

**Rotary District 5080
YOUTH EXCHANGE PROGRAM
Committee Manual**

PART 7: YOUTH PROTECTION

Contents

7.01 Abuse and Harassment Policy 2
7.02 Volunteer Training Policy and Procedure 12

NOTE: Forms on this Part are listed on the Index with a Document Reference # of 7.51 and higher. These form documents are separated as individual documents in order to facilitate printing and completing the forms. Many are fillable and savable pdf forms and therefore cannot be combined with the other sections into a single document.

7.01 Abuse and Harassment Policy

1. Statement of Conduct for Working with Youth

District 5080 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses, partners, and any other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, emotional abuse, neglect or harassment.

2. District and Club Programs

This policy applies to all District 5080 Youth Exchange programs and activities, both at the District and Club level.

3. Volunteer Selection and Screening

All volunteers interested in participating in the District 5080 Youth Exchange program must meet the following requirements:

- Complete Volunteering to Serve in Rotary Youth Exchange (Volunteer Affidavit) the link for which is found on www.rotary5080ye.org. This form is good for 5 years and authorizes the required annual Criminal Background Check.
- Undergo personal interviews.
- Provide a list of references for the district to check.
- Meet RI and district eligibility requirements for working with students. RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in 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 the Youth Exchange program as contained in the Club Manual and on the www.rotary5080ye.org website.

Host families must meet the criteria for **All Volunteers** as well as the following:

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. Host families must demonstrate:
 - Commitment to the safety and security of students
 - Motivation for hosting a student consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- All adult members of Host families must complete a Volunteer Affidavit which authorizes annual Criminal Background Check. In addition the family must complete the Host Family Application the link for which is found on www.rotary5080ye.org

- Home visits must be conducted for each family both before and during the placement. Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family who are permanent or part-time residents in the home.
- Host Families must complete on-line training in Youth Protection Awareness and Host Family Orientation.

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 that may arise during the exchange, including instances of physical, sexual, or emotional abuse or harassment.

4. Student Selection and Screening

All students participating in the District 5080 Youth Exchange program must:

- Complete a written application found on www.rotary5080ye.org and be interviewed to determine suitability for participation in the program (sections 2.06, 2.07, 2.08 and 2.09 of the Club Manual)
- Attend and participate in the district outbound or inbound orientation camp, as applicable.

All parents or legal guardians of students participating in the District 5080 Youth Exchange program will be interviewed to determine the student's suitability for participation in the program.

5. Training

District 5080 will provide abuse and harassment prevention training to all Youth Exchange program participants in accordance with the Volunteer Training Policy and Procedure, section 7.02 of the Club Manual.

6. Abuse and Harassment Allegation Investigation and Reporting

Definitions

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

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

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings

- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

Other types of abuse or harassment. Emotional abuse, physical abuse, and neglect are other forms of harassment.

Is it abuse or harassment? Upon hearing any of the above allegations, adults should not determine whether the alleged conduct constitutes abuse or harassment. Instead, after ensuring the safety of the student, the adult should immediately report all allegations to appropriate child protection or law enforcement authorities.

Initial Allegation Investigation Procedure

Any adult to whom a Rotary youth program participant reports an allegation of abuse or harassment must follow these reporting guidelines:

1. Receive the report.

- a. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.
- b. Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it doesn't happen to others.
- c. Listen and reassure that they have done the right thing in coming forward and affirm that it is not their fault and you will do all that you can to help them. If they talk about who, what, when, where, and how, listen, but do not ask questions. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives or considered leading questions. Remember that your responsibility is to report the allegations to the proper authorities, they are the experts and it is their responsibility to get the facts.
- d. Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.
- e. Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what he or she told you.

2. Protect the young person.

Ensure the safety and well-being of the youth program participant by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the youth that this is being done for his or her safety and is not a punishment. Immediately move the student into temporary housing if the accused individual is a member of the student's host family.

3. Report the allegations to law enforcement.

Immediately report all cases of sexual abuse or harassment — first to the appropriate law enforcement authorities for investigation and then to the club and district leadership for follow-through. In District 5080 the appropriate law enforcement office is the RCMP or designated City Police in Canada and the local or state police in the US.

4. Report to Club and District leadership

Immediately notify the Youth Exchange Officer and President of the host Rotary club.

Immediately notify the Youth Protection Officer and District Youth Exchange Chair. The Chair notifies the District Governor, RI and SCRYE. The Youth Protection Officer is responsible for monitoring the law enforcement investigation until the incident is resolved and will conduct an independent investigation of non-criminal harassment.

5. *Report to Rotary International*

All allegations will be reported to RI within 72 hours by the District Chair or Governor.

6. *Report to Parents and Sponsor District*

The District Chair notifies the student's parents and sponsor district of the allegation. Provide the parents and student the option of either staying in country or returning home.

7. *Avoid gossip and blame.*

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

District 5080 maintains the privacy (as distinct from confidentiality) of any accused person by limiting reporting as specified in this procedure.

8. *Do not challenge the alleged offender.*

Don't contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of noncriminal harassment, the District Youth Protection Officer is responsible for investigation as directed by the District Chair and Governor.

9. *Follow-through Procedures*

The District Youth Protection Officer must ensure that the following steps are taken after an abuse allegation is reported.

1. Confirm that the youth program participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser. 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 or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or 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 abuse or harassment.
2. If law enforcement agencies will not investigate, the District Youth Protection Officer will coordinate an independent review of the allegations as directed by the District Chair and Governor.
3. Ensure that the student receives immediate support services.
4. Offer the young person an independent, non-Rotarian counselor to represent his or her interests. Upon request, ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth exchange program.
5. Ensure that the alleged abuser or harasser is removed from contact with any other young participants in Rotary programs and activities while investigations are conducted.
6. Cooperate with the police or legal investigation.

7. After the authorities have completed their investigation, conduct an independent and thorough review of the allegation to determine if any change to policy or procedures is warranted.

8. *Post Allegation Report Considerations*

The student is likely to feel embarrassed or confused and may become withdrawn. The Club YEO will coordinate a cohesive and managed approach to provide support to the student.

After a report of harassment or abuse, students may have mixed feelings about remaining on their exchange. If they do choose to stay, they may or may not want to continue their relationship with their hosting Rotary club. In some cases, a student may wish to remain in country but change to a different host club.

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

When addressing an allegation of abuse or harassment, the most important concern is the safety of youth. Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must not become involved in investigations. Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

7. Sexual Abuse Response Policies and Procedures

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. As a Rotary Youth Exchange Student, your welfare is extremely important to us. We have prepared this document for your safety. Please read it carefully. This information may help you better understand what sexual abuse and harassment are and help you protect yourself by preventing potential abusive situations before they happen. In the unlikely event that you are subjected to sexual abuse or harassment, this document will help you understand what you can do about it. Please share this information with your parents so that they also know that we are committed to your safety and protection.

Student Procedures

If you are sexually or physically abused or harassed or are accused of sexually or physically abusing or harassing another person, you should follow this procedure:

1. Report the situation immediately to the person with whom you feel most comfortable. The local host Rotary Club Youth Exchange Counselor, the District Student Protection Officer, the District Youth Exchange Chair, any member of the District Youth Exchange Committee, or the District Governor. If you are not comfortable talking to a local person, contact a trusted Rotarian at home. Your call will be received in a sensitive and confidential manner. Each of the above individuals has been trained to deal with this type of situation.
2. If appropriate action is not taken when you report the situation, report it again and continue reporting it until someone takes you seriously. Make sure that it is understood that you are serious.

3. When you are uncomfortable with someone else's behavior, and you think it is sexual in nature, please trust your judgment and report it to someone else.

Allegation Reporting Guidelines

If you report an allegation of abuse or harassment, these are the guidelines the Rotarians will follow.

1. When receiving the report from you, they will:

Listen attentively and stay calm. They will acknowledge that it takes a lot of courage to report abuse. They will listen and be encouraging.

Protect you. They will first ensure your safety and well-being. They will remove you from the situation immediately and from all contact with the alleged abuser or harasser. They will reassure you that this is for your own safety and that it is not a punishment.

Get the facts, but not interrogate. They will ask you questions that establish what was done and who did it. They will reassure you that you did the right thing in telling.

Be non-judgmental and reassure you. They will not be critical of anything that has happened or anyone who may be involved. They will assure you that the situation was not your fault and that it was brave and mature to report what happened.

Assure privacy but not confidentiality. They will explain that they will have to tell someone about the abuse or harassment to make it stop and to ensure that it doesn't happen to other students.

Record. They will make a written report of their conversation with you as soon after talking with you as they can. They will include the date and the time that they talked with you. They will use your words and will record only what you told them.

2. They will report this information as soon as possible to the hosting Club Youth Exchange Counselor, the District Student Protection Officer, the District Youth Exchange Chair or the District Governor providing none are the accused individual. This person will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.

3. They will avoid gossip and blame. They will not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both you as the victim and the alleged offender during any investigation.

4. They will not challenge the alleged offender. The adult to whom you report will not contact the alleged offender because the investigation must be left entirely to law enforcement authorities in cases of abuse. In cases of non-criminal harassment, the District Student Protection Officer and the District Governor, who are responsible for the investigation, will contact the alleged offender after you have been moved to a safe environment.

5. They will follow-up. After appropriately reporting the allegations, Rotarians will follow up to make sure steps have been taken to address the situation.

Definitions

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. This includes but is not limited to:

1. Non-touching offenses (such as verbal intimidation, or other indirect suggestions with which you are uncomfortable).

2. Indecent exposure (unwelcome revealing of sexual body parts such as breasts or genitals).\
3. Exposing a student to sexual or pornographic material.
4. Sexual assault.

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. It is a technique used by sexual predators to desensitize or to groom their victims. Examples include, but are not limited to:

1. Sexual advances; sexually negative words or phrases used to insult someone, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about one's sexual activity, deficiencies or prowess.
2. Verbal abuse of a sexual nature.
3. Displaying sexually suggestive objects, pictures or drawings.
4. Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

Note: More detailed procedures are provided to the Rotarians responsible for students and the Youth Exchange Program and are available upon request from interested parties.

8. **Sleepover Policy**

Rotary delegates to host parents the responsibility to decide if a student will be allowed to attend a sleepover in the home of a friend so long as the following criteria is met:

The student has known the invitee for a period of time.

The host family know the invitee, and are comfortable allowing the student to spend a night away in the invitee home.

The host family parent has contacted the sleepover parents and confirmed the plans for a sleepover and feel comfortable with the plans.

There will be adult supervision at the sleepover home while the student is there.

Should the sleepovers start to have some regularity, then the sleepover host family will be asked to become vetted.

Should there be a refusal to vetting then the YE student will no longer have sleepovers in said home.

Person(s) attending the sleepover must be the same sex as the YE student.

No alcohol present or ingested by sleepover attendees.

The YE student shall have contact access to host parent or YEO, or counsellor for a ride home any time during the night should the student wish to return to host family home.

Regular follow up with YE student by YEO and or counsellor post sleep overs ensuring no harassment or abuse during sleepover.

9. Consequence Policy

Minor incidents – (when brought forward to the district) such as failing to adapt, too much time in room/on computer, failure to respect the rules/expectations of host family, lying.

Student to receive a verbal warning from inbound chair outlining the problem, why it's a problem, the required change and the time frame for such change. Failure to accomplish will result in written warning from chair, acknowledged by student and sponsor club. Failure to accomplish will result in early return.

Serious Incidents – violation of any law of host country, possession or use of alcohol or drugs, serious dating, driving or unauthorized travel.

Serious incidents must be reported immediately to the district chair who will consult with inbound chair, Youth Protection Officer, and club YEO. Action taken will be subsequently reported to District Governor, Club President, and Rotary International as appropriate..

For otherwise exemplary student – if student accepts responsibility for what was done, shows contrition and provides assurances that such behavior will not be repeated

Yellow Card - written and last warning from Chair outlining problem, solution, time frame acknowledged by student and sponsor district.

Red Card – early return as quickly as can be arranged

Student has been a problem in the past, displays no contrition/desire to change. Incident involves violence, willful destruction of property, sexual impropriety.

We reserve the right to issue a red card (send student home) for any first offense that is deemed serious enough to warrant such a response.

10. Drinking and Driving Policy and Regulations

DRINKING PROGRAM REGULATIONS

Part 1:

The parents of a Youth Exchange (YE) student remain Legal Guardians during the exchange year. They have entrusted District 5080 to take care of their child and keep them safe and healthy during the exchange.

The Rotary Youth Exchange Officer (YEO) is the Custodian of a Youth Exchange student.

The Host Family (HF) is the Host of the YE student.

As Custodian and Host, there is an obligation to keep the student safe and healthy. There is also an obligation to ensure all rules and regulations are being followed by all parties. All parties are to be held to a higher standard than they would with their own children.

Part 2:

For clarification purposes, the legal drinking age in Idaho and Washington is 21 and in British Columbia 19. The Long-Term Exchange Program Rules and Conditions of Exchange on alcohol reads: *"The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home."*

This above paragraph is part of an International Youth Exchange document and the final sentence is intended for countries where students are of legal age to consume alcoholic beverages. The final sentence is not intended to give permission to serve alcohol to a student who is not of legal age. In District 5080 (Idaho, Washington and British Columbia) it is illegal to serve alcoholic beverages (beer, wine and spirits) to any underage student under any circumstances.

Signatures: By signing below we understand our relationship with the exchange student, and agree to the terms and conditions that no alcohol will be served to or consumed by the exchange student while on exchange:

District 5080 Chair

Inbound Student

Current Club President

Incoming Club President

Club Youth Exchange Officer

Club Gender Specific Counselor

First Host Father

First Host Mother

Second Host Father

Second Host Mother

Third Host Father

Third Host Mother

DRIVING REGULATIONS

Part 1:

The parents of a Youth Exchange (YE) student remain Legal Guardians during the exchange year. They have entrusted District 5080 to take care of their child and keep them safe and healthy during the exchange.

The Rotary Youth Exchange Officer (YEO) is the Custodian of a Youth Exchange student.

The Host Family (HF) is the Host of the YE student.

As Custodian and Host, there is an obligation to keep the student safe and healthy. There is also an obligation to ensure all rules and regulations are being followed by all parties. All parties are to be held to a higher standard than they would with their own children.

Part 2:

A Youth Exchange student is forbidden to enter a car with a DRIVER who has a restricted license (Examples: adult with a driving violation that has caused them to have a restricted license; students who have taken driver education training and passed their driver’s test but do not have an unrestricted license to drive.) DRIVERS must have a valid unrestricted license for the state or province in which they reside. All three areas of our District – Washington, Idaho and British Columbia have different driving rules and regulations.

A Youth Exchange student is forbidden to enter a car with a DRIVER who is impaired. If a Youth Exchange student suspects that a DRIVER is impaired, they are required to get out of the car as soon as possible and call their Host Parent, Counselor or Youth Exchange Officer for pick-up.

District 5080 Chair

Inbound Student

Current Club President

Incoming Club President

Club Youth Exchange Officer

Club Gender Specific Counselor

First Host Father

First Host Mother

Second Host Father

Second Host Mother

Third Host Father

Third Host Mother

7.02 Volunteer Training Policy and Procedure

POLICY

District 5080 will provide appropriate training to all youth exchange volunteers. The training will be specific to the role that the volunteer provides in youth exchange, and will include training in the content and application of District Youth Exchange Club and Committee manuals, youth protection, abuse and harassment prevention, the district web site and RI Code of Policies.

PROCEDURE

1. Training requirements have been established for the following volunteer positions:
 - District Governor
 - District Youth Exchange Committee Members
 - Club President
 - Club Youth Exchange Officer
 - Club Counselor
 - Exchange Students, Inbound and Outbound
 - Parents/Guardians of Outbound Students
 - Host Families
 - Other volunteers with significant contact
2. Significant contact is defined more than 2 occasions in any six month period where the volunteer may be in one on one contact or in a supervisory role.
3. Appendix A, Volunteer Training Matrix (attached) identifies specific training for each volunteer position.
4. Appendix B, Volunteer Training Content (attached) identifies details of training required
5. Records of training will be provided by:
 - Orientation Camp attendance records
 - Online training confirmation for youth protection
 - Club YEO training log (Appendix C, attached) for host families and other volunteers
6. Any participant who does not comply with the requirements of the program will be removed from participation in the program. In the case of adult volunteers (both Rotarian and non-Rotarian) those who have not complied with program requirements will be permanently removed from involvement with youth in a Rotary context.

APPENDIX A to 7.02: VOLUNTEER TRAINING MATRIX

VOLUNTEER POSITION	RESPONSIBLE TRAINER	CLUB MANUAL	COMMITTEE MANUAL	YOUTH PROTECTION	ABUSE & HARASSMENT	RI CODE OF POLICIES	D5080 WEBSITE
District Governor	YEC			when DGE	when DGE		
District Youth Exchange Committee Members	YEC	annual	annual	annual	annual	annual	annual
Club President	YEO			when PE			
Club Youth Exchange Officers	YEC	annual		annual	annual		annual
Club Counselors	YEO			annual	annual		
Students	YEC				at orientation		
Parents (of Outbounds)	YEC				at orientation		
Host Families	YEO	ad hoc		ad hoc			
Other volunteers with significant contact	YEC/YEO			ad hoc			

APPENDIX B to 7.02: VOLUNTEER TRAINING CONTENT

MODULE	CONTENT
Club Manual	Entire manual will be reviewed with new volunteers, revisions will be reviewed with continuing volunteers. This training is conducted in conjunction with the Inbound Orientation camp for the YEC and YEO's and DGE. Host families will receive copies of applicable sections in their host family folder.
Committee Manual	Entire manual will be reviewed with new volunteers, revisions will be reviewed with continuing volunteers. This training is conducted in conjunction with the Inbound Orientation camp for the YEC and YEO's.
Youth Protection and Abuse & Harassment Prevention	Youth Protection online training module to be completed by all Volunteers as outlined in Appendix A of this section. This online Youth Protection training is scheduled and monitored by the Youth Protection Training Administrator. Abuse and Harassment Prevention training is provided to all students, parents of outbound students and YEO's at the camps, which all are required to attend. Club counselors are strongly encouraged to attend the YEO camp. Host Families, club counselors (who do not attend camp) and other volunteers will be trained on an ad hoc basis by a member of the YEC or a club YEO.
Abuse & Harassment Allegation Investigation and Reporting	7.02 will be reviewed on an annual basis with all Volunteers This training is conducted in conjunction with the Inbound Orientation camp for the YEC and YEO's and DGE. Club counselors will be trained by their club YEO
YE Website	Website will be reviewed with new volunteers, revisions will be reviewed with continuing volunteers.
	This training is conducted at the Inbound Orientation camp for the YEC and YEO's.
RI Code of Policies	Youth Exchange policies will be reviewed with new volunteers, revisions will be reviewed with continuing volunteers. This training is conducted in conjunction with the Inbound Orientation camp for the YEC.

