



## 1. Introduction

This document is under development and any constructive comments should be forwarded to [d9700yx@gmail.com](mailto:d9700yx@gmail.com) for consideration. Pending development of a final document this Draft Policy and Procedures is to be used as the basis for managing Youth Protection at Club level within District 9700 Inc. Additional Policy and Procedures for District Level responsibilities are also in an advanced stage of development.

### 1.1 Statement of Conduct for Working with Youth.

**Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.**

**Adopted by the RI Board of Directors, November 2002**

The above Statement has subsequently been adopted by Rotary International District 9700 Inc.

This District seeks to meet these obligations in connection with all activities conducted within the District, especially within the various Rotary Youth Programmes.

### 1.2 Responsibilities

The District Governor is responsible for monitoring the ways in which the obligations are undertaken throughout the District. These duties may be delegated by the District Governor from time to time. The position of Club Protection Officer is recommended within Clubs in District 9700 Inc. This position would assist the Club President in meeting these obligations. The role would be related to the Risk Management roles in Club Administration Directorate. Where a Club does not establish this position any responsibilities designated by District to the Club Protection Officer position would remain the direct responsibility of the Club President.

### 1.3 Purpose

Clubs participating in District Youth programmes must show a clear commitment to the safety and wellbeing of their students. To this end District requires clubs involved in various programmes to commit to, and comply with District 9700 policies and processes.

In acting to protect the students, Clubs are also acting to protect the reputation of Rotary International and also to minimise risk of allegations against Club members.

Many of the District policy and process requirements are also a requirement of Rotary International and the District's participation in those youth programmes is conditional on compliance with their measures. The Rotary International Audit Team will from time to time conduct compliance audits by both desk audits and with visits to Districts and Clubs. Clubs will need to be able to demonstrate compliance through the maintenance of records using the appropriate documentation.

### 1.4 Structure

The youth programmes require authorisation to be recognised as Rotary activities.

1.4.1 All programmes will be conducted under the incorporated structure of Rotary International District 9700 Inc and will conform to the standards and policies adopted by the District and by RI.

1.4.2 District 9700 will maintain suitable insurance policy protection for the range of activities undertaken. Where appropriate the particular programme may require the participating youths to undertake specific risk insurance.

## 2. Definition of Terms

### 2.1 Registered Volunteer

A "Registered volunteer" is an adult, male or female

- who may at times, on his or her own, be responsible for caring for a student
- whose role is such that there is seen to be an opportunity for the student to be placed at risk of abuse
- who has been reference checked and approved.

- who is a host or sponsor counsellor or any host family member over 18 years of age living in the family home while the student is living there.
- who is a Youth Exchange Committee member.

A "volunteer" may also include Rotarians **or** others who take students on organised events or adults whom it is planned will be caring for Rotary Students at times on their own where there is seen to be an opportunity for the student to be placed at risk of abuse.

## **2.2 Responsible Adult**

A "responsible adult" is an adult male or female, not a Registered Volunteer:

- who in a family or group situation is responsible for caring for an exchange student
- whose role is such that there is seen to be virtually no opportunity for the student to be placed at risk of abuse
- who the student's counsellor and/or host parents would establish is a suitable and caring person, acting as conscientious parents would in protecting their own underage teenage child
- who has not been police and formally reference checked
- who might be the family of a school friend who invites the student for an overnight stay, a Rotarian who invites the student for a family meal, a close relative of the host family who invites the student to go away with their own family for a short period, or any similar person where there is virtually no opportunity for sexual harassment to occur

*It is realised that nothing Rotary or anyone does can guarantee the complete safety of our students. To give them the chance to participate in the many opportunities that will spring up and to ensure their safety to the best of our ability, we have the classification of "Responsible Adult". This will afford safety in situations of low risk where there is insufficient time to obtain people qualified as "volunteers" or where the risk is negligible. To rob them of these experiences would make their life sterile and their Youth Programme experience less meaningful.*

## **2.3 Student:**

Youth involved with Rotary Youth Programmes, regardless of whether they are of the age of majority. The applicable NSW legal process may be different for those less than 18 years and those 18 years or older.

## **2.4 Sexual Abuse:**

Sexual abuse refers to engaging in sexual acts with a student or forcing or encouraging a student to engage in sexual actions alone or with another person of any age, of the same sex or the opposite sex.

Additional examples of sexual abuse could include, but are not limited to:

- Non-touching offences
- Indecent exposure
- Exposing a student to sexual or pornographic material

## **2.5 Sexual harassment:**

Sexual harassment refers to 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 a technique used by sexual predators to desensitise, confuse or groom their victims.

Examples of sexual harassment could include, but are not limited to

- sexual motivated advances including comments to the effect that the adult in a position of trust finds the student sexually attractive
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comment about an individual's sexual activity, deficiencies, or prowess
- verbal abuse of a sexual nature
- displaying sexually suggestive objects, pictures or drawings, videos and internet images
- sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

## **2.6 Emotional Harassment:**

Emotional harassment is any action or comment that unreasonably disturbs the student. This includes but is not limited to repeated comments about a student's social background, home country, language, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the student to whom they are directed.

**2.7 Physical Abuse:**

Physical abuse is any physical harm inflicted on a student and includes but is not limited to -

- providing insufficient nourishment for the student
- depriving the student of a reasonable amount of sleep
- requiring the student to do an unreasonable amount of work
- inflicting physical pain on the student

**2.8 Abuse & Harassment:**

Abuse and harassment refers to any form of abuse or harassment described above whether it is sexual, emotional or physical.

**3. District Training Structure**

**3.1 Awareness Training**

All Rotarians should be provided with general awareness training to ensure they are aware of the Rotary International and District policies and to have an understanding of how they should interact with youth generally and how they should respond if a student makes them aware of any situation which may constitute abuse or harassment.

They should be aware that membership is to be terminated where any member admits to, or is convicted of, or is otherwise found to have engaged in sexual abuse or harassment. A Prohibited Employment Declaration is to be held from each member and this is to be updated annually. This training is conducted under arrangements established by the District Governor through the District Trainer with guidance from the District Youth Protection Officer and will include Abuse and Harassment Prevention Training .

**3.2 Leadership Training**

All club members in Leadership Roles are to undertake training as directed by District Governor to ensure they are equipped to complete the tasks and duties their position requires. These members would include among others, Club President, Club Protection Officer and the Club Youth Programme Leader. This training is conducted under arrangements established by the District Governor through the District Trainer with guidance from the District Youth Protection Officer.

**3.3 Specialist Training**

All personnel involved in specific youth programmes are to undertake training as provided by the District Committee for that particular activity. The nature and extent of the training will relate to the degree of risk assessed by the Committee Chairman following consultation with the District Youth Protection Officer and also any mandatory requirement established by Rotary International for that particular Youth Programme.

**4. General Screening**

All roles which fall within the definition of Registered Volunteer will require a satisfactorily completed FORM CL 4 and a current (not older than 12 months) Prohibited Employment Declaration from the individual to be held by the Club Protection Officer. The Club Protection Officer is to maintain a Register recording names and dates of authorisation and dates of training undertaken of:

- Persons classified by the Club President as “Responsible Persons”.
- Persons documented as Registered Volunteers.

The District Youth Protection Officer is to be advised of all additions or deletions to these registers.

**4.1 Club Protection Officer**

The Club should maintain a position of Club Protection Officer. The Club Protection Officer will be an appropriately experienced Rotarian in the Club not directly involved in running the Club's youth programme. This Rotarian could be the Club Risk Management Officer, the Club President or any other suitable Rotarian. Where a Club Protection Officer is not appointed the Club President is responsible for the duties attached to that role.

The duties of the Protection Officer are to:

- ensure all of the major Club duties in relation to Youth Protection have been carried out;
- verify the people responsible have completed the required forms and that required checks are completed;

- maintain relevant records in a secure and effective manner;
- Submit CL5 and CL6 to the District Committee as required;
- complete and return the "Rotary Youth Exchange Club Protection Officer Check List and Declaration" Form CL 7 form to the District Youth Exchange Chairman by 31<sup>st</sup> March each year.

**5. Maintenance of Information**

In conformity with Australian privacy laws and the Australian District Exchange Privacy Policy, information collected by the District Youth Programme Committees and the District Youth Protection Officer shall be kept as follows.

- When a Form CL 2, Form CL 3 or Form CL 4 form is completed it remains current while the host family or volunteers continue to be involved in Youth Programmes. This may be for one year or for a second or more consecutive year(s). The forms should be destroyed five years after the final year of their involvement in the programme. The Prohibited Employment Declaration is to be updated annually.
- Copies of all Form CL 5, Form CL 6, & Form CL 7 forms are to be destroyed by the Club annually at the conclusion of the Rotary year to which they apply.
- The District will keep their copies of these documents for five years.
- Forms are to be kept in a secure place, accessible only to the Club officers involved in their preparation or who are required to monitor or act upon them.

**6. Specific Youth Programme Arrangements**

**Appropriate policies for Club and Youth Protection are being developed for those areas marked "Reserved".**

**6.1 District 9700 Inc RYPEN Committee**

Reserved

**6.2 District 9700 Inc MUNA Committee**

Reserved

**6.3 District 9700 Inc NYSF Committee**

Reserved

**6.4 District 9700 Inc RYLA Committee**

Reserved

**6.5 District 9700 Inc Youth Exchange Committee**

**6.5.1 Introduction**

Because of the duration and nature of the Rotary Youth Exchange Programme there is particular need for sound processes.

These processes have been developed on an Australia wide basis and approved by Rotary International as a condition of the District participating in the programme.

The District may enhance these processes but may not reduce the standard of care by omitting or excluding any of the measures.

The timeframes and deadlines for submission of forms and certificates are shown on Form CL 7.

All youth who enter the programme must be willing to comply with the terms and conditions as detailed in the Application and in the District Rules. All requests for youth travelling is subject to approval in a process consistent with RI Policy and District procedures.

**6.5.2 Outbound Students**

**6.5.2.1 Procedures relating to sponsoring an outbound student:**

**6.5.2.2 Club Certification**

To gain certification to sponsor an outbound student, Clubs submit a completed Form CL 6 "Rotary Youth Exchange Club Checklist and Compliance Statement". In this form the Club commits to the selection of caring and responsible people to fulfil the roles of Club Counsellor and any other people called upon to assist in the Youth Exchange Program. The form is submitted to the District Youth Exchange Committee together with the applicant student's form and club interview record if not able to be submitted earlier. The Club Protection Officer retains a

copy for the Club records.

### **6.5.2.3 Selecting a Student**

The Club should be prepared to carefully interview and select any potential students to go overseas. This procedure should include --

- ensuring all applicants have completed a District Application form which should require information about
  - the student's schooling level and achievements,
  - any other sporting and community achievements,
  - the student's age,
  - the countries where the student would prefer to be hosted
  - any countries where the student would prefer not to be placed
  - the student's parents' or guardians' details.
- separately interviewing the student and the student's parents or guardians using either a panel from the Rotary Club or a panel drawn from a group of Rotary Clubs in the local area, all of whom are looking to select a student. Ensure that not only does the student really want to go on exchange and has the ability to do so, but that the parents or guardians are enthusiastic about the student's going and can afford the cost. Questions need to be carefully structured to ensure all participants answer truthfully.

### **6.5.2.4 Club Outbound Counsellor**

The Club Youth Committee interview suitable candidates for this role using Form CL 3 "A Guide for the Rotarians Assessing a potential counsellor or volunteer". The applicant must meet the standard of not less than "suitable" in the Form CL 3 process and have the qualities and characteristics identified as required in the CL 6 Form for Club Counsellor Outbound. The successful counsellor must be:

- able to assist the selected student to fill in the International Application form and prepare for the District Interview.
- prepared if required by the District to accompany the student and the student's parents or guardians to the District Interview.
- able to invite the student to several Rotary Club meetings before their departure for overseas and at one of these meetings have the student address the Club. Most Clubs have the student give the introductory talk they will give to their overseas Club.
- committed to keep in touch with the student before they depart and assist them as needed with any visa paperwork, and to get to know them well and become a friend.
- able to keep in regular contact with the student while overseas and let the Club know what the student is doing and how they are progressing.
- prepared to personally debrief the student and help with any problems of readjustment after their return.
- familiar with and able to implement if necessary Rotary International's "Youth Exchange Sexual Abuse and Harassment Reporting Guidelines" Form CL 8

### **6.5.3 Inbound Students**

#### **6.5.3.1 Procedures relating to sponsoring an inbound student:**

##### **6.5.3.2 Club Certification**

To gain certification to sponsor an inbound student, Clubs submit a completed Form CL 5 Rotary Youth Exchange Club Checklist and Compliance Statement. In this form the Club commits to the selection of caring and responsible people to fulfil the roles of Club Counsellor, Host Families and any other people called upon to assist in the Youth Exchange Program. The form is submitted to the District Youth Exchange Committee in the timeframe specified in the Form CL 7 Club Protection Officer Declaration. The Club Protection Officer retains a copy for the Club records.

At the time of application the minimum information required on the form is all details and confirmation the Form CL 4 and the Prohibited Employment Declaration have been processed for the Club counsellor and the first host family. An updated CL 5 Form should be submitted with all Host Families details as soon as possible but not later than two weeks prior to the student joining the Host Family. This may mean that for some students up to four CL 5 Forms are submitted with an additional Host Family added to each submission.

Counsellors, host family members over 18 years of age and any other volunteers by reason of their roles have interaction with the student without the presence of another responsible adult for a period of time. As such they could be seen to place that student at risk of abuse. These people are to be classified as "Registered Volunteers".

It is essential that all Registered Volunteers meet the criteria where:

- They have provided a Prohibited Employment Declaration (NSW optimal alternate legal form of certification in lieu of a Police Check or a "Blue Card).
- They have not committed a crime against a child or young person
- They are not the subject of an existing court order preventing them from being with or within a certain distance of another person because of behaviour which the court deems is of a threatening or disturbing nature.
- They have completed the "Information and Declaration Form" CL 4 which the Club Protection Officer has found to be satisfactory.

Clubs also commit to selecting other adults who may in a family or group situation, for a short period of time, be responsible for caring for an exchange student. Any such adult must be what Rotary Australia classifies as a "Responsible Adult".

### **6.5.3.2 Club Inbound Counsellor Selection**

The Club Youth Committee interview suitable candidates for this role using Form CL 3 "A Guide for the Rotarians Assessing a potential counsellor or volunteer". Following the selection of a potential counsellor(s), two suitable Club members are appointed (one may be, but need not be, the chairman and the second a member of the committee administering Youth Exchange in the Club) to visit and talk with the candidate(s). If the candidate(s) are assessed as suitable and after fully understanding their duties and responsibilities are prepared to be a counsellor(s) provide them with a Prohibited Employment Declaration and a CL 4 form. Explain the forms and point out before nominating a referee they must check with that person to confirm the person will be happy to be phoned by Rotary for a reference.

Ensure the Club's inbound student counsellor is a person who (if there are two people involved in counselling the following requirements apply to both)

- has a rapport with young people and is committed to the student's well being and happiness but also a
- person able to ensure, in a non-confrontational manner, that the student and host families abide by the Rotary rules and the student fulfils their obligations as a family and school member
- is of the same sex as the student or alternatively that the counsellor's partner will act in the capacity of counsellor or that another member of the Rotary Club of the same sex as the student will be appointed as an assistant counsellor
- is not a member of one of the student's host families (if a counsellor is to host a student an alternate counsellor must be appointed for the duration of the hosting);
- is able to be totally impartial in a dispute between the student and the host family
- is not the Club President, Youth Exchange Program chair, the principal or the teacher responsible for the student in the school the student attends;
- is prepared to greet the student on arrival and organise their settling in, school enrolment and in particular:
  - arrange the students Emergency Fund as directed by District Committee.
  - organise safe-keeping for the student's passport and airline tickets (after taking copies) as directed by District Committee
  - discourage the student from phoning home too frequently.
  - who has the time and commitment to talk with the student frequently and facilitates the student's involvement with the Rotary Club
- is prepared to take whatever steps are necessary to ensure the student is protected and treated kindly and fairly
- is prepared to undertake the required District training sessions
- is familiar with and able to implement if necessary RI's "Youth Exchange Sexual Abuse and Harassment Reporting Guidelines" Form CL 8.

### **6.5.3.3 Club Host Families**

A Club must have or feel that it can obtain suitable caring host families. These families need to be:

- preferably a minimum of three and a maximum of five families with their hosting times divided somewhat evenly over the year;

- preferably a mix of Rotary and non-Rotary families;
- volunteers whose motivation for hosting is consistent with Rotary's ideals of promoting international understanding through cultural exchange.

This is achieved by the appointment of two suitable Rotarians or a Rotarian and partner to visit and talk with potential host families in their homes. It is preferable one delegate is a female. One may, but need not, be a student counsellor or the chairman of the committee administering Youth Exchange in the Club. These delegates should, in a warm and friendly manner —

- explain the obligations, rules and procedures relating to hosting a Youth Exchange student.
- be observant and assess the suitability of the family as a host family. Their suitability needs to include factors such as
  - assessment of the level of commitment they will make to the student's welfare and happiness
  - their financial ability to properly care for the student
  - their willingness to include the student as a family member rather than as a guest
  - evidence of their aptitude to ensure that the student adheres to Rotary and family rules.
  - Evidence that they will assess the suitability of other families with whom their student wishes to stay, ensuring they meet the requirements of a "Responsible Adult"; e.g. the family of a school friend.
- ask to look at the host family residence, particularly the bedroom and the bathroom the student will be using to assess their suitability. Students should be allocated their own bedroom. Where this is not possible, the student may be permitted to share a bedroom with someone of the same sex provided everything else about the host family is ideal, the student does not object and is offered a reasonable degree of privacy. Advise the family of any necessary changes, e.g. a lock on the bathroom door, a chance to give the student more privacy to study, etc.
- explain that should a student disclose sexual harassment or abuse, Rotary International "Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines" show the procedure which must be followed. Give them a copy of the document CL 8 and go through it with them. Also point out that under Australian state and territory laws there is a legal obligation to report all suspected cases of sexual abuse and serious harassment to the police.

If, after fully understanding their obligations, ask, "Would you be willing to host a student"? If the answer is yes, provide a Form CL 4 and Prohibited Employment Declaration to be completed by each family member over the age of 18. Explain the forms as necessary and point out that, before nominating a referee, that person must agree to being contacted by a Rotary Youth Exchange representative.

The same degree of investigation into an experienced and successful host family will not be required as with a new family. Nevertheless it is important to confirm all host families are up to date with the latest regulations.

Once a student is in residence in a home it is part of a counsellor's role to visit the student in her/his home occasionally (sometimes unannounced) to see that everything is still in order. These visits can be when the counsellor picks up the student for an outing.

#### **6.5.4 Interview Outcomes**

At the conclusion of all interviews whether they be for student counsellors, host families or other volunteers, the same two delegates who conducted the interviews should use a "Rotary Youth Exchange Host Family Member Screening Report" Form CL 2 or "The Counsellor or Other Volunteer Screening Report" Form CL3 and decide whether the candidate(s) on the basis of information learned during the visit is a suitable person(s) to be involved with their Club's exchange student.

If so the delegates should —

- phone and check 3 of the references preferably in this order
  - the employer who has known the applicant for the longest period of time during the last five years (if available).
  - any youth organisation where the candidate worked or volunteered (if applicable)
  - one of the personal references provided by each candidate
- The responses are to be noted on the matrix on the reverse of the Form CL 2 or Form

CL3 . If there is any doubt as to the suitability of the person to be selected after the above three people have been contacted, all of the remaining referees including all employers should be contacted.

- After reflecting on the various references, complete all but Prohibited Employment Declaration information on the Form CL 2 or Form CL 3 forms and if now fully satisfied with all candidates, tentatively approve them for their selected duty.
- After receiving Prohibited Employment Declaration certification information on Form CL 2 or Form CL 3. notify the candidate(s) of their acceptance noting this on the forms also.

#### **6.6 Registered Volunteer Support**

All registered Volunteers are to be provided with a contact list of Club Officers and District Committee contacts who can provide advise and support on general and specific issues they may encounter. They are to be provided with a copy of the Form CL 8 Guidelines and other material to assist them to effectively undertake their responsibilities.

#### **7. Incident Management**

7.1 Significant incidents may arise from time to time. These will be classified as either Sexual incidents, Trauma incidents or Third party incidents.

7.2 All youth programmes must include policy and procedures to manage reports of sexual abuse or harassment which youths may make. The Guidelines to be applied for Youth Exchange students are detailed in the Form CL 8. This process will be applied in situations when there is an allegation relating to sexual abuse or harassment against any youth involved in a Rotary matter.

7.3 Where Trauma incidents such as accident, misadventure or missing persons directly impact on a student, the situation is to be managed by the District Chairman assisted by the Youth Critical Incident Team. Where appropriate this team will operate in conjunction with their counterpart in the sponsor or host District of student affected, while liaising with Rotary International Youth Services Resource Group.

7.4 Third Party incidents such as trauma affecting a family member or friends of a student or natural disasters affecting a region related to the students will be managed by the committee members responsible for that student.