

# Rotary District 5360

## YOUTH PROTECTION POLICY THE PREVENTION OF ABUSE & HARASSMENT



D5360 Board of Directors  
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## POLICY FOR YOUTH PROTECTION AND THE PREVENTION OF ABUSE AND HARASSMENT

This document includes the appendices, guidelines and sections as listed below and is deemed incomplete should anyone of the listed appendices or sections not be included as attachments.

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## 1. RI Code 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.

## 2. District 5360 Policy Statement

It is the responsibility of every Rotarian to safeguard the welfare of every person with whom they come into contact during their activities as a Rotarian. Special attention is to be given to children, elderly, disabled and other vulnerable persons. This includes the prevention of all forms of abuse, harassment and neglect including physical, sexual, emotional and financial abuse.

## 3. Introduction

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"), Rotary Youth Program of Enrichment ("RYPEN"), Interact clubs, mentoring programs and both short term and long term Rotary International Youth Exchange ("Youth Exchange"). 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 that they create and maintain a safe and respectful environment for all participants in Rotary programs, activities or events.

Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare and prevent the physical, sexual or emotional abuse or harassment of every young or vulnerable person with whom they come into contact in connection with any Rotary program, activity or event.

Rotary International District 5360 (the "District") is committed to protecting the safety and well-being of all our program participants and will not tolerate their abuse or harassment. Within the District 5360 Youth Exchange Program, all allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Rotary International District 5360 Abuse and Harassment Reporting Guidelines (the "Guidelines") that are attached as Schedule "A" to this Policy (Also found under the "RI Training" tab). The Guidelines 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.*

## 4. Scope

This Policy applies directly to all Rotarians and volunteers including host families and club counselors involved in D5360 Youth Exchange Program activities or events. This Policy also applies to all adults over the age of 18 years who are ordinarily resident in homes in which an exchange student is residing. This policy also applies to all Rotarians and volunteers involved in RYLA, RYPEN, INTERACT, ROTARACT and all other youth programs.

## 5. Definitions

### 5.1.1 Abuse and Neglect (See Appendix "I" Indicators of Abuse)

Our increasing knowledge about the needs of children and the effects of their social environment on their growth and development is changing what we view as child abuse. Some practices that were once considered acceptable are now generally believed to be abusive. Alberta and Saskatchewan's Child Welfare Act and Canada's Criminal Code describe what behaviour or conditions might be so harmful that it is necessary to stop or prevent them. The following are the main kinds of abuse:

### 5.1.2 Physical Abuse

The intentional use of force on any part of a child's body, which results in serious injury. It may be a single incident, a series or pattern of incidents. The Criminal Code states that physical force cannot be used on children unless the force used is "reasonable" and has been used for "corrective purposes" by a parent or someone.

#### 5.1.3 Emotional Abuse

Anything that causes serious mental or emotional harm to a child. May take the form of chronic exposure to alcohol or drug abuse, verbal attacks on a child's sense of self, repeated humiliation or rejection. Exposure to violence or severe conflict in the home, forced isolation, restraint or causing a child to be afraid much of the time may also cause emotional harm. Emotional abuse rarely happens only once and it is usually part of particular way of relating to children.

#### 5.1.4 Sexual Abuse

The improper exposure of a child to sexual contact, activity or behaviour. It includes any sexual touching, intercourse, exploitation or exposure and can be perpetuated by anyone, including a parent, relative, friend, or stranger. Sexual abuse of a child is a criminal offence.

#### 5.1.4 Neglect

Any lack of care that causes serious harm to a child's development or endangers the child in any way. Physical neglect is the failure to meet the child's physical needs. This includes failing to provide adequate nutrition, clothing, shelter, health care and protection from harm. Emotional neglect is the failure to meet the child's emotional needs for affection and a sense of belonging. (Alberta Children's Services Web Site, Last reviewed July 2002)

### 5.2 Harassment (See Appendix I Indicators of Abuse)

Harassment means any conduct by an individual that is directed at, and offensive to, another person or persons and which the individual knew, or ought reasonably to have known, would cause offence or harm. It comprises of any objectionable act, comment or display that belittles, demeans or causes personal humiliation or embarrassment or any act of intimidation or threat. The Canadian Human Rights Act prohibits harassment related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, and disability, pardoned conviction or sexual orientation.

### 5.3 Sexual Harassment

Sexual harassment is any unwanted, unreciprocated and unsolicited sexual advance or conduct of a sexual nature that makes a person feel offended, humiliated or intimidated. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behaviour that creates a sexually or emotionally hostile environment. An act, even though not intended to, may still result in offence, humiliation or intimidation. An act may constitute sexual harassment even if it was not intended to offend, humiliate or intimidate. This behaviour may be intentional or unintentional, one incident or a series of incidents.

### 5.4 Protected Person

Protected person means a youth or other vulnerable person, and "Youth" means any person less than 18 years of age involved in a Rotary program (such as Youth Exchange, RYLA, RYPEN, INTERACT, ROTARACT or any other community or youth service project), activity or event and to whom Rotary may have a duty of care, and specifically includes children. Exchange students over the age of 18 are covered within this policy as adults.

### 5.5 Vulnerable Person

Vulnerable person means anyone who is elderly, physically or mentally disabled or infirmed, or suffering from any sort of disability that might render him or her in need of protection or care, who is involved in a Rotary program, activity or event and to whom Rotary may have a duty of care.

## 5.6 Prohibited Person

Prohibited person means anyone who:

- a) Has been convicted of an offence which resulted in harm to an individual, including assault, sexual assault, sexual interference with a minor or failure to provide the necessities of life.
- b) Has been convicted of any offence which, in the opinion of the District Youth Safety Officer, suggests an unacceptable risk of harm to a person in the care of that individual; or
- c) Is subject to a court order prohibiting that person from being in contact with any other individual.

## 6. Screening of Rotarians and Volunteers in connection with all Youth Programs (Short term or long term in nature):

Rotary International has made it mandatory that all Districts participating in the RI Youth Programming must be fully certified.

Certification is contingent on meeting the requirements as outlined in this document at both the club and district levels. All D5360 clubs participating in the Youth Programs must be certified in order for District 5360 to be certified. Procedures and compliance requirements set out on an annual basis are listed as follows:

All volunteers (including Club counsellors, mentors, and host family members over 18) interested in participating in the D5360 Youth Programs must:

- Complete a ***VOLUNTEER INFORMATION FORM*** and subsequently provide the host club with a completed Police Criminal Record Check for working with youth, which also includes Vulnerable Sector Screening. These are available through your local police force or other 3<sup>rd</sup> party service providers. Specified regions of the district may be required to submit a witnessed consent form to the Club Youth Protection Officer. Original Security Clearance Letters for each of our youth based program participants will be securely kept on file by the District in accordance with applicable privacy legislation.
- Undergo personal interviews.
- Provide a list of references for the district to check in accordance with the 10 Step Recruitment & Screening process.
- Meet RI and district eligibility requirements for working with vulnerable sector participants. **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 abuse or harassment, and the investigation into the claim 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 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 the Youth Exchange program.

### Host Families:

- Host families must undergo a comprehensive interview that determines their suitability for hosting an exchange student. This should include:
  - Demonstrate commitment to the safety and security of youth in their care.
  - Motivation for hosting a youth participant is consistent with Rotary ideals of international understanding and cultural exchange.
  - Financial ability to provide adequate accommodation (room and board) for the youth participant.

- Aptitude for providing appropriate supervision and parental responsibility that ensures the youth participant's well-being.
- Host families must complete a written application. (**HOST FAMILY VOLUNTEER INFORMATION FORM**). Home visits must be conducted for each family and should be announced and drop-in visits, both prior and during the placement. They must be conducted annually, even for repeat host families
- All adult residents of the host home must meet the recruitment and screening guidelines.

**Rotarian Counselors:**

- Must meet the criteria for *All Volunteers*.
- Must not be a member of the student's host family.
- Must be trained in responding to any problems or concerns such as harassment or abuse as outlined in this policy.

**7. YEX Student Selection and Screening:**

All students interested in participating in the District 5360 Youth Exchange Program 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 the District 5360 Youth Exchange Program must be interviewed to determine the student's suitability for participation in the Youth Exchange Program.

**8. Training:**

District 5360 will provide abuse and harassment prevention training to all Youth Exchange program participants. The District Youth Protection Officer will coordinate the training sessions.

District 5360 will:

- Adapt the *Abuse and Harassment Prevention Training Manual (available from RI in late June 2006)* to include relevant information on specific district guidelines, local customs, 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 Exchange Program participants:
  - District Governor
  - District Youth Exchange committee members
  - Club Youth Exchange committee members.
  - Rotarian Counsellors
  - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events.
  - Host families
  - Students (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.

## 9. District Commitments

D5360 Youth Exchange Committee Commitments (As applies to the Youth Exchange Program), extended to the Chairpersons for RYLA, RYPEN, INTERACT and ROTARACT where applicable. In accordance with its moral, ethical and legal obligations, insofar as possible the District:

- ✓ Will ensure that protected, and vulnerable persons who are involved in District program activities or events are protected from abuse, harassment, or sexual harassment;
- ✓ Will ensure that District programs for protected persons are provided in a safe caring environment;
- ✓ Will prevent contact between protected persons and individuals who are either prohibited by law from working with protected persons, or who are considered by the District to be inappropriate individuals to be working with protected persons;
- ✓ Will NOT permit a prohibited person to participate in any program related to protected persons;
- ✓ Will NOT permit any person to host or become a counselor or a mentor to a youth exchange student, whether as a home-stay parent or as an adult living in the same home in which the youth exchange student will live, without first determining the suitability of the person through the District's Youth Exchange screening process.
- ✓ Will designate each year, in, conjunction with the District Governor, a District Youth Safety Officer whose duties will include maintaining and raising awareness of this Policy and advising the District Governor with respect to matters of harassment or abuse;
- ✓ Will encourage and facilitate the timely reporting of incidents where protected persons are at risk of harm;
- ✓ Will 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
- ✓ Will report any allegations of abuse of protected persons in compliance with provincial legislation and as outlined in the Guidelines.
- ✓ Will provide record keeping procedures at the District level in accordance with the screening of all volunteers and the tracking of Youth Exchange Students where response to reports of harassment have been made.
- ✓ Will develop and maintain a substantial training component introduced to support the harassment prevention guidelines with targeted materials for district and club leaders, host families, students and their parents.
- ✓ Have procedures for reporting, investigating, and proper handling of non-criminal offences or historic cases that law enforcement will not investigate.
- ✓ Recommends that all inbound Youth Exchange students maintain insurance at the following levels (Health, accidental, liability)
- ✓ Provides each student with a list of local services in the district (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, law enforcement services, community services and private services, etc.)
- ✓ Will complete a student data request form for all participating Youth Exchange students and return to RI one month before the beginning of the exchange.
- ✓ Will maintain and provide to Youth Exchange students a "district hotline".
- ✓ Will follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks.
- ✓ Will appoint an independent lawyer, therapist or counselor to represent any alleged victim in cases of sexual abuse and harassment.

- ✓ Will report all criminal allegations to RI within 72 hours.
- ✓ Will report all serious incidents (accidents, crimes early returns, death) involving Youth Exchange students to RI within 72 hours.
- ✓ Evaluate and review this policy and accompanying procedures on a regular basis.
- ✓ Establish a system of club re-certification.
- ✓ Maintain yex5360.org as a resource web site for all clubs and participants.
- ✓ All important documents (PSCs, Volunteer Information Forms, Incident Response records) will be kept on file to perpetuity by the District 5360 Administrator at the District 5360 Administrator's office.
- ✓ All exchange student applications, guarantee forms and post evaluation forms will be kept on file with the D5360 YEX Secretary for a 3 year period.

#### 10. Club Compliance

District 5360 certification for participation in the RI Youth Exchange Program is contingent on participating Club compliance with RI guidelines for abuse and harassment prevention. Club certification is based on meeting the following requirements:

- (1) Present copies of the following to the D5360 Youth Exchange committee 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 area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services)
  - ✓ Ensure all youth program volunteers participate in the District abuse and harassment prevention training program.
- (2) Participating clubs must agree to:
  - ✓ Complete and return a checklist and signed compliance statement that the club is operating their program in accordance with District 5360 and RI policy.
  - ✓ Conduct security checks and reference checks for all volunteers involved with the program, including, but not limited to adult full-time residents of host home, counsellor, 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 announced and drop-in home visits and interviews both prior to and during the placement.
  - ✓ Conduct follow-up evaluations of both students and host families.
  - ✓ Follow the *Youth Exchange Abuse and Harassment Reporting Guidelines* found in Schedule "A" attached to this policy. 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 students outside of the District 5360 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)
  - ✓ 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 counsellor for each student is not a member of the student's host family.
- ✓ Ensure that the host counsellor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- ✓ Ensure mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students and their parents 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 non-Rotarian males and females, not related to each other, and individuals independent of the host family and club counsellor.
- ✓ Follow RI guidelines for Youth Exchange Web sites and the usage of the Rotary Marks (available in late 2005)
- ✓ Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to the District Youth Safety Officer or District Youth Exchange Chair immediately.
- ✓ Conduct interviews of all applicants and applicants' parents or legal guardians.

#### 11. Summary

It is of particular importance to note that this policy for the prevention of abuse and harassment is intended to be all inclusive with regard to all participants in the Youth Exchange Program. The policy is set in place to achieve RI Certification Youth Exchange requirements and is intended to directly apply to RYLA, RYPEN, INTERACT and ROTARACT for the following purposes:

- To protect and prevent all youth program participants from abuse and harassment as defined within this policy.
- To collectively achieve affirmation of the integrity and credibility of all Rotarians and non-Rotarian volunteers who work within the District 5360 Youth Programs.
- To ensure the credibility and enhance the operation of the District 5360 Youth Programs for both parents and prospective youth candidates.

In essence, the policy is designed to formalize, bring to a higher level of awareness, the procedures and behaviours which we as Rotarians currently endorse and practice as we work within the Youth Exchange and other Rotary Youth Programs. As a result, societal expectations for program delivery within the Youth Exchange Program and other Rotary Youth Programs are more clearly addressed and substantiated within our community service and practice as Rotarians.

**APPENDIX "I" (1 OF 4)****YOUTH EXCHANGE PROGRAM APPENDEX "I"  
INDICATORS OF ABUSE - DEFINITION OF CHILD ABUSE AND NEGLECT**

Our increasing knowledge about the needs of children and the effects of their social environment on their growth and development is changing what we view as child abuse. Some practices that were once considered acceptable are now generally believed to be abusive. Alberta's Child Welfare Act and Canada's Criminal Code describe what behaviour or conditions might be so harmful that it is necessary to stop or prevent them.

The following are the main kinds of abuse:

**PHYSICAL ABUSE** - the intentional use of force on any part of a child's body which results in serious injury. It may be a single incident, a series or pattern of incidents. The Criminal Code states that physical force cannot be used on children unless the force used is "reasonable" and has been used for "corrective purposes" by a parent or someone acting in the role of a parent.

**Indicators of Physical Abuse**

Physical signs might include the following:

- Bruises or welts on face, torso, back or thighs; bruises that reflect the shape of the item used (example: rope, belt buckle) or numerous bruises of different colours;
- Immersion burns or burns reflecting the shape of the item used (example: stove burners, iron, cigarette);
- Bite marks;
- Lacerations and abrasions;
- Dislocation of shoulders, hips and so on;
- Head injuries.

**The child may:**

- Be wary of physical contact with adults;
- Be reluctant to wear shorts or a bathing suit;
- Seem afraid of parent or other person;
- Be frightened in the face of adult disapproval Be apprehensive when others cry;
- Show extremes of behaviour - aggressive or withdrawn;
- Be over-anxious to please;
- May openly approach any adult including strangers.

**EMOTIONAL ABUSE** - anything that causes serious mental or emotional harm to a child. May take the form of chronic exposure to alcohol or drug abuse, verbal attacks on a child's sense of self, repeated humiliation or rejection. Exposure to violence or severe conflict in the home, forced isolation, restraint or causing a child to be afraid much of the time may also cause emotional harm. Emotional abuse rarely happens only once and it is usually part of particular way of relating to children.

**Indicators of Emotional Abuse**

Child's appearance may not indicate or suggest the extent of the difficulty. Child may appear clean, well groomed and well nourished. Child's facial expression and body carriage may indicate sadness, depression, timidity or held-back anger.

**APPENDIX "I" (2 OF 4)****The child may:**

- Self-mutilate, suffer depression, attempt suicide
- Appear overly compliant, passive, shy;
- Have episodes of very aggressive, demanding and angry behaviour;
- Fear failure, have trouble concentrating or learning and give up easily;
- Be either overly boastful or negative about him or herself;
- Constantly apologize.

**SEXUAL ABUSE** - the improper exposure of a child to sexual contact, activity or behaviour. It includes any sexual touching, intercourse, exploitation or exposure and can be perpetuated by anyone, including a parent, relative, friend, or stranger. Sexual abuse of a child is a criminal offence.

**Indicators of Sexual Abuse**

Physical evidence of sexual abuse is rare. Where physical evidence is present it may be:

- Soreness in the genital area;
- Unusual, detailed sexual knowledge;
- Inappropriate provocative behaviour;
- Fear of normal physical contact, particularly by adults;
- Torn, stained or bloody clothing,
- Pain or itching in genital area or throat, difficulty going to bathroom or swallowing.

**The child may:**

- Display unusual interest in sexual matters;
- Use language and make drawings that are sexually explicit;
- Fantasize excessively;
- Show fear of closed space.

**NEGLECT** - is any lack of care that causes serious harm to a child's development or endangers the child in any way. Physical neglect is the failure to meet the child's physical needs. This includes failing to provide adequate nutrition, clothing, shelter, health care and protection from harm. Emotional neglect is the failure to meet the child's emotional needs for affection and a sense of belonging.

**Indicators of Neglect - The child may:**

- Have poor hygiene, or lack of medical or dental attention;
- Have sores in the mouth;
- Be very underweight and gain weight when offered proper nutrition;
- Be consistently dirty or dressed inappropriately for weather, or wear torn clothing;
- Often be hungry or thirsty;
- Often be tired or listless;
- Demand a lot of physical contact and attention;
- Assume role of parent or adult in the family (Alberta Children's Services Web Site, Last reviewed July 2002) Children who are abused, regardless of the method, suffer from a variety of physical and / or psychological damage.

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### The child may:

- Their general health may be impaired;
- They may be permanently disabled or suffer learning disabilities;
- They may have a distorted self-concept;
- Their self-esteem may be low;
- They will likely learn that it is OK to hurt those they love;
- They may be mistrustful;
- If sexually abused they will likely be confused about their sexuality and sexual expression;
- They may feel stigmatized and think of themselves as victims and therefore powerless.

### DEFINITION OF HARASSMENT

*"Harassment"* means any conduct by an individual that is directed at, and offensive to, another person or persons and which the individual knew, or ought reasonably to have known, would cause offence or harm. It comprises of any objectionable act, comment or display that belittles, demeans or causes personal humiliation or embarrassment or any act of intimidation or threat.

The Canadian Human Rights Act prohibits harassment related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction or sexual orientation.

Harassment may include, but is not limited to:

- Verbal abuse or threats (teasing or name-calling for example);
- Unwelcome remarks, jokes, innuendos or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, etc.;
- Displaying of sexually explicit, racist or other offensive or derogatory pictures;
- Practical jokes which cause awkwardness or embarrassment;
- Unwelcome invitations or requests, whether indirect or explicit, or intimidation;
- Leering or other gestures;
- Condescension or paternalism which undermines self-respect;
- Unnecessary physical contact such as touching, patting, pinching, punching;
- Physical assault

**Sexual Harassment** is any unwanted, unreciprocated and unsolicited sexual advance or conduct of a sexual nature that makes a person feel offended, humiliated or intimidated. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour that creates a sexually or emotionally hostile environment. An act, even though not intended to, may still result in offence, humiliation or intimidation. An act may constitute sexual harassment even if it was not intended to offend, humiliate or intimidate. This behaviour may be intentional or unintentional, one incident or a series of incidents. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behavior that creates a sexually hostile environment.

Sexual harassment may include, but is not limited to:

- Uninvited or unwanted touching;
- Uninvited or unwanted kisses or embraces;
- Crude or sexist jokes or comments;

- **APPENDIX "I" (4 OF 4)**

- Sex-based insults, taunts, teasing or name-calling;
- Making sexually suggestive or obscene comments or gestures;
- Staring or leering at a person or at parts of their body;
- Making promises or threats in return for sexual favours;
- Making requests for sex or sexual favours;
- Repeated invitations to go out after prior refusal;
- Unwelcome sexual flirtations, advances or propositions;
- Persistent or unwelcome questions or insinuations or comments about a person's private or sex life;
- Offensive phone calls or letters; and
- Sexual assault.

**Harassment: What to Do About It?**

- Make it clear to the harasser that his or her actions are not welcome.
- Document your case. Keep a written record of the incidents, including times, places and witnesses.

## Schedule "A" (1 of 7)

**REPORTING GUIDELINES FOR ALLEGATIONS OF ABUSE OR  
HARASSMENT AND APPEAL PROCEDURES**Index

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## Schedule "A" (1 of 5)

### 1. Introduction

These reporting guidelines should be read and used in conjunction with the Rotary International District 5360 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.

The Guidelines were initially developed in connection with the Youth Exchange Program," but have been adapted to be of assistance with respect to all those defined as "protected persons" in the Policy.

### 2. Scope

Unless specifically adopted by a club, these guidelines are intended to be used in connection with allegations arising in the context of the District 5360 Youth Exchange Program and other Rotary district youth programs under the direction of their respective chairs. If adopted for use in connection with club programs, activities or events, references to the District Governor, District Youth Safety Officer and District Committee Chair should be applied, respectively, to the Club President, District Youth Safety Officer and Club Committee Chair or responsible Director (depending on a club's organization).

### 3. 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.

### 4. Is it Abuse or is it Harassment?

Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations should be immediately reported to appropriate law enforcement authorities. In Alberta allegations involving youth are required by law to be reported immediately to the Child and Family Services Authority and subsequently to the law enforcement authorities.

### 5. Procedure for Adult Receiving Allegation

For use by all adults to whom a student reports an incident of abuse or harassment. Any adult to whom a complainant reports an incident of abuse or harassment should comply with the following guidelines:

#### 5.1 Receive Report from Complainant (See Appendix "I" for detailed guidelines.)

A complainant who discloses a situation involving abuse requires an understanding response.

1. Believe in the complainant.
2. Listen openly and calmly.
3. Reassure the complainant.
4. Write down the facts.
5. Report immediately to the proper authorities.
6. Keep the information confidential.

The Child Welfare Act states that any person who has reasonable grounds to believe a child is in need of protective services must report those suspicions. In this Act, "child" means a person under the age of 18 years.

In the Rotary Youth Exchange Program there are youth between the ages of 15 and 19. Therefore, Youth Exchange Participants between the ages of 18 and 19 will not be protected under the Child Welfare Act. You may even have a fellow volunteer, staff member disclose a case of abuse to you. What do you do when an adult discloses?

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An adult who discloses a situation involving abuse also requires a sensitive and understanding response.

1. Believe in the person.
2. Listen openly and calmly.
3. Reassure the person.
4. Share information about options and support services.
5. Keep the information confidential.

Following are some options available to the victim:

1. If the abuse occurred when this person was under 18 years of age, he or she may call the 24 hour, toll free, Dial-a-Law number 1-800-332-1091 and talk to someone who can give advice on the law. There may be the possibility of receiving compensation through the Financial Benefits for Victims of Crime Program.
2. Anyone with a child abuse concern can receive appropriate referrals for counselling from the Child Abuse Hotline 1-800-387-5437 (KIDS).
3. He or she may report the abuse to the police where it may be treated as assault under the criminal code.
4. In the case of a sexual assault, past or present, the person may contact a Sexual Assault Centre.

Calgary Communities Against Sexual Abuse Crisis Line (24 Hour): 1-403-237-5888

Central Alberta Sexual Assault Centre, Red Deer (Crisis Line): 1-403-340-1124

Since this adult trusted you enough to open up and share some painful experiences, he or she is also trusting you to keep this information confidential.

#### 5.2 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. If there are no safety concerns, determine if the complainant would nonetheless prefer to be removed or cease contact, and comply with the complainant's wishes.

#### 5.3 Report to District Committee Chair and District Youth Safety Officer

Immediately upon receiving the complaint (and no later than within three working days), 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 District Youth Safety Officer. They will keep the District Governor advised and will review the complaint in order to ascertain whether it needs to be referred to Alberta Child Welfare and / or an appropriate law enforcement authority or whether it is a matter to be handled using internal policies and guidelines.

#### 5.4 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.

#### 5.5 Follow Up

Once the case has been reported to the District Youth Safety Officer 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.



## Schedule "A" (3 of 5)

### 6. Procedure 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 District Youth Safety Officer 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. For Youth Exchange, the District Youth Exchange Chair should keep the complainant's Rotarian counsellor fully advised of all steps being taken.

Unless otherwise specified, these steps must be taken immediately following receipt of a report of an allegation of abuse and/or harassment, and no later than three working days thereafter.

#### 6.1 Removal of Complainant From Situation

Confirm that the complainant has been removed from the situation immediately and from all contact with respondent.

#### 6.2 Decision to Report – Alberta Child Welfare / Law Enforcement

If the decision is made to so report the allegation, the responsibility for investigation of the complaint lies with either Alberta Child Welfare and/or the law enforcement agency and all District personnel should cooperate with any investigation. The District Youth Safety Officer should ask Alberta Child Welfare and/or the police to keep him or her advised of the progress of the investigation.

#### 6.3 Internal Investigation

If a decision is made, after consultation with Alberta Child Welfare, that the appropriate course of action is to investigate the allegations internally, complete an investigation plan in collaboration with the District Youth Safety Officer. 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:

(Remember that 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.)

- Pursuing an informal resolution of the complaint;
- Proceeding with a formal investigation;
- Taking advantage of counselling, mediation, and other resources; and/or
- Exploring other possible avenues of recourse including the police, appropriate provincial agencies, or the Human Rights Commission.

#### 6.4 Ensure Immediate Support

Ensure the complainant receives immediate support services as required.

#### 6.5 Offer of Non-Rotarian Counsellor

Offer the complainant an independent, non-Rotarian counsellor 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.

#### 6.6 Informing Parents / Returning Home

For Youth Exchange, determine with the complainant's Rotarian counsellor whether his or her parents should be contacted and whether the complainant should have the option of either staying in country or returning home.

### Schedule "A" (4 of 5)

For any other situation involving a youth, decide these issues in consultation with an adult (other than the respondent) who is responsible for the complainant.

#### 6.7 Removal from Rotarian Activities

While investigations are being conducted, remove the respondent from any contact in Rotary programs, activities or events with all protected persons including the complainant.

#### 6.8 72 Hour Notification Requirement

For Youth Exchange, the complainant's Rotarian counsellor must inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, outcome of all investigations and resulting actions.

#### 6.9 Investigation Report

Complete as quickly as possible the investigation in accordance with the investigation plan and provide a report on the findings made to the respondent, the complainant and the District Governor.

### 7. 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.

For Youth Exchange, the complainant may in addition appear to be avoiding members of the host family or hosting Rotary club. After a report of harassment or abuse, complainants may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting club depending on the circumstances. In some cases, a complainant may wish to remain in country, but change to a different host club if one is available.

It may be difficult for club members, volunteers and host families 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, volunteers 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 complainant of their support at all times.

### 8. Appropriate Behaviour 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. Furthermore, adverse comments made against either a complainant or a respondent could lead to a defamation claim filed against Rotarians or clubs by the person about whom those comments are made.

### 9. Sanctions

If the allegations made against a respondent are found to be true, in addition to and independent from any civil or criminal legal consequences,

**Schedule "A" (5 of 5)**

- (a) a Rotarian who is found to have abused and / or harassed a protected person will be subject to disciplinary action up to and including a lifetime ban from Rotary International; and
- (b) the participation in District programs, activities and events of any non-Rotarian who is found to have abused and/or harassed a protected person will be curtailed or prohibited as appropriate and any such non-Rotarian will not be invited to join any Rotary club in the District.

**10. Procedures for Working with the Respondent at the District Level of Inquiry****10.1 Notify the Respondent of the Complaint**

Maintain objectivity. Present the facts as conveyed by the complainant if the case is being investigated internally at the District level. An internal response would first involve the counsellor and/or the District Chair or District Youth Safety Officer advising the respondent of the complaint. Where referral has been made to Alberta Child Welfare the appropriate agents will confront the respondent and will move forward with appropriate action including the investigation.

**10.2 Take Immediate Action to Ensure no Contact between the Complainant and the Respondent**

Ensure that the respondent is in compliance and is fully cognizant of the investigative procedures to be utilized. The District Chair and the District Youth Safety Officer must be informed of all actions taken if not involved in the initial action of informing the respondent of the complaint.

**10.3 Provide Opportunity for the Respondent to Respond to the Allegation of Abuse and / or Harassment by the Complainant**

Assure the respondent that total objectivity will be maintained throughout the investigative process and that clarification of the issues and subsequent final resolution of the complaint will be the foremost goal of the internal District investigation. The respondent must be informed of the findings of the investigation.

**10.4 Appeal Process**

Inform the respondent of the appeal process available to him/her should a decision be forthcoming in favor of the complainant.

1. Register his / her appeal in writing with the District Youth Safety Officer within 2 weeks of receiving notice of the outcome and final decision of the investigation.
2. The District committee through the District Youth Safety Officer will set a hearing with the respondent within 2 weeks after receiving the letter of appeal.
3. The District committee through the District Youth Safety Officer will give notice of their decision to the respondent in writing within 2 weeks of the hearing.
4. The District Governor represents the final level of appeal should the respondent wish to appeal the District Committee's decision. The respondent must register the appeal with the District Governor within 2 weeks of receiving the District Committee's decision.
5. The District Governor shall establish a board of inquiry as a response to the appeal.
6. The Board of Inquiry will give notice of their decision in writing to the respondent within 3 weeks of receiving a written request of appeal from the respondent. The Board of Inquiry's decision will be final.

**Appendix "A-I" (1 of 3)****RECEIVING A REPORT FROM A COMPLAINANT**

*"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.

Procedure for Adult Receiving an Allegation

(For use by all adults to whom a student reports an incident of abuse or harassment.)

Any adult to whom a complainant reports an incident of abuse or harassment should comply with the following guidelines:

1. Receive Report from Complainant (A child is defined as a person under the age of 18 yrs.)

A complainant who discloses a situation involving abuse requires an understanding response.

a) Believe in the Complainant

There have always been cynics who say that children have terrific imaginations and that stories about abuse are just part of their fantasy worlds. For most children, abuse is not a fantasy. Children do not describe something they know nothing about.

Children who disclose abuse often do not attach the same moral values of right and wrong to the event as adults do. Usually what they describe is their own perception of the event and their feelings about it. They may describe something that is confusing to them, such as a promise they were forced to make about keeping the activity a secret. Or they may be preoccupied with a concern about being awakened in the night to do something that they do not understand and is a "nuisance" to a drowsy child. Often children are more upset by the accompanying threats or psychological manipulation than they are about the actual violation itself. They may fear that by telling they will be responsible for causing trouble in the family.

Keep in mind that the child is coming to you because of powerful feelings of confusion, fear, betrayal or hurt. Trust that the child is speaking to you from a great need. So open your heart and let the child know you believe what you are hearing.

b) Listen Openly and Calmly

As the child speaks, you may be overwhelmed with your own feelings of anger, pain and perhaps also fear. At the time of disclosure, put your own feelings aside. (You will have time to explore them later). Be emotionally available to the child and listen. Give your full attention to the child and nod understandingly as the story is told. Do not be judgmental or disparaging of the child, his or her abuser, or anyone in his or her family. To ensure that the child's message is not overheard, move away from onlookers. If you are inside, try to find a private place. It is wise to leave the door slightly ajar.

**NEVER PLACE YOURSELF IN A POTENTIAL Y COMPROMISING POSITION.**

Do not ask probing questions. Just listen to what the child has to say. Do not promise to keep the information a secret. The child needs to know that you cannot do that; you must tell someone who can help.

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## c) Reassure the Complainant

Let the child know that you believe him or her. Do not in any way let the child think that he or she is to blame for the abuse. Tell the child that what has happened is not his or her fault. Assure the child that you will try to get some help to make things better. You may also be able to assure the child that he or she can count on your support and friendship.

## d) Write Down the Facts

As soon as possible after listening to the child, prepare a written report. Do not do this in the child's presence. Describe the child's disclosure in the child's words, if at all possible. If you are at any time inferring something from what the child has said then you should very clearly indicate this. If the child has named someone, write down the identity of that person as the child has described it. Write down as much as you know about the incident, even if it seems incomplete. Record the child's name, address and telephone number and the date, time and place where the disclosure took place. The information you record will be needed by an investigator and possibly a court, should the case proceed to that level.

It is important to understand that some children "recant" or deny having been abused even after they have disclosed to someone. There are several reasons why children might do this. They may feel guilty for causing trouble for their abusers. They may be trying to protect their families. Your written report will be especially helpful in such cases. Remember you are helping a child in need.

## e) Report Immediately to the Proper Authorities

Reporting suspected child abuse is a moral and legal responsibility. The Child Welfare Act states that any person who has reasonable grounds to believe a child is in need of protective services must report those suspicions. Any person who is found guilty of not reporting his or her suspicions can be fined up to \$2,000 or put in prison for a period of not more than six months.

The Act also states that the duty to report overrides any right of confidentiality or privilege a person in a profession or occupation may claim, except for the confidential relationship that exists between a solicitor and a client.

No action may be taken against a person reporting, unless it is done maliciously or without reasonable and probable grounds for its belief.

Reports received by Alberta Children's Services are confidential and the name of the persons reporting are not shared with anyone unless they are required to testify in court.

The responsibility for investigating reports lies with child welfare staff of Alberta Children's Services, with assistance from the police where appropriate.

Refrain from initiating further interviews with the child after receiving the child's first disclosure. It is in the child's best interests to be interviewed by the responsible authorities who are trained and authorized to carry out investigations. The responsibility for notifying parents about an investigation also rests with Alberta Children's Services or the police.

## f) Keep the Information Confidential

Tell only those persons who must know. Example: Give the child's name and details of the disclosure to Alberta Children's Services or Child Abuse Hot line personnel only. Do not break the child's confidence by telling anyone else.

### Appendix "A-I" (3 of 3)

**The Child Welfare Act states that any person who has reasonable grounds to believe a child is in need of protective services must report those suspicions. In this Act, "child" means a person under the age of 18 years.**

In the Rotary Youth Exchange Program there are youth between the ages of 15 and 19. Therefore, Youth Exchange Participants between the ages of 18 and 19 will not be protected under the Child Welfare Act. You may even have a fellow volunteer, staff member disclose a case of abuse to you. What do you do when an adult discloses?

**An adult who discloses a situation involving abuse also requires a sensitive and understanding response.**

- a) Believe in the person
- b) Share information about options and support services
- c) Listen openly and calmly
- d) Keep the information confidential
- e) Reassure the person

Chances are this will be the first time this person has shared this information with anyone. Let him or her talk and ventilate his or her feelings. Avoid being shocked or angered as this will only victimize. If you react this way, instead of opening up more, this person will limit the disclosure because he or she will be more concerned about whether or not you can handle it.

Be caring and be there for that person. How you handle a disclosure of abuse from an adult is very similar to how you should handle a disclosure from a child except for the reporting of the abuse.

Reporting of adult abuse does not come under legislation and therefore is done by the victim should he or she decide to, or with his or her consent. The exception is to make the decision as to whether or not to report.

Following are some options available to the victim:

- 1) If the abuse occurred when this person was under 18 years of age, he or she may call the 24 hour, toll free, Dial-a-Law number 1-800-332-1091 and talk to someone who can give advice on the law. There may be the possibility of receiving compensation through the Financial Benefits for Victims of Crime Program.
- 2) Anyone with a child abuse concern can receive appropriate referrals for counselling from the Child Abuse Hotline 1-800-387-5437 (KIDS).
- 3) He or she may report the abuse to the police where it may be treated as assault under the criminal code.
- 4) In the case of a sexual assault, past or present, the person may contact a Sexual Assault Centre.  
Calgary Communities against Sexual Abuse Crisis Line (24 Hour): 1-403-237-5888  
Central Alberta Sexual Assault Centre, Red Deer (Crisis Line): 1-403-340-1124  
Sexual Abuse Crisis Line (24 Hour): 1-866-956-1099

Since this adult trusted you enough to open up and share some painful experiences, he or she is also trusting you to keep this information confidential.

**Schedule "B" (1 of 3)****RECOMMENDATIONS TO CLUBS FOR THE OPERATION OF CLUB  
PROGRAMS REGARDING YOUTH PROTECTION  
AND THE PREVENTION OF ABUSE AND HARASSMENT****Introduction**

District 5360 has adopted the Rotary District 5360 Policy for Youth Protection and the Prevention of Abuse and Harassment (the "District Policy") and the Rotary District 5360 Reporting Guidelines for Allegations of Abuse and Harassment (the "District Guidelines", Schedule "A" of the District Youth Protection Policy). The purpose, to maintain RI Certification for the District 5360 Youth Exchange Program let alone enhance existing protection at both a club and District level for youth and vulnerable persons who are involved in the Rotary Youth Exchange Program and other district youth 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 recommends that your club adopt the District Policy for specific club programs and apply the District Guidelines so that there is a consistent approach to these issues throughout our District. The specific recommendations below will assist you in that process. Do not hesitate to consult with the District Youth Safety Officer (appointed in accordance with the District Policy) for support and assistance. Whenever abuse or harassment is specifically alleged, you must apply your own club's policy and guidelines. If your club has not developed its own policy and guidelines, the District Policy and Guidelines should be applied with the necessary modifications.

Indeed, even if no allegation is made, but you become aware of conduct to which the District Policy and Guidelines might apply, refer to these helpful documents to see if they are in fact applicable. Use common sense to determine if the situation requires taking the steps that are explained, but if there is any doubt; always err on the side of protection of youth and vulnerable persons.

**Recommendations for Rotary Clubs:****1. Establish a club policy on the prevention of abuse and harassment.**

We suggest your club either specifically adopt the District Policy which is attached, or draft its own policy for specific club programs which includes the District Policy by reference. If your club is simply adopting the District Policy, the resolution doing so should make clear that the references to District or District personnel should be taken to mean instead your club or club personnel (for example references to the District Governor will apply to your Club President and so on).

**2. Issue guidelines on how to deal with the disclosure or discovery of abuse or harassment.**

Adopt or adapt the District Guidelines that are attached as Schedule "A" to the District Youth Protection Policy. Rotarians and volunteers should know they have a legal, ethical and moral responsibility to report abuse and/or harassment to the appropriate authorities. Any report of alleged child abuse must be reported by law to Alberta/Saskatchewan Child Welfare. Clubs should promote an attitude that reporting suspicions and/or taking action are the right things to do.

Individual Rotarians should not attempt to deal with a problem alone. For all Rotary programs, activities or events involving youth or vulnerable persons, the District Youth Safety Officer should be advised and reporting must adhere to the club or District Guidelines. In addition, for Youth Exchange all complaints, allegations or suspicions should be reported immediately to the student's Rotarian counsellor and they in turn must report to the District Youth Safety Officer and the District Youth Exchange Chair.



### Schedule "B" (2 of 3)

Debriefing sessions following a reported incident are excellent for improving procedures and identifying new training requirements. Such sessions also provide an opportunity to establish a written record of the incident.

**3. Designate a Club Youth Safety Officer responsible for the protection of youth and vulnerable persons.**

Designate one member as the Club Youth Safety Officer. This individual should have a copy of and be very familiar with the District Policy and Guidelines, and know how to contact the District Youth Safety Officer for assistance and support.

The Club Youth Safety Officer 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 Club Youth Safety Officer or the alternate quickly.

The Club Youth Safety Officer is also responsible for raising awareness and ensuring the training of all members of the club for the procedures they should follow when concerned with matters of harassment or abuse. The District Youth Safety Officer and the District Youth Training Officer act as a resource for all District youth programs.

If your club participates in the Youth Exchange you may wish to designate the Youth Exchange Chair as separately responsible for student protection matters in accordance with the D5360 Youth Protection Policy.

**4. Introduce a process where protected persons can talk in confidence and safely with an independent person.**

Ensure that youth and vulnerable persons are aware they have the right to talk privately to someone responsible for their overall safety and welfare. It is important that protected persons know who this individual (usually the Club Youth Safety Officer or alternate) is and how to contact him or her. With respect to the Youth Exchange, this person would be the student's Rotarian counsellor.

**5. Prepare Rotarians and volunteers to work effectively with all protected persons.**

Make club policies clear and explain effective procedures for various programs, activities and events. 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 at each such program, activity or event. If there is no such club policy, the District Policy and Guidelines should be provided instead.

**6. Plan club activities so as to minimize situations where abuse or harassment may occur.**

Resources should be organized in such a way so protected persons have a supervisor of the same gender. Avoid situations where one adult supervises one youth or vulnerable person. For example, another adult should accompany a Rotarian providing transportation to one child.

**7. Ensure all Rotarians and other volunteers have clear roles.**

Depending on the nature of the program, activity or event and the extent of involvement, clubs should consider giving everyone involved a written description of their role and the tasks involved. This can be a simple document, and preparing it will help to make clear the priorities, the risks, and how the risks might be minimized.



**Schedule "B" (3 of 3)****8. Ensure supervision as a means of protecting youth and vulnerable persons.**

An individual should be designated in each Rotary program, activity or event who is responsible for protecting youth and vulnerable persons from abuse or harassment. The Club Youth Safety Officer should provide that individual with the club policy and guidelines or the District Policy and Guidelines, and ensure that he or she understands the material.

**9. Reinforce our ethical, moral and legal responsibilities in everything we do.**

All Rotary clubs, individual Rotarians, and volunteers are responsible for protecting the safety and security of everyone encountered in the provision of services to our community. We have a special obligation to youth and vulnerable persons. Rotarians are obliged to intervene if they become aware of information about abuse and/or harassment of a person through their involvement with a Rotary club program, activity or event.

Rotarians are obliged to do those things that protect and reinforce the physical and emotional safety and security of themselves and others. This includes operating a motor vehicle safely, ensuring the proper use of safety equipment, avoiding the use of illegal drugs, and avoiding the consumption of alcohol while providing service to others.

Rotarians are obliged to take appropriate action when they observe other Rotarians or volunteers behaving in ways that contradict the values contained in our District and club policies.