

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- Show extremes of behaviour - aggressive or withdrawn;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;

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- 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.

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

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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.

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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.

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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,

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- (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.

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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.