



ROTARY INTERNATIONAL DISTRICT 6360

Youth Protection Policy

Mission Statement

District 6360 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. Rotarians, non-Rotarians, and volunteers who serve the youth in the District must adhere to the following core values:

- **INTEGRITY:** We are committed to honest, respectful, ethical relations with our participants, citizens, and fellow business partners and customers.
- **RESPECT:** We believe in a healthy volunteer environment based on teamwork, encouragement, trust, concern and honest and responsible communication among all Rotarians, Volunteers and Youth.
- **QUALITY:** We constantly strive for excellence and continuous improvement in our Rotary practices and results.
- **COMMUNICATION:** We clearly state our needs and expectations of others, and we clearly express our thoughts and ideas.
- **COMMITMENT:** We demonstrate persistence, determination and tenacity in achieving both our individual and organizational goals.

I. Policy

A. Volunteer Selection and Screening

All volunteers interested in participating in any District Youth Service Program shall meet, understand, and comply with this policy for working with youth participating in such programs.

B. Training

District 6360 shall provide abuse and harassment prevention training to all District Youth Service Program Volunteers. Training sessions shall be provided in accordance with established training policies and guidelines. In addition, youth participating in District Youth Service Programs shall be made aware of channels for reporting inappropriate behavior.

C. Allegation Reporting

District 6360 is committed to protecting the safety and wellbeing of all District Youth Service Program participants. District 6360 shall not tolerate any abuse or harassment of program participants. All allegations of abuse or harassment will be taken seriously.

D. Investigation

District 6360 shall investigate each allegation of abuse and harassment thoroughly and in a timely fashion. District 6360 shall cooperate with all law enforcement, child protective services agencies, and legal investigation and shall only conduct its own independent investigation such that it does not interfere with other investigations.

E. Club and Member Compliance

All Rotary Clubs, Rotarians, and Non-Rotarian volunteers within District 6360 that participate in District Youth Services Programs shall comply with the District Youth Protection Policies and Procedures.

II. Definitions

A. Rotary International

Rotary International (RI) is the association of Rotary clubs throughout the world. Rotary is an organization of business, professional, and community leaders united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world. (Manual of Procedure, 2010, Pg. 57)

B. District 6360

Rotary District 6360 is a geographical area in which Rotary clubs are linked for administrative purposes. The activities and organization of a Rotary district

exist solely to help the individual Rotary club advance the Object of Rotary. (Manual of Procedure, 2010, Pg. 27)

C. Rotary Club

A Rotary club is a member of Rotary International organized and existing in accordance with the RI Constitution and Bylaws. (Manual of Procedure, 2010, Page 3)

D. Volunteer

A Volunteer is any adult involved with a District Youth Service Program who has regular interaction with youth, either supervised or unsupervised. This includes, but is not limited to: District Interact Committee members, club and district Youth Exchange officers and committee members, Rotarian Youth Exchange counselors, Rotarians and non-Rotarians, their spouses and partners. For the purposes of this policy the definition of Volunteer shall not include adults who will have only casual or occasional (group) interactions with youth, and friends and acquaintances of host families who may provide occasional transportation to and from events or school.

E. Youth

Any person legally considered a minor in the state having legal jurisdiction or a young person who is a participant in a District Youth Service Program where the majority of the participants are legally considered to be minors.

F. Abuse

Abuse includes physical, emotional, and sexual abuse toward youth. Sexual abuse refers to engaging in implicit sexual acts with a youth, or forcing or encouraging a youth to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex. In addition, sexual abuse may include, but is not limited to, non-touching offenses, indecent exposure or exposing a youth to sexual or pornographic material.

G. Sexual Harassment

Sexual harassment refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature.

H. District Youth Service Programs

All district programs serving Youth including, but not limited to RYLA, Youth Exchange and Interact.

I. Youth Protection Policy Compliance Committee

The District Governor may appoint a group of Rotarians to serve as members of a Youth Protection Policy Compliance Committee and a committee chair. The committee, if appointed, is charged with ensuring that clubs and volunteers

participating in District Youth Services Programs are comply with training and background check requirements of this policy, and reviewing and recommending changes to the Youth Protection Policy at the request of the District Governor. The chair of the committee shall coordinate this responsibility with the Youth Protection Officer and report any compliance omissions to the Youth Protection Officer and the District Governor.

J. District Youth Protection Officer

The District Governor shall appoint a Rotarian to serve as the District Youth Protection Officer (YPO). The Youth Protection Officer is responsible for coordinating background checks on volunteers involved with District Youth Service Programs. The appointee and the Youth Protection Compliance Committee are responsible for coordinating compliance with this District Youth Protection Policy and Procedures. In the absence of a Youth Protective Officer or the inability of Youth Protective Officer to perform those duties, the District Governor of District 6360 may appoint an acting Youth Protective Officer to perform any duties required of the Youth Protective Officer under this Policy and Procedures.

III. Procedures

A. District 6360 Compliance

1. District 6360 shall comply with all Local, State and Federal Laws relating to sexual abuse and harassment prevention and any legal requirements of volunteers participating in the program, specifically for reporting allegations of abuse or harassment, including, but not limited to:
 - a) Federal CAPTA (Child Abuse Prevention and Treatment Act) Reauthorization Act of 2010 P.L. 111-320
 - b) Michigan Child Protection Law, Act 238 of 1975, MCL 722.621 et seq.
 - c) Matt's Safe School Law, Act 241 of 2011, MCL 380.1310b
2. District 6360 shall provide for the maintenance of all records of criminal background checks, waivers, and screening for volunteers working with District Youth Service Programs in perpetuity.
3. District 6360 shall provide for secure storage of the personal information of all volunteers submitted through the background check process.
4. In the event a volunteer needs a referral to local assistance services in their area (e.g. rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services), they should contact the Youth Protection Officer directly.

5. District 6360 shall report all known criminal allegations, accidents, early returns, serious injuries, and deaths relating to any District Youth Service Program activity to RI within 72 hours of notice of such allegation.
6. The District Governor-Elect shall evaluate and review this policy and accompanying procedure before taking office as District Governor on July 1.

B. Club Compliance

1. All Rotary Clubs that participate in District Youth Service Programs shall submit a District Youth Protection Compliance Certification to the District Youth Protection Officer confirming that the club will comply with the District Youth Protection Policy as stated in the document titled, "Youth Protection Policy Requirements and Responsibilities."

C. District Committee Chair Compliance

1. All District committees that provide youth services shall submit a District Youth Protection Compliance Certification to the District Youth Protection Officer confirming that the committee will comply with the District Youth Protection Policy as stated in the document titled, "Youth Protection Policy Requirements and Responsibilities."

D. Rotary Youth Exchange Youth Screening, Selection and Training

The District 6360 Youth Exchange Committee shall:

1. Ensure that each student has a counselor who is not a host family member, and that these Counselors receive specialized training on how to respond to any problems or concerns that may arise during the exchange, specifically for instances of abuse or harassment.
2. Screen each Youth with an application, interview, and parent interview to determine his/her suitability to participate in the program.
3. Give out-going and in-coming Youth with an orientation program that provide them with knowledge about resources available and who they can contact in the event of an emergency, to seek counseling, to report abuse or harassment.
4. Ensure that both in-coming and out-going Youth have a means to contact one or more designated individual within the district at all times (24 hours of the day) in the case of a problem or emergency. A list shall be created and provided to each in-coming Youth, which at a minimum provides contact information for the following individuals and entities. Furthermore, the Youth

Exchange Coordinator shall ensure that each out-bound Youth has been provided with like information by the host youth exchange coordinator or committee.

- a) student's Rotarian counselor
 - b) host club president
 - c) host district chair
 - d) host governor
 - e) sending district chair
 - f) sending governor
 - g) sending club president
 - h) two non-Rotarian resource persons (one male and one female)
 - i) medical care professional
 - j) dental care professional
 - k) mental health care professional
 - l) law enforcement professional
 - m) local suicide prevention hotlines (where available)
 - n) local rape crisis hotlines (where available)
 - o) local child protection agencies (where available)
5. Ensure that inbound students have adequate travel/medical insurance at a level (e.g. types and amount) established by the District 6360 Youth Exchange Committee, and ratified by the District Board of Directors.
 6. Prohibit exchanges outside of the District 6360 structure ("backdoor exchanges").
 7. Establish a procedure for moving a student into temporary housing in case of an allegation against the host family.
 8. Not require parents of outbound students to host inbound exchange students.
 9. Ensure that in-coming Youth who will participate in District 6360's Youth Exchange Program for more than four months are hosted by two or more families.

E. Volunteer Screening and Selection

1. The following volunteers shall complete an application to participate in District Youth Services Programs:
 - a) All adult residents of a host family home
 - b) Club and District Youth Exchange Program Chairpersons and committee persons
 - c) Youth Exchange Program Counselors
 - d) The Youth Protection Officer
 - e) Various other Rotarians and non-Rotarians that regularly host, chaperone, or transport youths for activities or

outings; however, so long as two adults are present in the vehicle, the transport of a student to and from a New Generations Youth Activity can be done by a volunteer who has not been selected and screened in accordance with this policy.

- f) All others determined by the District Governor, based on their regular contact with youth involved in District Youth Service Programs, should be included in the background check process.
- 2. The Application Form shall include:
 - a) District 6360 Youth Protection Policy Youth Volunteer Affidavit or other form approved by the District Governor
 - b) A copy of the program rules and requirements for the District Youth Services Program for which the volunteer is applying to participate
 - c) A copy of this Youth Protection Policy and Procedure.
 - 3. Club Presidents and District Youth Service Program Committee Chairpersons shall ensure that the completed Application forms are submitted to the Youth Protective Officer for processing and approved prior to the Volunteer participating in the program.

F. Volunteer screening process:

- 1. Volunteers for Youth Service Programs will be interviewed to determine their suitability to work with youth.
- 2. Volunteers identified in III.E.1 above (including all adult family members of Youth Exchange host families) shall submit to a background check, be screened with an application, an interview, and reference checks.
- 3. Youth Exchange host families shall be screened prior to placement of a Youth with at least one announced home visit, and at least one unannounced home visit.
- 4. Volunteers shall have background checks completed at least once every three years, or as required by Rotary International policy or pursuant to Michigan or U.S. laws and regulations.

G. Volunteer Background Checks

- 1. The Club, District Committee, or Volunteer shall remit with each Youth Volunteer Affidavit the prescribed fee for processing each background check.
- 2. Club and District Committees shall be responsible for obtaining Youth Volunteer Affidavits from each adult volunteer involved in any Youth District Service Program for which one is required under

this Policy. The Club or District Youth Service Program Committee Chairperson shall ensure that the Affidavit is submitted to the District Youth Protection Officer.

3. If a volunteer applicant has a record of any of the following, the volunteer applicant shall be determined to not meet the District 6360 criteria to serve as a volunteer with a District Youth Service Program:
 - a) any active warrants;
 - b) any active restraining orders;
 - c) any felony conviction;
 - d) any sex offense conviction;
 - e) registration as a sex offender;
 - f) any admission, conviction or finding of sexual abuse or harassment;
 - g) any controlled substance conviction within the last 10 years;
or
 - h) any three (3) or more convictions for any crime within the last 10 years.
4. The Background Check will be conducted in a manner that will provide District 6360 with a simple statement indicating whether the volunteer applicant either meets or does not meet the criteria specified in this Policy and Procedure. Any record matching one or more of the criteria specified in subsection III.G.3 above will result in a determination that the applicant does not meet the criteria to participate as a volunteer in a District Youth Service Program.
5. District 6360 may contract with an independent company to conduct criminal background checks and maintain the background check records for District 6360 Volunteers. The provider must obtain its information from a government source.
6. Based on the Background Check, the District Youth Protection Officer shall provide the Chairperson of the submitting Club or District Committee with a "Notice of Suitability for Further Consideration" stating whether the Volunteer can be further considered for service in a Youth Service Program. If the Volunteer for whom the Background Check has been completed is also the Club President or the District Committee Chair requesting the Background Check, the notification shall be submitted to an alternate Club or Committee member who is not related to the Volunteer. A copy of this Background Check notification, and any documents on which it is based, shall be sent to a designated individual in District 6360 responsible for maintaining records of Background Checks.

7. The Volunteer submitting the application may request information regarding who to contact for an explanation of the determination, and how the decision can be appealed.

H. Volunteer Training

1. District 6360 shall provide Abuse and Sexual Harassment awareness training to all District Youth Service Program Volunteers. Training sessions shall be provided in accordance with the District's established training policies and guidelines. In addition, Youth participating in District Youth Service Programs shall be informed how to report inappropriate behavior.
2. Volunteers shall attend a minimum of one training session per year either sponsored by District 6360 or a Rotary Club.
3. District 6360 shall:
 - a) Assign the responsibility of coordinating volunteer training sessions to the Youth Protection Officer, who will coordinate with the District Trainer to schedule sessions at Club Officer and Member Training Assembly.
 - b) Sponsor semi-annual training sessions (or annually during the Club Officer and Member Training Assembly) and provide a training program available online which shall be certified by the District or administered by the Clubs, which shall be accepted upon certification by the Club.
 - c) Maintain training session attendance records of District Youth Service Program Volunteers to ensure compliance.

I. Training Curriculum:

1. The goal of the training shall be to acquaint volunteers with their responsibilities under this Youth Protection Policy and Procedure.
2. Volunteers are not expected to learn the nuances of identifying a child molester or abuser nor are they expected to learn symptoms of child abuse or neglect. Volunteers are not to be trained to be "watch dogs."
3. The curriculum shall include, at a minimum:
 - a) A copy of the District 6360 Youth Protection Policy and Procedure; and
 - b) A review of the components of the District 6360 Youth Protection Policy and Procedure.

J. Allegation Response and Reporting

1. Any adult to whom a Youth reports an incident of abuse or sexual harassment is responsible for following District 6360's allegation reporting procedures.
2. When receiving the report from a Youth, the Volunteer shall follow the following guidelines when listening to and speaking with the Youth:
 - a) Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging.
 - b) Do not express shock, horror, or disbelief.
 - c) Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other youth.
 - d) Get the facts, but don't interrogate. Ask the youth questions that establish what was done and who did it. Reassure the youth that she/he did the right thing in telling you. Avoid asking "why" questions. Remember your responsibility is to report the youth's story to the proper authorities.
 - e) Be non-judgmental and reassure the youth. Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the youth. Assure the youth that the situation was not their fault and that they were brave and mature to come to you.
 - f) Make a written record of the meeting. Keep a written report of the conversation with the youth as soon after the report as you can, including the date and time of the conversation. Use the youth's words, and record only what has been told to you.
3. When receiving the report from a Youth, the Volunteer shall protect the Youth:
 - a) Ensure the safety and well-being of the youth.
 - b) Remove the youth from the situation immediately and all contact with the alleged abuser or harasser.
 - c) Give reassurance that this is for the youth's own safety and is not a punishment.
4. The adult to whom the Youth reported the abuse or harassment should not contact the alleged offender.
5. When receiving the report from a Youth, the Volunteer shall:
 - a) Immediately report all cases of child abuse or harassment to the appropriate police department,

- b) Report to all cases of child abuse or harassment Appropriate District, Club, and Rotary International Officials,
 - c) Immediately after reporting the child abuse or harassment to the police, notify the District 6360 Youth Protective Officer, and the local Club President.
6. The Youth Protection Officer shall immediately notify the District Governor and Chairperson of the committee having responsibility for the youth. The reporting Rotarian shall provide the responding police officer's name to the Youth Protection Officer. The Chairperson may advise the Committee Counselor responsible for the youth. If the allegation involved any of these Rotarians, the notification to that person will not be made.
7. The District Governor shall notify Rotary International within 72 hours of the reported child abuse or harassment. In the absence of the District Governor, or if that officer is involved, the District Youth Protective Officer will notify Rotary International within the prescribed time.
8. Confidentiality
- a) Care shall be taken to protect the rights of both the victim and the accused during the investigation.
 - b) Do not tell anyone about the report other than those required by this policy and procedure.
9. The Youth Protection Officer (YPO) shall ensure that the following steps are taken immediately following a child abuse or harassment report:
- a) Ensure that the adult to whom the youth reports the abuse follow this allegation reporting procedure;
 - b) Confirm that the youth has been removed from the situation immediately and all contact with the alleged abuser or harasser has been suspended;
 - c) Contact the law enforcement agency receiving the report to verify the report was made as required and determine what the District can do to assist;
 - d) If the law enforcement agency is not going to investigate, the YPO shall arrange for an independent, non-Rotarian, qualified investigator to conduct an independent investigation into the allegations. Not all allegations of inappropriate behavior may be criminal; nevertheless, the Youth's safety is always the District's top priority;
 - e) If the YPO conducts an independent investigation in lieu of a police investigation, a complete written report will be forwarded to the attorney for District 6360. During the investigation the YPO will be responsible to keep the attorney for District 6360 apprised of the status of the

- investigation. The attorney for District 6360 will be responsible for providing appropriate information and counsel to the District Governor and Club President;
- f) Ensure the youth receives support services, and offer the youth an independent counselor to represent the interests of the youth. Such services may be available through the local school district, police department, or crime victim advocates.

10. The District Governor or his/her designee shall:

- a) Contact the Youth's parents or legal guardian.
- b) If the Youth is away from home provide the Youth with the option of either staying in the United States or returning home. If the youth wishes to return home the law enforcement organization investigating the accusation should be contacted and given an opportunity to obtain investigative information prior to departure;
- c) Ensure that the alleged abuser or harasser has been removed from all contact with the specific youth and other youth while investigations are being conducted; and
- d) Cooperate with the police or legal investigation.

K. Inconclusive Investigation of Alleged Sexual Abuse or Harassment

1. If an investigation into a claim of sexual abuse or harassment is inconclusive, then for the safety of both the accused Volunteer and any youth with whom the Volunteer might come into future contact during a Youth Service Program, additional safeguards will be added:
 - a) Contact between the accusing Youth and Volunteer shall be permanently terminated.
 - b) The YPO shall procure the Volunteer's written consent for the YPO to inform the Youth Service Program Chair and parents or legal guardians of Youth with whom Volunteer could have unsupervised contact of the allegations. If the Volunteer is unwilling to consent in writing to the dissemination of this information, he/she will be removed from further consideration as a Volunteer.
 - c) The YPO will affirmatively ensure that all documentation relating to investigations of the allegations are placed in the paper and electronic files relating to Volunteer.
 - d) The YPO will affirmatively ensure that the need to follow additional safeguards prior to and while involving Volunteer in District Youth Service Programs are clearly identified.

- e) The YPO shall ensure that the parents or legal guardians of all Youth with whom Volunteer might have an opportunity to have unsupervised contact are notified of the allegations.
 - f) The YPO shall ensure that prior to any assignment of Volunteer for a Youth Service Program notice is made to the Youth Service Program Chair.
 - g) The YPO and others with access to information about the alleged abuse shall ensure that information about the allegations and investigation is not made available to or released to individuals who do not have a need for this information.
2. District 6360 shall ensure that a cohesive and managed team approach is followed in supporting the youth after an allegation report. The youth is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. After a report of harassment or abuse, youth may or may not want to remain in the program. If they do, they may or may not want to continue their relationship with the hosting/local Rotary club depending on the circumstances. In some cases, a youth who is away from home may wish to remain in country, but change to a different host club. Whenever possible, the District Committee Chair should attempt to accommodate the youth's wishes in this area. It may be difficult for club members and host families to understand how the youth is feeling, but it would be helpful for the youth to know that the club remains a support for them. Club members 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 Youth of their support at all times.
3. Host clubs shall follow the following guidelines when communicating with club members regarding allegations:
- a) Sharing information concerning the allegation with club members should only occur with those having a need to know.
 - b) When addressing an allegation of child abuse or harassment, the most important concern is the safety of the youth. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any District or criminal investigations.
 - c) Club members shall not comment or make statements about alleged victims in support of alleged abusers. Such activities do not support Rotary's statement of conduct or ideals. Furthermore, comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

L. Program Evaluation and Review

1. Each District 6360 Youth Service Program Committee Chair shall annually evaluate their Youth Service Program in writing to ensure program compliance and effectiveness.
2. The written report shall be presented to the District 6360 Board of Directors.



Rotary District 6360 Youth Volunteer Affidavit

District 6360 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 any 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.

PERSONAL INFORMATION

Name: _____ Rotary Club Name _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Home Phone: _____ Email: _____

Business Phone: _____ Fax: _____

HOUSEHOLD FAMILY MEMBERS

Full Name	Age	e-mail



FAMILY REFERENCES

Name and Address	Phone Number and e-mail

WAVIER/CONSENT/RELEASE

I agree to conform to the rules, regulations, and policies of Rotary International, the District 6360 Youth Service Program and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the District 6360 Youth Service Program or its affiliates, or at my option. I understand and agree that the District 6360 Youth Service Program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

I certify that all of the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge and that I have not withheld any information that would affect this affidavit unfavorably. I understand that District 6360 youth programs will deny a volunteer position to anyone convicted of a crime of violence.

I give my permission to District 6360 to verify information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks) and contact with my former employers and with references provided. I understand that this information will be used, in part, to determine my eligibility for a volunteer position. I also understand that as long as I remain a volunteer, this information may be checked again at any time. I understand that I will have an opportunity to review the criminal history and, if I dispute the record as received, a procedure is available for clarification.

WAIVER

IN CONSIDERATION of my acceptance and participation in the youth programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts, and of Rotary International ("Indemnitees"), from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of the negligence of any of the Indemnitees or may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

CRIMINAL HISTORY

1. Has any household family member ever been charged with, been convicted of, or pled guilty to any crime(s)? Yes No
2. Has any household family member ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical, or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protective order? Yes No



I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE YOUTH PROTECTION POLICIES AND PROCEDURES OF ROTARY DISTRICT 6360, AND THAT I SIGN THIS FORM VOLUNTARILY.

Printed Name	Signature	Date

CLUB OR DISTRICT COMMITTEE SUBMITTING AFFIDAVIT

Club or Committee Name Requesting Background Check: _____

Contact Address of Club or Committee _____

Contact e-mail address of Club or Committee _____

Return Notice of Suitability to*: _____

*A Notice of Suitability for Further Consideration cannot be sent to the Volunteer or an individual related to Volunteer.

Please return completed affidavit to the District Office:

Rotary District 6360
316 Beech Street
Charlotte, MI 48813

district6360@cablespeed.com
517-543-3041
Fax (517) 543-3041



Frequently Asked Questions

1) Why do I need a background check?

Rotary International requires all volunteers that wish to participate in youth service programs (i.e Youth Exchange) have background checks effective June 1, 2006

2) Who needs to have a background check?

Any adult involved with Youth Service programs who has regular interaction with students, either supervised or unsupervised.

3) What forms do I complete?

Youth Service Program Youth Volunteer Affidavit Form.

4) Is District 6360 paying the cost of the background checks?

Only at the District level. Clubs sponsoring any Youth Service programs shall either pay the processing fee or require the member to submit payment with the Youth Services Affidavit.

5) Who processes my background check?

The District Youth Protection Officer has been contracted by District 6360 to process the background checks.

6) Where will the results of background checks be stored and who will be able to access them?

The results of the background checks will be stored on the DaCdb system and only the District's Youth Protection Officer and the District Administrator will be able to access them.

7) How often do I need a background check?

Every three years.

8) I'm hosting a youth exchange student and I have an 18-year-old daughter who is attending a local college. Does she need a background check?

Yes.

9) Our family invites the Youth Exchange student to spend one weekend on the coast, do we need background checks?

Yes.

10) How do I get started?

Complete and sign the Volunteer Affidavit Form and fax to (517)-543-3041.

11) Do you have additional questions?

Please send your questions to District6360@cablespeed.com Attention: YPO



ALLEGATION REPORTING PROCEDURES

Rotary District 6360 is committed to protecting the safety and well-being of all Youth Service Program participants and shall not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously. What should volunteers do and not do when a youth reports an incident of abuse or sexual harassment? The following procedures give a volunteer the appropriate steps to take if a youth reports an incident of abuse or sexual harassment. If you have any questions, contact the District's Youth Protection Officer who is listed on the District Website or the District Directory.

1. Any adult to whom a Youth reports an incident of abuse or sexual harassment is responsible for following District 6360's allegation reporting procedures.
2. When receiving the report from a Youth, the Volunteer shall follow the following guidelines when listening to and speaking with the Youth:
 - a) Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging.
 - b) Do not express shock, horror, or disbelief.
 - c) Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other youth.
 - d) Get the facts, but don't interrogate. Ask the youth questions that establish what was done and who did it. Reassure the youth that she/he did the right thing in telling you. Avoid asking "why" questions. Remember your responsibility is to report the youth's story to the proper authorities.
 - e) Be non-judgmental and reassure the youth. Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the youth. Assure the youth that the situation was not their fault and that they were brave and mature to come to you.
 - f) Make a written record of the meeting. Keep a written report of the conversation with the youth as soon after the report as you can, including the date and time of the conversation. Use the youth's words, and record only what has been told to you.
3. When receiving the report from a Youth, the Volunteer shall protect the Youth:
 - a) Ensure the safety and well-being of the youth.
 - b) Remove the youth from the situation immediately and all contact with the alleged abuser or harasser.
 - c) Give reassurance that this is for the youth's own safety and is not a punishment.



4. The adult to whom the Youth reported the abuse or harassment should not contact the alleged offender.
5. When receiving the report from a Youth, the Volunteer shall:
 - a) Immediately report all cases of child abuse or harassment to the appropriate police department,
 - b) Report to all cases of child abuse or harassment Appropriate District, Club, and Rotary International Officials,
 - c) Immediately after reporting the child abuse or harassment to the police, notify the District 6360 Youth Protective Officer, and the local Club President.
6. The Youth Protection Officer shall immediately notify the District Governor and Chairperson of the committee having responsibility for the youth. The reporting Rotarian shall provide the responding police officer's name to the Youth Protection Officer. The Chairperson may advise the Committee Counselor responsible for the youth. If the allegation involved any of these Rotarians, the notification to that person will not be made.
7. The District Governor shall notify Rotary International with 72 hours of the reported child abuse or harassment. In the absence of the District Governor, or if that officer is involved, the District Youth Protective Officer will notify Rotary International within the prescribed time.
8. Confidentiality
 - a) Care shall be taken to protect the rights of both the victim and the accused during the investigation.
 - b) Do not tell anyone about the report other than those required by this policy and procedure.
9. The Youth Protection Officer (YPO) shall ensure that the following steps are taken immediately following a child abuse or harassment report:
 - a) Ensure that the adult to whom the youth reports the abuse follow this allegation reporting procedure;
 - b) Confirm that the youth has been removed from the situation immediately and all contact with the alleged abuser or harasser has been suspended;
 - c) Contact the law enforcement agency receiving the report to verify the report was made as required and determine what the District can do to assist;
 - d) If the law enforcement agency is not going to investigate, the YPO shall arrange for an independent, non-Rotarian, qualified investigator to conduct an independent investigation into the allegations. Not all allegations of inappropriate behavior may be criminal; nevertheless, the Youth's safety is always the District's top priority;



- e) If the YPO conducts an independent investigation in lieu of a police investigation, a complete written report will be forwarded to the attorney for District 6360. During the investigation the YPO will be responsible to keep the attorney for District 6360 apprised of the status of the investigation. The attorney for District 6360 will be responsible for providing appropriate information and counsel to the District Governor and Club President;
 - f) Ensure the youth receives support services, and offer the youth an independent counselor to represent the interests of the youth. Such services may be available through the local school district, police department, or crime victim advocates.
10. The District Governor or his/her designee shall:
- a) Contact the Youth's parents or legal guardian.
 - b) If the Youth is away from home provide the Youth with the option of either staying in the United States or returning home. If the youth wishes to return home the law enforcement organization investigating the accusation should be contacted and given an opportunity to obtain investigative information prior to departure;
 - c) Ensure that the alleged abuser or harasser has been removed from all contact with the specific youth and other youth while investigations are being conducted; and
Cooperate with the police or legal investigation.



Club and Committee Compliance Certification

Under the District 6360 Youth Protection Policy, the president of a club participating in any District Youth Service Program shall certify to the district by July 31 that the club will comply with the District Youth Protection Policy for the current Rotary year. Also, chairs of district committees that provide youth programs where committee member responsibilities include direct and regular contact with youth, or as otherwise required in the District Youth Protection Policy or District Governor, shall certify to the District Governor that the committee will comply with the District Youth Protection Policy by July 31 of each Rotary year.

Rotary Club _____

President's Name _____

President's Address _____ State _____ Zip code _____

Phone _____ Email _____

District Committee _____

Committee Chair _____

Chair's Address _____ State _____ Zip code _____

Phone _____ Email _____

CLUB CERTIFICATION

I, _____ confirm that the Rotary
(Print Legibly Club President's Name)

Club of _____ will comply with the District 6360 Youth Protection Policy during the
_____ Rotary year.

Club President's Signature Date

DISTRICT COMMITTEE CERTIFICATION

I, _____ confirm that the
District
(Print Legibly District Committee Chair's Name)

_____ Committee will comply with the **District 6360** Youth Protection Policy
during the
_____ Rotary year.

District Committee Chair's Signature Date

Please return to the District Office upon completion:
Rotary District 6360
316 Beech Street
Charlotte, MI 48813

District6360@cablespeed.com
517-543-3041
Fax (517) 543-3041



Volunteer Training Certification
Complete and Return or Fax: 517-543-3041

All volunteers that participate in District Rotary Youth Services Programs are required to complete the following certification form.

Volunteer's Name _____

Street Address _____

City _____ State ____ Zip _____

Phone _____ e-mail _____

Rotary Club _____ Club President _____

I understand that District 6360's Youth Protection Policy and Procedure requires that I familiarize myself with the responsibilities of a Youth Services program volunteer. To comply with the certification process I have completed the following:

- Attended a club sponsored training on _____
(Date & Location)
- Attended district sponsored training on _____
(Date & Location)
- Read and reviewed the materials in Youth Protection Training Kit.

Signature of Volunteer Date

Signature of Trainer Date

Print Name of Trainer

Please transmit this form electronically to District 6360's offices after it is signed. If this is not possible then mailing or faxing is acceptable.

Rotary District 6360
316 Beech Street
Charlotte, MI 48813

District6360@cablespeed.com
517-543-3041
Fax (517) 543-3041