



ROTARY YOUTH PROTECTION INCIDENT REPORT

Instructions: The District Chair must complete the following report leaving no field blank. If a question does not apply to this situation, please enter "NA." Incident reports should be emailed to RI (email: youthprotection@rotary.org), SCRYE, and the District Governor within 72 hours of the incident. After submitting the report, please continue to update staff as further information develops.

REPORTER INFORMATION

Reporter's Name:		Title/Role:	
District:		Telephone(s):	
Date & time of report:		Email:	

ALLEGED VICTIM INFORMATION

Last Name:		First Name:	
Date of Birth:		Citizenship:	

If incident occurred during a Rotary Youth Exchange, please provide the program details listed below:

Host District:		Host Club:	
Sponsor District:		Sponsor Club:	
Host Family Name & Address:		Host Family Phone:	

ALLEGED OFFENDER INFORMATION

Last Name:		First Name:	
Relationship to the youth named above:		Title/Role (if applicable):	
Club name (if Rotarian):			
Other Parties Involved: (contact information)			

SUMMARY

Date and time of incident:	
Location of incident:	

Please provide details of the incident:

ACTION TAKEN

Provide details on the action taken after the incident was reported to you/your organization:

Is the youth currently in a safe place?

Has the alleged offender been removed from youth programs while the investigation is performed?

Please list all individuals or organizations that have been informed of the alleged incident to date? *(Example: districts, clubs, youth participant's legal guardians, district governor, youth protection officer, etc)*

Has the alleged incident been reported to local law enforcement? If not, why?

Is local law enforcement investigating the allegation, or have any official charges been filed? If so, please describe:

Have any support services been offered to the youth? If so, please describe the service/provider:

FUTURE STEPS

Provide details on any future action that you/your organization plan to take regarding this allegation:

Have you received any media inquiries regarding the allegation? If so, please describe:

UPDATE

Provide any additional details or results of investigations relating to this incident since the initial report to RI:

Youth Protection Incident Report - Check List:

When a student reports an alleged abuse, the district has 72 hours to report the alleged abuse to Rotary International.

Procedure - YEO	Done	Date completed
Student reports allegations		
listen to student's story Assure Privacy but not confidentiality. Be non-judgmental and reassuring. Only ask questions for clarification. Let the student know they did the correct thing by reporting. Good documentation is important Remove the student if necessary - keep the student safe.		
Offer the student a non Rotarian advocate		
Report the allegations to the police immediately for investigation.		
Report the allegations to the District Chair and to club president.		
offer counselling to student		
Do not contact the alleged offender.		
Protect the rights of the victim and alleged offender - no gossip		
Procedure - District	Done	Date
Chair receives report from YEO - reports to District Governor		
Youth protection officer is notified. (monitors law enforcement investigation		
DG and District chair will decide who will notify RI		
Chair will work with YEO to complete the youth protection incident report		
Chair will notify sponsor district		
Chair will notify parents		
Provide the parents and student the option of staying or going home.		
In the case of student allegations against another YE student in the district notify the alleged students sponsor district		
Inform RI of the notifications - give RI sponsor district numbers.		
Do not contact the alleged offender.		
Protect the rights of the victim and alleged offender - no gossip		
After investigation completed - conduct an independent and through review of the allegations to determine if any change of policy or procedure is warranted.		