



District 9705 Youth Protection Policy



ROTARY INTERNATIONAL DISTRICT 9705 YOUTH PROTECTION POLICY

Preamble

1. Statement of Conduct for Working with Youth

ROTARY INTERNATIONAL'S STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

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

Adopted by the RI Board of Directors, November 2006

District 9705 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and psychological abuse.

2. Definitions

Volunteer - Any adult involved with Rotary Youth Program activities who has direct interactions, either supervised or unsupervised, with persons under 18 and who may be in a position of being in a one on one situation, or alone with a young person for a period of time. Volunteers include, among others: club and district Youth officers and committee members; Rotarian counsellors; Rotarians and non-Rotarians and their spouses and partners who host youths for activities or outings or who might drive them to events or functions; and host parents and other adult residents of the host home, including siblings and other family members. They will have undertaken Volunteer screening as per this policy.

Rotary volunteers include but not limited to

- Club and district youth program officers and committee members
- Rotary member and nonmember counselors
- Members and nonmembers and their spouses and partners who work with students during activities or outings or who transport students to events
- Youth Exchange host parents and other adult residents of the host home, including host siblings and other family members

Youth Program - includes but is not limited to

- Rotary Youth Program of Enrichment (RYPEN)
- Model United Nations Assembly (MUNA)
- Interact
- Rotary Youth Exchange Program (RYEP)
- Programs where the participants are generally 18 years or older, but applies if a person less than 18 is attending, such as Rotary Youth Leadership Awards (RYLA) or Rotaract

Youth program participant — anyone who participates in a Rotary youth program, regardless of age.

A responsible adult - Any adult who, in a family or group situation for a short period of time, is responsible for caring for a youth/student.

The adult shall be in a position to offer the youth/student assistance, guidance or an educational, cultural or recreational experience.

This adult will not have been police checked or formally reference checked because the experience or contact is such that there is virtually no opportunity for misconduct to occur.

The person responsible for the youth or student needs to be satisfied, in the same way a conscientious parent would be satisfied, that this adult is suitable for his or her own underage son or daughter to stay or associate with for a short period of time.

3. Incorporation and Liability Insurance

The district is part of a separate legal entity known as Rotary International District 9705 Incorporated. This entity has been formed under the laws of New South Wales and is valid at this time.

The district carries liability insurance with appropriate coverage and policy limits. This policy protects the organisation from third-party claims and lawsuits alleging negligence by the organisation, its employees, or its volunteers.

POLICY

4. Club Compliance

The District Governor is responsible for supervision and control of all youth activities in the district, including those associated with Rotary Youth Exchange. District 9705 will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements. Clubs will have a Youth Protection Officer whose duties involve managing the club's Youth protection compliance procedures including insuring the completion of all required protection documentation.

All clubs that participate in Youth programs must provide the district with a copy of the following for review and approval:

- A signed compliance statement that the club is operating its program in accordance with district and RI policies – Attachment A
- Confirmation that volunteers will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted and clearance for unsupervised contact with program participants has been issued
- All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites
- Any club youth protection training materials

5. Volunteer Selection and Screening

All Rotarian and non-Rotarian volunteers interested in working with youth program participants must meet RI and District eligibility requirements. RI prohibits the membership and participation of any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment or other act that violates the accepted standard of behavior in the community.

Districts will maintain confidential records of individuals prohibited from contact with youth and make sure that these prohibitions are implemented consistently throughout the district from year to year.

People who are prohibited from working with youth also may not serve as district Interact chair, Interact club adviser, district RYLA chair, district Youth Exchange chair, district youth protection officer, or in any other locally appointed club or district role in which they might have contact with youth.

If a person is accused of sexual abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused may have future contact, as well as the accused. A person later cleared of an accusation or charges may apply to be reinstated as a youth program volunteer. Reinstatement is not a right, and reinstatement to his or her former position is not guaranteed.

All volunteers interested in participating in District 9705 Youth Programs must meet the following requirements:

- Hold Working With Children check (NSW) or a Working with Vulnerable Persons Card (ACT)
- Complete a Volunteer Information and Declaration Form
- Provide a list of personal references with contact information
- Comply with RI and district guidelines for the Youth Exchange program

In addition, Youth Exchange host families must also meet these selection and screening requirements:

- Undergo a comprehensive club interview that determines their suitability, demonstrating:
 - Commitment to the safety and security of students
 - Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodation (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Complete a written application
- Undergo home visits with and without notice, both before and during the placement; home visits must be conducted annually, even for repeat host families

Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household who are full-time or part-time residents of the home.

Youth Exchange students must be appointed a Rotarian counsellor who meets the criteria for all volunteers. Also:

- A counsellor must not hold a role of authority over the student's exchange (for example, a member of a student's host family, school principal, club president, or district or club Youth Exchange officer)
- Counsellors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or psychological abuse or harassment
- Participant Selection and Screening

6. Youth Exchange Student Participant Selection and Screening

All students interested in the District 9705 Youth Exchange program must meet district guidelines and:

- Complete a written application
- Be interviewed at the club and district levels
- Attend and participate in all club and district orientation and training sessions

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or district level to determine the student's suitability for program participation.

7. Training

Training will be conducted at Presidents Elect Training Seminar and District Training Assembly annually and the District Training Officer will ensure the training sessions are conducted.

The District Committee chairs of Youth Programs will ensure youth protection training of participants and volunteers in the youth program.

The District 9705 Youth Exchange program must provide youth-protection training and information to all students and volunteers. District 9705 Youth Exchange Committee will conduct the training sessions. Specifically, District 9705 will:

- Adapt Rotary's Youth Protection Guide to reflect District guidelines, information on local customs and culture, and legal requirements
- Develop a training schedule that specifies who will be trained, how often, and how
- Conduct specialised training for those involved in Youth Exchange:
 - District Governor
 - District Youth Exchange officer and committee members
 - Club Youth Exchange officer and 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)
- Maintain records of participation to ensure compliance

8. Allegation Handling and Follow-Through

District 9705 takes all allegations of abuse or harassment seriously and will handle them in accordance with the Abuse and Harassment Allegation Reporting Guidelines. (Attached)

The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

District 9705 may appoint a youth protection officer or district review committee to evaluate and review files, policies, and allegations regularly.

9. D9705 Transport Policy (See Annex 1)

10. District 9705 Youth Exchange Administration

The District 9705 Youth Exchange program Chair and Committee, in collaboration with participating clubs, must also:

- a) Ensure ongoing compliance with the Accreditation of D9705 as a Student Exchange Organisation with State and Territory Education authorities and Accreditation with the RI-YEP Code of Policies and inform the district governor where non-compliance issues may arise.
- b) Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies. (Because the host district must be able to arrange immediate and emergency medical attention when it is needed, it must be satisfied that the student's coverage is adequate)
- c) Store participant and volunteer records as per District 9705 Privacy of Youth Exchange Student Personal Information.
- d) Provide each student a list of local services (rape and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must include the following district and club contacts:
 - a. For inbound students: Rotarian counsellor, host club president, host district Youth Exchange chair, and host district governor
 - b. For outbound students: Rotarian counsellor, sponsor club president, sponsor district Youth Exchange chair, sponsor district governor
- e) Provide each student with the names and contact information of at least two non-Rotarian resource people — one male and one female, who are not related to each other and do not have close ties to the host families or Rotarian counsellor — who can help the students with any problems.
- f) Submit inbound program participants' data to RI before or shortly after the exchange begins.
- g) Provide a 24-hour emergency contact phone number to students.
- h) Report all serious incidents (abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to RI Youth Exchange staff within 72 hours.
- i) Prohibit any unauthorized exchange activity, such as sending a student on exchange outside of the Rotary Youth Exchange program or outside of the district certification structure
- j) Establish criteria and procedures for a student's removal from the host family and arrange for contingent, temporary housing in advance.
- k) Develop contingency hosting plans that include prescreened families. Establish the criteria and procedures for removing a student from the host family. Arrange for temporary contingent housing in advance
- l) Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students as a condition of sending students on an exchange.
- m) Ensure that long-term program participants have multiple host families. It is recommended that they be placed with three host families during their exchange. If circumstances prevent multiple

host family placements, the sending and the host district must agree and must inform the student's parent or legal guardian in advance. At least one backup host family must be available.

- n) Conduct follow-up evaluations of both students and host families.
- o) Request a monthly report from each inbound and outbound program participant that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist program participants as needed.

11. Volunteer Selection and Screening Register and ancillary guidelines

District 9705 shall maintain a register of Working with Children Check NSW and Working with Vulnerable People ACT and include a copy of all Volunteer Information and Declaration Forms (Form 3).

The Rotary Youth Volunteer Information and Declaration Form will expire on the expiration date of the volunteer's Working with Vulnerable People ACT or Working with Children NSW checks. If the volunteer's current WWVP or WWC check expires within 12 months of the completion of the original Volunteer Information and Declaration form then this declaration will expire on the expiration of the renewal of their WWVP or WWC. An electronic copy of all Rotary Volunteer Information and Declaration Forms shall be submitted to the District Youth protection Officer. The appointed club protection officer will cooperate with the District Protection Officer in providing volunteer screening and individual record information

12. Images or recording of students

To ensure quality practices are upheld at all times, prior written permission must be given before images or recordings are used in any Rotary publications. This practice is essential for images or recordings taken of students and youth under 18 years of age.

Permission MUST be gained from a parent or guardian before photographs, videos or any images of a person under the age of 18 years and including their name can be used in any situation and include but are not limited to

- Rotary Club bulletins,
- Rotary web sites,
- Rotary publications and newspapers •
- Rotary banners and posters •
- District Newsletter •
- Social media: eg. Rotary Youth Exchange program (RYEP), Rotary Youth Leadership Awards (RYLA) Rotary Youth Program of Enrichment (RYPEN), Model of United Nations Assembly (MUNA), Rotary club and District

See Attached Photo and media permission form

Annex 1

D9705 TRANSPORT POLICY

1.0 Preamble

Rotary clubs and D9705 Committees conduct a number of programs for young or vulnerable people and a duty of care prevails. This Policy acts to inform Rotarians and non-Rotary volunteers who are involved with or participate in the transportation of a young or vulnerable person to and/or from a program of Rotary.

Transporting a young or vulnerable person imposes a responsibility and duty of care on the responsible person, who is the Rotarian organiser of the transportation, including the driver of the vehicle.

Arrangements for transport require planning, and requires an appropriate duty of care by the responsible person towards the young or vulnerable person/s being transported.

2.0 Governance Issues

Rotary D9705 must comply with the requirements in the Code of Policy adopted by Rotary International and the D9705 Constitution and Policies adopted by the D9705 Board for the relevant program. The legislative requirements of both the Australian Capital Territory and New South Wales apply in respect of the definitions for young persons or vulnerable persons, and responsibility upon volunteers is acknowledged:

- a. Vulnerable Persons Act 2012 – ACT
- b. Child Protection (Working with Children) Act 2012 – NSW

3.0 Who is affected by the Policy?

The Policy applies

- (a) Where the young person (program participant) is less than 18 years of age.
- (b) Where the vulnerable person (program participant) is being transported, irrespective of age.

The “responsible person” in this Policy is the Rotarian or non-Rotarian volunteer at club or District level, including the driver. The responsible person must hold an appropriate vehicle licence and use a registered and insured vehicle.

3.1 Exemptions

Where the transport is provided by the parent of a program participant, the Policy does not apply. However if the parent is also transporting one or more additional unrelated persons, the policy does apply for the additional persons being transported. The parents of the additional persons may inform the responsible person in writing that they agree to the proposed arranged transport.

There may be unforeseen circumstances that arise where compliance with the Policy is not possible; however, all exceptions must be justified and notified to the program coordinator at District level within seven (7) days when this occurs.

4.0 What programs are affected by the Policy?

Various persons are involved in Rotary Youth programs, which include, but are not limited to:

- a) Programs operating for limited periods in any year, such as;
 - Rotary Youth Program of Enrichment (RYPEN)
 - Model United Nations Assembly (MUNA)
 - Rotary Adventure in Citizenship (RAIC)
- b) Programs where transport requirements are ongoing in any year, such as;
 - Rotary Youth Exchange Program (RYEP)
- c) Programs where the participants are generally 18 years or older, but applies if a person less than 18 is attending using the arranged transport, such as
 - Rotary Youth Leadership Awards (RYLA)

There are other youth related events and activities at a Club level which are also required to adhere to this Policy for people under 18 years of age.

5.0 Policy

The Policy concerning travel for young and vulnerable people is as follows:

5.1. Conveyance of Young Person by Public or Private Transport

Within the District: As proposed or arranged by the program, club or District coordinator - Transportation is at the discretion of the parent, guardian or host of the young person. Outside the District: The means of transport must be approved by the relevant Youth Program's Chair / coordinator, who may also seek guidance from the Chair of the Ethics Committee or District Governor.

In each case, the approval must be obtained before the travel takes place.

5.2 Alcohol and drugs

Whilst transporting a young person:

- No alcohol or non-prescribed drugs are to be consumed or taken by the driver or the responsible person.
- The young person is not to be offered any alcohol or non-prescribed drugs by the driver or the responsible person.

5.3 Mode of transport

Transport must only be by registered and insured motor vehicles, aircraft or watercraft ("the vehicle").

5.4 Licence and experience requirement

The responsible person:

- a) who drives the vehicle, must have at least one year's experience and hold an appropriate licence, being a motor vehicle licence (not being a provisional licence) of the type appropriate to the vehicle utilised (Class C, LR, HR, etc.);
- b) who pilots an aircraft must have the appropriate endorsement to carry passengers and the parent of the program participant must agree in writing to this form of transport;
- c) who drives a motorised boat must have at least one year's experience and hold an appropriate licence, and the parent of the program participant must agree in writing to this form of transport.

5.5 Qualifications of Responsible Person

- For short, one-on-one day journey, such as home to Rotary Club meeting or organised Rotary activity, the transport by the responsible person must be approved by parent, guardian or host of the young person.
- For all other journeys (including from home to another town, to an event or distant location, and overnight stays) the responsible person must be 'registered' or 'cleared' as defined in the relevant legislation listed in Section 2.0, and preferably be accompanied by an adult of the opposite gender to the responsible person. Transport of more than one program participant is also encouraged.

Supplementary Matters

6.1 Rotary Youth Exchange Program student provisions – Travel with Young Drivers Policy

This is INFORMATIVE and applies generally during the hosting of an exchange student. It can be read in conjunction with the D9705 Transport Policy.

Background

Australia has a 4-stage driver education and licensing system#:

- L plate or learner drivers, with Zero blood alcohol and drug readings
- Red P or P1 provisional drivers, with Zero blood alcohol and drug readings
- Green P or P2 provisional drivers, with Zero blood alcohol and drug readings
- Full Licence, with a .05 blood alcohol reading and Zero drug reading

#there are some differences between NSW and the ACT, where a driver on red- Ps passes a higher level test and can be equivalent to a green-P.

Application

The following apply except in special circumstances.

- a) A young person who has doubts about the driver of the vehicle, such as can smell alcohol on the driver's breath, should NOT get into the vehicle.
- b) If there is a concern about the driver's behaviour, the young person is to ask the driver to stop immediately. The young person should get out of the vehicle and phone for help.
- c) The broad rules are:
 - o A young person cannot travel in a vehicle when a L-plate learner is the driver.
 - o A young person may travel with a Red P plate driver provided: the host parents, counsellors or a responsible adult form a favourable opinion about the driver's capabilities;
 - o there must be no more than one other passenger, other than the young person, in the vehicle;
 - o The travel occurs between dawn and 8pm.
 - o A young person may travel with a Green P plate driver provided:
 - the host parents, counsellors or a responsible adult form a favourable opinion about the driver's capabilities;
 - There must be no more than two other passengers, other than the young person, in the vehicle.
 - o There are no restrictions with a young person travelling in a vehicle driven by a fully licenced driver.
 - o Under NO circumstances may the young person hitchhike whilst in Australia.

6.2 Protection Principles

Rotary D9705 acknowledges:

- a) Vulnerable Persons Act 2012 and amendments – ACT
- b) Child Protection (Working with Children) Act 2012 and amendments – NSW

Rotary D9705 is dedicated to upholding the requirements of these two Acts. Rotary Clubs administer the requirements of these two Acts (dependent of their location), including the distribution of information updates and changes in legislation.

It is the responsibility of Club Protection Officers to maintain up-to-date records and report regularly to their individual Club Presidents and Club Boards. The Club Protection Officers report directly to the District 9705 Protection Officer.

The District Protection Officer reports directly to the District Governor and District 9705 Board. Rotary International (RI) has protocols in place for the reporting of incidents at all levels.

6.3 Review Period

The Policy may be reviewed periodically, but at least every 4 years.

Updates when amendments are made to RI Code of Policies or State and Territory Legislation will apply from the date of the amendment.

ANNEX 2

SEXUAL ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

Rotary International is committed to protecting the safety and well-being of all youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. The safety and well-being of young people must always be the first priority.

DEFINITIONS

Sexual abuse:

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

Sexual harassment:

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

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

WHO SHOULD DETERMINE IF IT IS ABUSE OR HARASSMENT?

Upon hearing allegations, adults should not determine whether the alleged conduct constitutes sexual abuse or sexual harassment. Instead, after ensuring the safety of the youth, the adult should immediately report the allegations to District Youth Protection Officer who will consult District Governor, move to isolate parties to the proceedings as appropriate and maintain confidentiality. The matter will be progressed using the Allegation Reporting Guidelines below.

ALLEGATION REPORTING GUIDELINES

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

- a. Receive the report.
 - Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.
 - Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it doesn't happen to others.
 - Get the facts, but do not interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.
 - Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.

- Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person’s words and record only what he or she told you.

b. Protect the young person.

Ensure the safety and well-being of the youth program participant by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the youth that this is being done for his or her safety and is not a punishment.

c. Report the allegations to appropriate authorities — child protection or law enforcement.

Immediately report all cases of sexual abuse or harassment — first to the appropriate law enforcement authorities for investigation and then to the club and district leadership for follow-through.

In a number of cases, the young person would confide in their Counsellor or someone in a club whom they know and whose opinion they would respect and trust. This person takes the allegation to the next level bearing in mind the protocols we have in place for listening to the person’s complaint or experiences.

AVOID GOSSIP AND BLAME

Don’t tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation.

There is no reason why the accusations towards an individual should be made public as they are only accusations and until properly investigated must not be discussed. Once the police have substantial information following their investigations that the person should be charged, then it does become public knowledge.

If the proceedings are in the case of a Rotarian, clubs are expected to suspend the membership of a Rotarian who has been charged with an offence against a young person or child.

DO NOT CHALLENGE THE ALLEGED OFFENDER

Don’t contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of noncriminal harassment, the district governor is responsible for follow-through and will contact the alleged offender after the young person has been moved to a safe environment. The district governor may designate this task to a district youth protection officer or district review committee.

FOLLOW-THROUGH PROCEDURES

Either the district youth programs chair or district youth protection officer must ensure that the following steps are taken immediately after an abuse allegation is reported.

1. Confirm that the youth program participant is removed from the situation immediately and has no contact with the alleged abuser or harasser.
2. If law enforcement agencies will not investigate, the district youth protection officer or district review committee should coordinate an independent review of the allegations.
3. Ensure that the youth receives immediate support services.
4. Offer the young person an independent, non-Rotarian counsellor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
5. Contact the youth’s parents or legal guardian. If the youth is away from home, the youth and his or her parents should decide whether to stay in country or return home. If the youth stays in country, written authorization from the youth’s parents or legal guardian is required. If the youth and the youth’s parents choose for the youth to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the youth leaving the country.

6. Remove alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
7. Cooperate with the police or legal investigation.
8. Inform the district governor of the allegation. Either the district governor, district youth protection officer, or other district youth program chair must inform RI of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.
9. After the authorities have completed their investigation, the district must follow through to make sure the situation is being addressed.

POST ALLEGATION REPORT CONSIDERATIONS

RESPONDING TO THE NEEDS OF THE YOUTH PROGRAM PARTICIPANT

District 9705 will adopt a cohesive and managed team approach to supporting a young person after an allegation report. The youth program participant is likely to feel embarrassed or confused and may become withdrawn.

Although club members and host families may have trouble understanding how the youth is feeling, the youth would find it helpful to know that the club continues to be reassuring and supportive.

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

ADDRESSING ISSUES WITHIN THE CLUB

When addressing an allegation of abuse or harassment, the most important concern is the safety of youth.

Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must not become involved in investigations.

Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and Rotary ideals.

Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

ROTARY YOUTH VOLUNTEER INFORMATION AND DECLARATION FORM

(This form is mandatory for Volunteers - refer to definitions)

Personal Details

Name		DOB / /	Email
Phone	Work	Home	Mobile
Address	Period at this address (years)		
Occupation		Employer	

Program involvement

Which Youth programs will you be involved with, and what will your role or roles be?	
Past involvement with youth	

Personal References (Only one referee may be a Rotarian and none may be family members)

1	Name	Email
Phone	Work	Home
		Mobile
2	Name	Email
Phone	Work	Home
		Mobile
3	Name	Email
Phone	Work	Home
		Mobile

Police Check and Criminal History

Working with Children Card Number		Expiry Date	
Have you ever been charged with or been found guilty of charges involving sexual, physical, or verbal abuse, including but not limited to domestic violence or intervention orders.			Yes ()
If yes, please explain. Also indicate date(s) of incident(s) and the Country and State in which each occurred (attach a separate sheet, if needed).			No ()
Charges that resulted in a diversion should be recorded, as should the final outcome of any intervention order applications that might have been made against you.			

I certify the following:

- All statements and information given on this form are true and correct.
- I have contacted my referees and all are happy for *Rotary to contact them
- I give my full permission for any of the referees listed above to be contacted by *Rotary to confirm my suitability as a Youth Program Volunteer.
- I agree to abide unreservedly by *Rotary's decision as to my suitability as a Youth Program Volunteer in *Rotary programs.
- I acknowledge that (copies of) this form and the results of *Rotary's enquires will be held by the manager of any program for which I volunteer and by the District.

*For these purposes Rotary means the Rotary Club or District for which this form is submitted, and any other Club or District that conducts a Youth Program for which I volunteer either now or in the future.

I have read and understood the above declaration and sign this form voluntarily.

Applicant	Name	Signature	Date
Rotary Witness	Name	Signature	Date

Record of Referee contact by Club Authorised Officer

1 Name Referee		Contact Date
Comments		

2 Name Referee		Contact Date
Comments		

3 Name Referee		Contact Date
Comments		

Name of Authorised Club Officer _____ Position _____

Signed: _____

Authorised Club Officer

Phone.....

Date

I _____ President, Rotary Club of

verify that _____ has satisfactorily completed this Declaration, Referees have been contacted and Working With Children card is current. The club finds the applicant to be a suitable Volunteer.

Signed _____ Date _____

NOTES:

Background Checks and Criminal Record Checks

Background Checks and Criminal Record Checks Background checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program.

Although many offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in a Youth Program.

Many youth-serving organizations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.

Reference Checks

Reference Checks Simply requesting references in the application is not sufficient.

Contact each reference by phone or in person, and ask a standard set of questions, such as:

- How long have you known this individual?
- In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve in a Rotary Youth Program?

Record the date of the interview and responses to each question and keep this information with the volunteer's application.

Definitions

Volunteer

A Volunteer is any adult involved with **Rotary Youth Program** activities that has direct interactions either supervised or unsupervised with youths/students.

Volunteers include among others:

Club and district Youth Exchange officers and committee members, Rotarian Counsellors, Rotarians and non-Rotarians, their spouses and partners who host youth/students for activities or outings, or who might drive youth

/students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

This person will have been police checked or formally reference checked in accordance with the State or Territory legislation.

Responsible Adult

A responsible adult is any adult who, in a family or group situation for a short period of time, is responsible for caring for a youth/student. This person shall be in a position to offer the youth/student an educational, cultural, or recreational experience.

This person will not have been police checked or formally reference checked, because either there was insufficient time to do so before the experience, or the experience is such that there is virtually no opportunity for misconduct to occur. **(Any police check required by State or Territory legislation should be carried out)**

The youth/student's host family and/or club counsellor needs to be satisfied, in the same way a conscientious parent would be satisfied, that this person is suitable for their own underage son or daughter to stay with for a short period of time.

DISTRICT 9705 YOUTH PROGRAMS CLUB COMPLIANCE

Attachment A

We, the President and Youth Protection Officer of the Rotary club of confirm that our club will comply with RI Code Of Policies 2.120 and RI and District Policies, listed below, in relation to Youth protection requirements applicable to all youth programs and activity where youth are involved in the Rotary year.

We also confirm:

- that volunteers will be prohibited from contact with program participants until a written application, reference check, and criminal background check (WWC Clearance (NSW) or WWVP Card (ACT) have been conducted and clearance for unsupervised contact with program participants has been issued
- A copy of all club materials that advertise the Youth programs (excluding youth exchange), including brochures, applications, policies, and websites (website URL will be sufficient) will be provided to the District Youth Protection Officer
- A copy of any club youth-protection training materials will be provided to the District Youth Protection Officer

President:

Print Name: _____

Sign Name: _____

Date: _____

Email: _____

Youth Protection Officer:

Print Name: _____

Sign Name: _____

Date: _____

Email: _____

Phone: _____

Club Mailing Address:

Sign and return one copy of this page by e-mail, or post by **31 July** to the District 9705 Protection Officer

Listed Documents:

RI Code of Policy 2.120

RI Youth Protection Policy and D9705 Youth Protection Policy

PHOTO & MEDIA RELEASE PERMISSION FORM - YOUTH PROGRAMS

For Youth Exchange program participants do not use this form but contact YEP Chair

Rotary International is an organisation 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.
 In District 9705, we respect our Duty of Care for the many projects and youth programs we run or are involved in.
 To ensure quality practices are upheld at all times, we request that prior written permission is given before images or recordings are used in any Rotary publications. This practice is essential for images or recordings taken of students and youth under 18 years of age.

Please read the following information carefully before signing. By completing and returning this form, you are giving permission for Rotary District 9705 to use:

- Photographs, videos or audio recordings of you/your child
- Your name/your child's name in Rotary media releases

Which may be circulated in the following:

- Rotary Club bulletins, Rotary web sites, Rotary publications and newspapers
- Rotary banners and posters
- District Newsletter
- Social media: eg. Rotary Youth Exchange program (RYEP), Rotary Youth Leadership Awards (RYLA) Rotary Youth Program of Enrichment (RYPEN), Model of United Nations Assembly (MUNA), Rotary club and District social media sites

This permission will remain current until such time as it is withdrawn in writing to the Rotary District 9705 Youth Protection Officer or Rotary club.

.....(Please PRINT CHILDS NAME in full)

I hereby certify that I am the parent or legal guardian and give my consent for my child's name, photograph and/or recording for the use in Rotary-related publications as listed above.

.....(Signature of Parent/Guardian

.....(PRINTED Name of parent/Guardian

Date.....Of Consent.