATIONAL District 5440

### ABUSE AND HARASSMENT PROTECTION POLICY

**(Proposed March 2008)**

*Revised August 2011*

#### **District Procedures**

1. All allegations of abuse or harassment will be taken seriously and will be handled in accordance with the Guidelines defined in Schedule "A".
2. District 5440 will provide abuse and harassment training to all persons who will come into direct, unsupervised contact with protected persons because of Rotary programs. The District will also maintain records of those who are required to participate in such training to assure compliance.
  - a. The DPO, in conjunction with affected committee chairs (e.g., RYLA, Rotaract, Interact)\* shall be responsible for providing this training.
  - b. The DPO shall schedule such training, determine who is to participate and develop the course content.
3. District 5440 will provide a list of independent lawyers, therapists, or counselors to represent any complainant in cases of alleged sexual abuse, if needed.
4. District 5440 will cooperate with all law enforcement, child protection services, and legal investigations.
5. District 5440 will report all criminal allegations to Rotary International within 72 hours.
6. District 5440 will appoint a DPO yearly to oversee the implementation of this policy. (See job description Appendix "C")
7. District 5440 and its members will be covered by general liability insurance by the policy of Rotary International purchased as a part of the annual dues.
8. District 5440's Executive Committee shall evaluate and review these policies and procedures annually.

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\* District 5440's Guidelines Regarding Abuse and Harassment apply to Youth Exchange volunteers; however, the Youth Exchange program has a more specific and detailed policy. Please refer to Appendix D when needing Youth Exchange information.

## ROTARY INTERNATIONAL District 5440

### ABUSE AND HARASSMENT PROTECTION POLICY

**(Proposed March 2008)**

*Revised August 2011*

#### **Club Commitments**

District 5440 clubs will adopt the Rotary District 5440 Policy for the Prevention of Abuse and Harassment (District Policy) and the Rotary District 5440 Reporting Guidelines for Allegations of Abuse and Harassment (Reporting Guidelines -Schedule A) in an effort to enhance existing protections at both a club and District level for youth and vulnerable persons who are involved in Rotary programs, activities or events.

The District *requires* that each club adopt the District Policy (or a formally approved alternative) and apply the Reporting Guidelines and club commitments, described in Schedule B, in order to participate in Rotary District 5440 programs for protected persons.

Specific recommendations to the clubs as to written policies, guidelines on dealing with disclosure or discovery of abuse or harassment, function of the Club Youth Protection Officer, and screening of volunteers and participants is spelled out on Schedule "B" that follows.

#### **Screening**

##### **A. Volunteers**

It is the policy of District 5440 that:

1. For all District programs, events and activities involving protected persons such as Rotary Youth Leadership Award and Interact, Rotarians and volunteers who will be alone and/or unsupervised with protected persons, Rotarians will provide the Club and/or District Chair responsible for the program, event or activity a successfully completed criminal background check.

For background check procedures, contact the Club or DPO. The cost of such screening is the responsibility of the club, unless the district sponsors the program. Anyone failing to pass such a background check may challenge the result of the background check, but must do so himself/herself by direct contact with the screening company at his or her own expense.

Appendix A

**ROTARY INTERNATIONAL District 5440**

REPORTING GUIDELINES FOR ALLEGATIONS OF ABUSE OR HARASSMENT

**(Proposed February 2008)**

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**Procedures in Response to Allegation**

**Understanding the Needs of the Complainant Appropriate Behavior for Others Aware of Allegation**

**Sanctions**

**Introduction**

These reporting guidelines should be read and used in conjunction with the Rotary International District 5440 Policy for the Prevention of Abuse and Harassment (the "Policy"). In particular, please refer to the Policy for definition of terms used in these Guidelines.

**Scope**

Unless specifically adopted by a club, these guidelines are intended to be used in connection with allegations arising in the context of District programs, activities or events. If adopted for use in connection with club programs, activities or events, references to the District Governor, DPO and District Committee Chair should be applied, respectively, to the Club President, Club PO and Club Committee Chair or responsible Director (depending on a club's organization).

**Definitions**

In addition to the definitions already set out in the Policy, in these Guidelines:

“Complainant” means the protected person making an allegation of abuse and/or harassment, either directly or through another person.

“Respondent” means the adult against whom a complainant has made an allegation of abuse and/or harassment.

### **Procedures for Rotarian Receiving Allegation**

Any Rotarian to whom a complainant reports an incident of abuse or harassment should comply with the following guidelines. The Rotarian should record the report from the complainant, take steps to protect the complainant, report the complaint, and ensure privacy and follow-up.

#### **1. Receive Report from Complainant**

- a. Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. 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/harassment to make it stop and to ensure that it does not happen to other protected persons.
- c. Get the facts, but don't interrogate.** Ask the complainant questions that establish what was done and who did it. Reassure the complainant that he or she did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the complainant's story to the proper authorities.
- d. Be non-judgmental and reassure the complainant.** 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 complainant. Assure the complainant that the situation was not his or her fault and that he or she was brave and mature to come to you.
- e. Record.** Keep a written record of the conversation with the complainant as soon after the report as you can, including the date and time of the conversation. Use the complainant's words, and record only what has been told to you.

#### **2. Protect the Complainant**

Ensure the safety and well-being of the complainant. If you or the complainant has any concerns regarding his or her safety, immediately remove the complainant from the situation and from all contact with respondent. Reassure the complainant that this is for his or her own safety and is not a punishment.

### **3. Report to District Committee Chair and District Protection Officer**

Immediately upon receiving the complaint, report the allegation to the District Committee Chair responsible for the program, activity or event in which the alleged incident or incidents occurred and to the DPO. They will keep the District Governor advised. All complaints alleging abuse must be reported to the appropriate law enforcement authority.

### **4. Ensure Privacy is Respected**

Avoid gossip and blame. Do not tell anyone about the allegation other than those whom these Guidelines require to be told. Except as required by these Guidelines, all information with respect to the allegation must be kept strictly private and confidential to protect the rights of both the complainant and the respondent.

### **5. Follow Up**

Once the case has been reported to the DPO and the District Committee Chair, your role is complete. You may wish to follow up to ensure that steps are being taken to address the situation. You must not however contact the respondent about the allegation.

#### **District Procedures in Response to Allegation**

The District Committee Chair who receives the report of an allegation has the primary responsibility for responding to an allegation and should comply with the following guidelines. The District Committee Chair should work with the advice and support of the DPO, and both should ensure that the District Governor is fully advised of the steps being taken to deal with the allegation. Where appropriate, the District Governor may wish to become directly involved in some or all of the steps set out below. Following receipt of a report of an allegation of abuse and/or harassment, the following steps must be taken promptly:

1. Confirm that the complainant has been removed from the situation immediately and from all contact with respondent.
2. The investigation of the complaint lies with the law enforcement agency, and all District personnel should cooperate with any investigation. The District PO should ask the law enforcement agency to keep him or her advised of the progress of the investigation.
3. If the law enforcement agency declines to investigate, complete an investigation plan in collaboration with the DPO. Depending on the nature of the complaint, its severity, and the facts surrounding the case, one or more of the following options can be discussed with the complainant.
  - a. Pursuing an informal resolution of the complaint;
  - b. Proceeding with a formal investigation;
  - c. Taking advantage of counseling, mediation, and other resources

4. Ensure the complainant receives immediate support services.

Keep in mind if a youth is involved he or she has the right to have an adult present at all times and to be represented by an adult.

5. Offer the complainant an independent, non-Rotarian counselor to represent his or her interests. Ask the appropriate social service or law enforcement agency to recommend someone who is not a Rotarian nor in any way involved with the program, activity or event in question.
6. While investigations are being conducted, remove the respondent from any contact in Rotary programs, activities or events with all protected persons including the complainant.
7. Complete the investigation as quickly as possible in accordance with the investigation plan and provide a report on the findings made to the respondent, the complainant and the District Governor.

### **Understanding the Needs of the Complainant**

There will need to be a cohesive and managed team approach to supporting the complainant after an allegation is reported. The complainant is likely to feel embarrassed, confused, and may become withdrawn.

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

### **Appropriate Behavior for Others Aware of Allegation**

When addressing an allegation of abuse or harassment, the most important concern is the safety of a complainant. Club members who become aware of the allegation should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any investigation. Club members who become aware of the allegation should be cautioned about speculating or commenting on the matter during the investigation.

Comments made about a complainant in support of a respondent or about a respondent in support of a complainant are inconsistent with our Rotary ideals. Adverse comments made against either a complainant or a respondent could lead to a legal action for defamation filed against Rotarians or clubs by the person about whom those comments are made.

## **Sanctions**

A club must terminate the membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual or physical abuse or sexual harassment. Should a club knowingly fail to terminate the membership of such a Rotarian, the District Governor may recommend to the Board of Directors of Rotary International that they take steps to have the Rotarian's membership terminated.

A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual or physical abuse or sexual harassment must be prohibited from working with youth in a Rotary context.

A club may not grant membership to a person who is known to have engaged in sexual or physical abuse or sexual harassment.

If an investigation into a claim of sexual or physical abuse or sexual harassment is inconclusive, then, for the safety of protected persons and the protection of the accused, additional safeguards must be put into place to assure the protection of any other protected persons with whom the person may have future contact.

If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with protected persons in a Rotary context.

Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to other protected persons. (It can also benefit the adult by preventing additional accusations from other persons.)

A person who is accused, but later cleared of charges, may apply to be reinstated to participate in any and all Rotary programs. Reinstatement is not a right, and no guarantee is to be made that he or she will be reinstated to any former roles or responsibilities.

## Appendix B

### ROTARY INTERNATIONAL District 5440

#### REQUIREMENTS OF CLUBS REGARDING ABUSE AND HARASSMENT PREVENTION

**(Proposed March 2008)**

Revised August 2011

## Introduction

District 5440 has adopted the Rotary District 5440 Policy for the Prevention of Abuse and Harassment (the “District Policy”) and the Rotary District 5440 Reporting Guidelines for Allegations of Abuse and Harassment (the “District Guidelines”) in an effort to enhance existing protections at both a club and District level for protected persons who are involved in Rotary programs, activities or events. Please refer to the District Policy for definition of terms used here such as “abuse”, “harassment” and “protected person”.

The District requires that the clubs adopt the District Policy modified to apply to the club, (or approved alternate), and apply the District Guidelines in Schedule “A” in order to participate in Rotary sponsored programs that deal with protected persons. This includes all programs such as RYLA, Interact, Rotoract, and other club activities.\*

In all instances, it should be the action of the club to assure that any protected person is afforded a safe and healthy environment. If there is any doubt, as Rotarians, we err on the side of protection of vulnerable persons.

### Requirements for Rotary Clubs:

1. Each club must have a written policy on abuse and harassment prevention. This may be an adoption of the District policy noted above, or specific to the club. In either case, it must also include the delineated details following, and be approved by the DPO.
2. Each club must issue guidelines on how to deal with the disclosure or discovery of abuse or harassment. It is recommended that they adopt or adapt the District Guidelines (Appendix A).
3. Each club will designate a CPO responsible for the Protection of youth.
  - a. Annually, this person, along with the club president, will complete and return a signed statement that the club is operating their programs for protected persons in compliance with District 5440 and RI policy.
  - b. The DPO will assure that all volunteers complete and sign the *5440 Volunteer Affidavit*.

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\* District 5440’s Guidelines Regarding Abuse and Harassment apply to Youth Exchange volunteers; however, the Youth Exchange program has a more specific and detailed policy. Please refer to Appendix D when needing Youth Exchange information.

- c. The CPO will provide the DPO Copies of all materials produced in the club – not limited to promotional materials and brochures, applications, policies, website links, etc. A list of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs, proper law enforcement agencies, community services, private services, etc.) Details of the club abuse and harassment training program.
  - d. The CPO is responsible for dealing with allegations or disclosures and should designate at least one alternate to do so when he or she is not available. Members and volunteers should know how to contact the CPO or the alternate quickly.
  - e. The CPO is also responsible for raising awareness and training all members of the club for the procedures they should follow when concerned with matters of harassment or abuse.
  - f. If a club cannot find a volunteer to serve as its Abuse and Harassment Protection Officer, it may ask the DPO to serve as its PO. Or it may incorporate the duties of the PO into the duties of the Club President or President-elect.
4. Each Club will establish a process where protected persons can talk in confidence and safely with an independent person: to include prevention of physical, sexual and emotional abuse and harassment. Three backup volunteers' names and contact information should be provided to students in the event of the counselor's absence.
  5. Each club will prepare Rotarians and volunteers to work effectively with all protected persons. Training on abuse and harassment prevention is to be provided for all volunteers and counselors. A copy of the club's policy to prevent abuse or harassment and instructions on what to do if abuse or harassment is discovered or suspected should be provided to each Rotarian and volunteer.
  6. Each club will have policies for reporting all suspected cases of abuse or harassment. Reports to proper law enforcement agencies are covered in Schedule A.
  7. In addition to the foregoing, all Rotarians should always let the Four Way Test be the guide for their ethical and moral behavior.

The Four Way Test:

1. Is it the **Truth**?
2. Is it **Fair** to all concerned?
3. Will it build **Goodwill** and **Better Friendships**?
4. Will it be **Beneficial** to all concerned?

Appendix C

**ROTARY INTERNATIONAL District 5440**

DISTRICT ABUSE AND HARASSMENT PROTECTION OFFICER JOB DESCRIPTION

**(Proposed March 2008)**

**Revised August 2011**

The DPO shall be a Rotarian in good standing in District 5440. Ideally, the candidate shall be a professional with training in abuse and harassment prevention and youth protection issues. This appointment is yearly renewable for three years.

**Duties:**

The DPO shall:

1. Serve as the chair of the District Youth Protection committee.
2. Maintain, supervise, and increase awareness of the District abuse and harassment policies.
3. Assure that clubs that wish to participate in, and committees that supervise, Rotary sponsored activities involving protected persons have policies in place that address abuse and harassment.
4. Assure that clubs and committees that participate in Rotary sponsored activities involving protected persons follow the District 5440 policies for abuse and harassment and the reporting guidelines for such allegations.
5. Assure that clubs and committees that participate in Rotary sponsored activities involving protected persons follow the District 5440 policy for screening program volunteers, hosts and participants.
6. Report to the District Governor regarding situations of possible abuse or harassment.
7. Assure that cases of abuse and harassment are reported to the proper law enforcement agency, in compliance with District policy.
8. Supervise District training in the prevention and awareness of abuse and harassment.
9. Maintain records of club and District compliance with these District policies and guidelines.
10. Maintain a list of local services for crisis situations as supplied by participating clubs.
11. Supervise the District "hot line" for crisis situations involving protected persons.
12. With the agreement of the District Governor, act as CPO for those small clubs where situations of size would affect the confidentiality of this position.

## **YOUTH EXCHANGE**

**Original Approved and Adopted on January 27, 2006**

**Amended April 28, 2006**

**Amended September 22, 2006**

**Modified to conform to District Protection Policy August 2008**

### **STATEMENT OF CONDUCT FOR WORKING WITH YOUTH**

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures.

Cowboy Country Youth Exchange (CCYE) 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.

### **DISTRICT INCORPORATION AND LIABILITY INSURANCE**

Cowboy Country Youth Exchange Program, Inc. is an incorporated not-for-profit entity in the State of Wyoming and operates under the general authority of District 5440 of Rotary International. General liability insurance is provided through U.S. Rotary Club and District General Liability Insurance Program.

### **COWBOY COUNTRY YOUTH EXCHANGE COMMITMENT TO YOUTH**

These policies and procedures apply to all adult participants in the youth exchange program (long-term and short-term) who have unsupervised contact with one or more youth exchange students. These policies also apply to all adults age 18 and over who reside in the home of a host family.

#### ***Cowboy County Youth Exchange will:***

1. Adopt and adhere to Rotary International's zero-tolerance policy against abuse and harassment.
2. Take any allegations or reports of abuse or harassment seriously and do everything in our power to ensure that young people involved in the Rotary Youth Exchange Program are protected from abuse, harassment and neglect.
3. Ensure that district programs are provided to young people in a safe and caring environment.

4. Prevent contact with known persons who are either prohibited by law from working with children, or who are considered by CCYE to be inappropriate persons for working with children.
5. Report any allegations of abuse in compliance with state law and facilitate the timely reporting of incidents where children are at risk or harm.
6. Ensure the prompt notification of allegations of abuse, harassment or neglect of children where allegations involve Rotarians or persons involved with Rotary programs.
7. Consult with the DPO in ensuring that complaints are dealt with according to applicable law and the interests of the affected person are protected to the extent possible.
8. Work with Clubs to inform all Rotarians of their obligation under this policy and to ensure that appropriate training is made available.
9. Establish a screening process to assure the suitability of any person wishing to work with District youth.
10. Send copies of all minutes of meetings to the District Governor of District 5440 for his or her review and information.

## **DEFINITIONS**

Sexual abuse: Sexual abuse refers to forcing or encouraging a student to engage in sexual acts with another person of any age, of the same sex or the opposite sex as defined in applicable state law.

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

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

Sexual harassment: Sexual harassment is deliberate or repeated behavior of a sexual nature that is unwelcome, unasked for or rebuked. It refers to sexual advances, requests for favors or verbal or physical conduct of a sexual nature. The definition of sexual harassment includes conduct directed by men towards women, men toward men, women towards men, and women towards women.

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

- Sexual advances;
- Sexual jokes, written or verbal references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, prowess, or sexual orientation;

- 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.

Student: Youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority.

Volunteer: Any adult, 18 and over involved with Rotary Youth Exchange activities, who has direct interaction with students. This includes, but is not limited to, district committee members, club youth exchange officers, club counselors, chaperones or host families.

## **VOLUNTEER SCREENING**

All volunteers who have one on one unsupervised student interaction or contact must:

- ❖ Complete the CCYE Volunteer Affidavit and authorize the district to conduct appropriate background checks. This form must be returned to the DPO for review. (Rotary District 5440's Executive Committee has committed to covering basic costs of obtaining criminal background checks for youth exchange volunteers).
- ❖ Be subject to personal interviews;
- ❖ Provide a list of references for CCYE to check.
- ❖ Meet Rotary International and CCYE eligibility for working with students.
- ❖ Understand and comply with Rotary International and CCYE guidelines for the Youth Exchange program.

The DPO will maintain all records of criminal background checks, waivers, and screening for adults working with students in perpetuity or as directed by RI. The DPO shall keep these records in a secure, confidential file.

### ***Host Family Screening Requirements***

Host families shall 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 and board) for the student

- ❖ Completion of written application
- ❖ Home visits shall be conducted for all host families, including repeat host families.
- ❖ Unannounced visits, both prior to and during the placement, must also be conducted.
- ❖ All individuals over the age of 18 who reside in the home of the host family, must meet the selection and screening guidelines, and will be subjected to an appropriate background check assuring they:
  1. Have not admitted to, been convicted of or otherwise found to have engaged in an offense which resulted in harm to an individual, including assault or sexual assault or sexual battery.
  2. Have not been convicted of any offense which, in the opinion of the DPO, suggests an unacceptable risk of harm to a person in the care of that individual.
  3. Are not subject to a court order or decree prohibiting a person from being in contact with any other individual.
  4. Have no children under the age of eighteen living in or frequenting their residence that have been convicted of or treated for sexually inappropriate conduct.

NOTE: Single parent households meeting the above criteria are eligible to host a student of the same gender.

In the event the DPO determines that an individual/volunteer is not acceptable based on the outcome of the background investigation, the DPO shall notify the Club Prevention Officer that the applicant is not acceptable, but details of the reason behind the rejection will not be disclosed to the Club in order to ensure the privacy of the applicant.

### ***Counselor Screening***

In addition to the above volunteer screening requirements:

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

## **STUDENT SELECTION AND SCREENING**

All students interested in participating in the CCYE Program shall:

- ❖ 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 the CCYE program must:

- ❖ Be interviewed to help determine the student's suitability for participation in the Youth Exchange program.
- ❖ At least one parent or legal guardian shall attend and participate in outbound district orientation.

## **TRAINING**

All volunteers who participate in this program shall participate in at least one training session in which these policies and procedures are explained and discussed. Training shall be provided under the direction of the CCYE Chairman using training materials provided by D5440, CCYE and Rotary International. Written copies of this document will be distributed to all Clubs and District officials involved with Youth Exchange on an annual basis.

CCYE will:

- ❖ Develop and provide standardized training materials on Rotary International's youth protection policy, specific district guidelines, local customs, cultural issues, and legal requirements for Club use and as part of District training responsibilities.
- ❖ 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 Exchange program participants.
  - District Governor and District Governor Elect
  - District Youth Exchange committee members
  - Club Youth Exchange committee members or other designated club representatives
  - Students (inbound and outbound)
  - Parents and legal guardians of students

- Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as tours or other district events.
- ❖ Establish guidelines to ensure that all those required to be trained have undergone such training every three years.
- ❖ Maintain records of participation to ensure compliance.

Participating Clubs will:

- ❖ Be responsible for disseminating standardized district training information to:
  - Rotarian counselors
  - Host families
- ❖ Establish guidelines to ensure that all those required to be trained have undergone such training every three years.
- ❖ Maintain records of participation to ensure compliance.

## ALLEGATION REPORTING PROCEDURES

**Students:** If you are sexually, physically or emotionally abused, or are accused of sexually, physically or emotionally assaulting or abusing another person, you must follow this procedure:

1. Report the situation to your **host** Club Rotary Youth Exchange (RYE) Officer immediately.
2. Report the situation to the **host** District RYE Chairperson if you feel you cannot tell your local RYE officer.
3. If you cannot report the situation to either your local RYE officer or the host District Chairperson, report the situation to any member of the host District Rotary Committee who you feel comfortable reporting it to, or to your Sponsoring Country Representative, District Chairman or the DPO.

**Parents:** (Host or Natural): If your son/daughter notifies you that they have been assaulted, abused, or are accused of assaulting or abusing another person, or if, after talking with your son/daughter you feel that they have been assaulted, abused, or are accused of assaulting or abusing another person, you must follow this procedure in compliance with the CCYE Crisis Management Plan:

1. As soon as possible report the situation to the D5440 RYE Committee member who is responsible for your son/daughter's country (Country Contact).

2. If you are not able to contact the CCYE Country Contact, or do not feel comfortable contacting the Country Contact, then contact either the CCYE Committee Chairman, Co-Chairman, Counselor or the DPO.

## Cowboy Country Youth Exchange Crisis Management Team

### Chairman

**Kris Hammond**  
P.O. Box 772566  
Steamboat Springs, CO 80477  
1-970-879-0726 (home)  
1-970-879-6060 (work)  
1-970-879-5199 (fax)  
1-970-846-1989 (cell)  
[hammond8@mac.com](mailto:hammond8@mac.com)

### Co-Chairman

**Beth Vandewege**  
515 East 22<sup>nd</sup>  
Cheyenne, WY 82001  
307-638-1273 (Home)  
307-630-2441 (cell)  
[dayfam2@msn.com](mailto:dayfam2@msn.com)

### District Protection Officer

**Ray Leaycraft**  
1170 Fairway Club Cir #1  
Estes Park, CO 80517  
1-970-586-4407 (work)  
[rrl@insurance-associates.com](mailto:rrl@insurance-associates.com)

### CCYE Counselor

**Kathy Majerus, L.C.S.W.**  
2622 Pioneer Avenue  
Cheyenne, WY 82001  
307-637-3404 (work)  
307-631-7502 (cell)  
[kmajerus@wyoming.com](mailto:kmajerus@wyoming.com)

### Short-Term Chair

**Winnie DelliQuadri**  
P.O. Box 776104  
Steamboat Springs, CO 80477  
1-970-871-8257 (work)  
1-970-871-8257 (cell)  
[winniedq@yahoo.com](mailto:winniedq@yahoo.com)

### Country Contact

Dependent upon country(s) involved, refer to current contact information for Country Representative

### District Governor

**Mary McCambridge**  
7278 Irwin Ct.  
Fort Collins, CO 80528  
1-970-674-3379 (Home)  
1-970-622-7198 (Work)  
1-970-669-6228 (fax)  
[Mary.McCambridge@HomeStateBank.com](mailto:Mary.McCambridge@HomeStateBank.com)

Unless otherwise noted, the Chairman will be the point person for contact during the course of the investigation. In the absence of the Chairman, the Co-Chairman shall be responsible for leading the Crisis Management Team.

All persons should recognize and appreciate that timely, accurate and concise information is critical to effectively manage the situation. Please keep this in mind when providing information relating to any allegations.

Crisis Management Team Members are expected to respond **immediately** upon notification. If the Chairman will not be accessible via the listed contact information, he/she will provide temporary contact information to the CCYE Committee. In the event the Chairman will be inaccessible, the Co-Chairman will become the contact person and leader of the Crisis Management Team. The leader shall be the designated media contact for any emergency incident. Clubs and individual Rotarians should refrain from publicly discussing the incident until it is resolved.

Crisis Management Team Members will endeavor to remain accessible in the event of an emergency. If members will be away and not accessible (checking phone messages and e-mail), they will notify the Chairman of their absence.

## **INVESTIGATION BY DISTRICT**

1. The procedure that CCYE will follow upon report of an abuse or harassment incident is:
2. The CCYE Chairman will be notified **IMMEDIATELY**. The District Chairman is responsible for ensuring that such complaints are dealt with according to applicable law and the interests of the affected person are protected to the extent possible. The District Chairman will report all criminal allegations and serious incidents to Rotary International within 72 hours. The District Responsible Officer shall be responsible for notifying the U.S. Department of State of any alleged abuse incidents. The District Governor is the ultimate authority on all district matters and will be notified that there is an incident under investigation and be kept informed of continuing developments.
3. The District Chairman will then take action to assure the safety of the student. In the case of an outbound student, this will include immediate communications with the host District RYE Chairperson, and/or with the host Rotary Club.

4. For inbound student situations, an independent and thorough investigation will be made into any claims of abuse or harassment. The DPO shall be notified of any complaint of abuse or harassment received. Once an independent legal and/or criminal investigation by appropriate agencies is complete, the DPO will summarize and develop recommendations and necessary action to be taken.
5. At all times, the confidentiality of the student and any person against whom allegations are made will be respected in accordance with applicable law.
6. The student shall be offered immediate support services, including independent therapists, counselors or legal counsel.
7. Any adult involved in a Rotary youth program against whom an allegation of abuse or harassment is made will be removed from all contact with youth in a Rotary context until the matter is resolved.
8. Any allegation of abuse will be immediately reported to the appropriate law enforcement agency according to state law and to any applicable insurance carrier.
9. Pursuant to Rotary International policy, a Club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse must be prohibited from working with youth in a Rotary context. A Club may not grant membership to a person who is known to have engaged in sexual abuse, or illegal sexually oriented acts. Upon obtaining information that a Club has knowingly failed to terminate the membership of such a Rotarian, the RI Board will take steps to have the Rotarian's membership terminated, including action to terminate the Club's charter for failure to comply.
10. If an investigation into a claim of abuse or harassment is inconclusive, then, for the safety of youth participants 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 conduct.
11. No student will be sent home unless their personal safety requires it and the District Chairperson has approved the return or the student desires return.
12. All records, inclusive of but not limited to law enforcement reports, criminal histories, in-house investigation summaries and victim statements will be retained by the DPO in a secure, confidential file in accordance with state and federal guidelines.

## **CLUB RESPONSIBILITIES**

Clubs wishing to participate in the Rotary Youth Exchange Program shall be required to undergo the District Certification Process for compliance with these procedures. Upon request from

CCYE, all clubs that wish to apply to the District for certification must provide a copy of the following for review and approval:

- ❖ Copies of all materials produced in the Club to promote and support the Youth Exchange program, including, but not limited to, promotional materials and brochures, applications, policies, Web site links, etc.
- ❖ List of services in the area (rape and suicide crisis hotline, alcohol and drug awareness programs, law enforcement agencies, community services, school counselor and available school programs, etc.)
- ❖ Club abuse and harassment prevention training program participation documentation.

Participating clubs must agree to:

- ❖ Complete and return signed compliance statement that the Club is operating their program in accordance with **CCYE** and Rotary International policy.
- ❖ Require all volunteers (except those with only casual or occasional interactions with Youth Exchange students), who have one on one unsupervised student interaction or contact to:
  - Complete the D5440 Volunteer Affidavit and authorize the District to conduct appropriate background checks. These forms must be returned to the DPO for review.
- ❖ Understand and comply with Rotary International and CCYE guidelines for the Youth Exchange program
- ❖ Conduct interviews of all outbound applicants and applicants' parents or legal guardians.
- ❖ Develop a comprehensive system for host family selection and screening that should include both scheduled and unannounced home visits and interviews both prior to and during the placement of inbound students.
- ❖ Conduct personal interviews for host families and club counselors;
- ❖ Check references for potential host families and club counselors
- ❖ Conduct follow-up evaluations of both students and host families.
- ❖ Establish procedures for removal of a student from the host family if necessary.
- ❖ Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students for the long-term program.
- ❖ Ensure that students have multiple host families and that a single-parent family hosts only a same-sex student.

- ❖ Provide each student with a comprehensive local services list such as rape and suicide crisis hotline, alcohol and drug awareness programs, law enforcement agencies, community services, school counselor and available school programs, etc.
- ❖ 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.
- ❖ Ensure that the Club counselor for each student is not a member of the student's host family.
- ❖ Assist the Club counselor in obtaining training to respond to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- ❖ Be responsible for disseminating standardized District training information to Rotarian counselors and Host families
- ❖ Establish guidelines to ensure that all those required to be trained have undergone such training every three years.
- ❖ Maintain records of participation to ensure compliance.
- ❖ Follow the Youth Protection Reporting Guidelines adopted by CCYE Program.
- ❖ Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to the District Youth Exchange Chairman immediately.

**Please note that Youth Exchange policy is subject to change. Please contact CCYE Chairman Kris Hammond to receive the most current copy:**

Kris Hammond, Chairman

Cowboy Country Youth Exchange

Rotary District 5440

P.O. Box 772566  
 Steamboat Springs, CO 80477  
 1-970-879-0726 (home)  
 1-970-879-6060 (work)  
 1-970-879-5199 (fax)  
 1-970-846-1989 (cell)  
[hammond8@mac.com](mailto:hammond8@mac.com)