

ROTARY DISTRICT 5130
YOUTH EXCHANGE PROGRAM
ABUSE AND HARRASSMENT PREVENTION POLICY

Rotary clubs place great emphasis on their work with people in the community, including young people, through its many Youth Services programs including Rotary Youth Exchange, RYLA, Interact, Speech Contest, and mentoring. These volunteer efforts are vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For these good works to continue it is extremely important that our Rotary clubs protect the interests of everyone involved, and create and maintain a safe and respectful environment for all participants in Rotary activities. Fulfilling this duty safeguards the interests of Rotary Clubs and Rotarians by minimizing their risk of liability, including legal liability, should any participant in a Rotary activity become a victim of abuse.

1. Statement of Conduct for working with Youth

Rotary District 5130 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarian's 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 in contact.

2. Definitions

Rotary Youth Exchange Program: All club and district activities involving Youth Exchange.

Volunteer: Any adult involved with Rotary Youth Exchange activities who has direct interactions with Rotary Youth Exchange Program students, either supervised or unsupervised. This includes, but is not limited to, club and district Youth Exchange officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host students for activities or outings or who might drive students to events or functions, host parents, and other adult residents of the host home (including siblings and other family members).

Sexual abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, 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 offenses
- Indecent exposure
- Exposing a student to sexual or pornographic material

Sexual harassment: Sexual harassment refers to sexual advances, requests for sexual favors, 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 desensitize or "groom" their victims.

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

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature

- Displaying 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
- making threatening reprisals after a negative response to sexual advances

Harassment: includes conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, religious persuasion, ethnic origin, age, gender, physical characteristics, sexual orientation, or physical or mental disability. Types of prohibited behavior that constitute harassment include unwelcome remarks and jokes; displaying or distributing racist, or other offensive material; practical jokes based on race or other prohibited grounds; verbal abuse or threats; inappropriate gestures, touching, or physical assault.

Prohibited Person: For the purpose of this Policy, a "Prohibited Person" is anyone who:

- Has been convicted of any offense which resulted in harm to an individual, including, but not limited to, assault, sexual assault, sexual harassment or neglect.
- Has been convicted of any offense, which in the opinion of the District Abuse Prevention Coordinator, suggests an unacceptable risk of harm to a person in the care of that individual.
- Is a person subject to a court order or decree prohibiting that person from being in contact with another individual or being at a specific location?

3. Incorporation of District Youth Exchange Program

Rotary District 5130 is a member of WESSEX, which is incorporated as Western Rotary Youth Exchange, Inc. and is incorporated under the laws of the state of California. Rotary District 5130 conducts its program within the scope of the WESSEX multidistrict program. All Rotary District 5130 clubs who wish to participate in Youth Exchange must participate within the scope of the District 5130 Youth Exchange program and the WESSEX multidistrict program. In addition, participating Rotary District 5130 clubs are required to maintain good standing with Rotary International (RI).

4. Volunteer Selection and Screening

The following screening steps must be completed prior to participation in Rotary Youth Exchange Program activities. Rotary District 5130 will maintain all records of criminal background checks as prescribed by law, and all waivers and screening for adults working with minors for so long as the individual remains involved in Rotary Youth Exchange activities. Records and results will be subject to annual review.

All volunteers interested in participating in the Rotary District 5130 Youth Exchange program must:

- Complete a Youth Volunteer Affidavit form and authorize the district to conduct a LiveScan criminal background (where required by these policies).
- Undergo personal interviews.
- Provide a list of references for the district to check.
- Meet RI and Rotary District 5130 eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participants and

the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future conduct. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

- Understand and comply with RI and district guidelines for the Youth Exchange program.

Host families must meet the following selection and screening requirements, in addition to those listed above.

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. This should include:
 - Demonstrated commitment to the safety and security of students
 - Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being
- Host families must complete a written application
- Home visits must be conducted for each family and should include both announced and unannounced visits, both prior to and during the placement. Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family that reside in the home either on a full- or part-time basis.

Club counselors must meet the criteria for *All Volunteers*, as well as the following:

- Club Counselors must not be members of a Youth Exchange student's host family.
- Club Counselors must be trained in responding to any problems or concerns which may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.

5. Youth Exchange Student Selection and Screening

All students interested in participating in the Rotary District 5130 Youth Exchange program must:

- Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program.
- Attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in the Rotary District 5130 Youth Exchange program must:

- Be interviewed to determine the student's suitability for participation in the Youth Exchange program.

6. Training

Rotary District 5130 will provide abuse and harassment prevention training to all Rotary Youth Exchange Program volunteers and Youth Exchange students. The training sessions will be conducted by the District Abuse Prevention Coordinator, Youth Exchange Committee members,

or by other appropriately trained individuals. This training shall be conducted at the annual Inbound Orientation held in August of each year.

Rotary District 5130 will:

- Adapt the Abuse and Harassment Prevention Training Manual (available in late 2005) to include relevant information on specific district guidelines, local customs, cultural issues, and legal requirements.
- Develop a calendar for training and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted.
- Conduct specialized training sessions for the following Youth Exchange program participants:
 - District governor
 - District Youth Exchange committee members
 - Club Youth Exchange committee members
 - Rotarian counselors
 - Host families
 - Youth Exchange Students (outbound and inbound)
 - Parents and legal guardians of Youth Exchange students
- Establish guidelines to ensure that all those required to be trained have participated.
- Maintain records of participation to ensure compliance.

7. Allegation Reporting Guidelines

Rotary District 5130 is committed to protecting the safety and well being of students who participate in Rotary Youth Exchange Program activities and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accord with the Youth Services Sexual Abuse and Harassment Allegation Reporting Guidelines, found in Appendix B.

8. Investigation Guidelines

Rotary District 5130 takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. The district will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

9. Other Rotary District 5130 Responsibilities

Rotary District 5130:

- Has a procedure for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.
- Requires that all inbound Youth Exchange students maintain appropriate insurance
- Provides each student with a list of local services in the district (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.)
- Will complete a student data request form for all participating Youth Exchange students and return it to RI one month before the beginning of the exchange.
- Will maintain and provide to Youth Exchange students a “district hotline.”

- Will appoint an independent lawyer, therapist or counselor to represent any alleged victim in cases of sexual abuse and harassment.
- Will report all criminal allegations and all serious incidents (accidents, crimes, death) involving Youth Exchange students to RI within 72 hours.
- Will evaluate and review this policy and accompanying procedures on a regular basis.

10. Rotary Club Compliance

The Rotary 5130 Youth Exchange District Abuse Prevention Coordinator, (DAPC), will monitor and ensure that all Rotary Clubs within the district which are involved in Youth Exchange activities comply with RI guidelines for abuse and harassment prevention. All clubs that wish to participate in Youth Exchange activities must provide the DAPC:

- A completed and signed compliance statement that the club is operating their program in accordance with Rotary District 5130 and RI policy.
- An Youth Volunteer Affidavit (Appendix A) and a LiveScan background check (Appendix C) for prescreening and that reference checks are conducted for all volunteers involved in Youth Exchange, including, but not limited to adult full-time residents of Youth Exchange host homes, Youth Exchange counselors, Youth Exchange club chairs, and all Rotarians and their spouses or partners with direct unsupervised contact with students involved in Youth Exchange.

Clubs must agree to:

- Follow the Youth Services Abuse and Harassment Reporting Guidelines found in Appendix B. Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership for investigation.
- Plan club activities so as to minimize situations where abuse may occur. Access to and from venues should be planned so that people at risk are not required to use a route to and from an event or venue that is unsupervised, lonely, dark or otherwise potentially open to danger.
- Organize resources in such a way so that children have a supervisor of the same gender.

In addition, those clubs which wish to participate in Youth Exchange must agree to:

- Develop a comprehensive system for host family selection and screening that includes home visits and interviews both prior to and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Prohibit direct placement of students outside of the Rotary District 5130 Youth Exchange program structure (e.g. “backdoor exchanges”).
- Set procedures for removal of a Youth Exchange student from the host family (criteria for moving a student and back-up temporary housing available in advance).
- Develop contingency plans for hosting that include pre-screened and available back-up families
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have at least two host families.
- Provide each student with a comprehensive local services list.

- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Provide the names and contact information of Rotary District 5130 Youth Exchange Committee members to contact for assistance with any issues or problems to all Youth Exchange students.
- Report all serious incidents (accidents, crimes, death) involving Youth Exchange students to the district immediately.
- Conduct interviews of all applicants and applicants' parents or legal guardians.

11. Scope of Policies

These policies and procedures shall apply to all District 5130 Rotarians, their spouses or significant others, and Volunteers who wish to become Club counselors, mentors, or host families in club-sponsored programs or who participate in any Rotary Club activities involving the Rotary Youth Exchange Program. These policies shall also apply to all adults over the age of 18 who reside in the home of the host family.

12. Screening Process

For Club Counselors:

Each Rotary Club that participates in the Rotary Youth Exchange Program will have a designated Club Counselor. Each Club Counselor will be required to sign and complete the District 5130 *Youth Volunteer Affidavit* (Appendix A). The completed forms are to be submitted to the District Abuse Prevention Coordinator for his or her assessment.

Subsequent to the Pre screening, all Club Counselors must submit to a LiveScan background check at a location approved by the California Department of Justice. The Security Clearance results shall be submitted directly to the District Student Safety Officer for his or her assessment.

It shall be the responsibility of the Club President to insure that each Rotarian Counselor completes a Youth Volunteer Affidavit before assuming those duties. In addition, the Club President or his or her designate shall complete any required interviews or background checks, sign the Youth Volunteer Affidavit and file it with the District Abuse Prevention Coordinator.

For Mentors, and Youth Exchange Host families

Each person who is a mentor or a host family will be required to fill out and sign the District 5130 *Youth Volunteer Affidavit* (Appendix A). Once the Volunteer Assessment form has been completed and given to Club Counselor, that person will in turn determine, based on interviews and information provided, whether the applicant and/or the applicant's family is/are suitable people to be a mentor and/or a host family. That information and recommendation will then be forwarded to the DAPC for review and approval.

Once deemed suitable, those wishing to be a mentor or host family, then each person over the age of 18 living in the family home must submit to a LiveScan background check at a location

approved by the California Department of Justice. The Security Clearance results shall be submitted directly to the District Student Safety Officer for his or her assessment.

No Rotarian or other volunteer shall act as a mentor or host family until the District Youth Volunteer Affidavit and the Security Clearance results have been completed and accepted by the District Abuse Prevention Coordinator.

13. Club Youth Exchange Counselors

Every person acting in the capacity of Club Counselor will be required to participate in a Club Counselor Training session, which will include, but not be limited to the counseling of youth and their host families, the reporting of incidents of abuse and determining situations where removal of the youth is imperative. Each Club Counselor shall read and be familiar with the Rotary Youth Exchange publication “*A Primer for Host Families*”, a copy of which is attached to these policies. In addition, each Club Counselor shall be familiar with these District Policies and those of Rotary International with regard to abuse and harassment.

14. District Abuse Prevention Coordinator and the District Student Safety Officer

The Youth Exchange Committee shall appoint a District Abuse Prevention Coordinator (DAPC) who will be responsible for the implementation and enforcement of this policy. The DAPC shall have experience working with people at risk such as young people, the elderly and people with disabilities, either in their professional capacity or as an experienced Rotary Volunteer. The District Committee will also appoint a District Student Safety Officer, (DSSO). The DSSO will have a background of law enforcement or a licensed investigator and be primarily responsible conducting and analyzing the Livescan background checks.

- The appointment of the DAPC/DSSO will be made annually. Although the people serving in these positions do so at the will of the District Governor, it is understood that experience is very beneficial to the successful completion of the assigned tasks.
- The DAPC/DSSO must be familiar with the Rotary International Child Protection System, other relevant Rotary International policies, and relevant State and Federal legislation.
- The DSSO shall review and maintain an archive of Security Clearance forms and District 5130 Screening forms submitted in accordance with the requirements of this policy and in compliance with the rules of the California Department of Justice.
- The DSSO shall maintain strict confidentiality of such forms in compliance with State and Federal legislation and with this policy.
- In the event that the DSSO determines that an individual is not acceptable as a Club Counselor, mentor or as a host due to the background information submitted, he or she shall advise the DAPC that he or she is not acceptable, but shall not disclose any details of the reason(s) behind the decision. The DAPC will then inform the club counselor that the individual is not acceptable for the Youth Exchange position.
- The DAPC shall be the first point of contact should any Club Counselor or other Rotarian receive a complaint of abuse or harassment, and shall be responsible to ensure that such complaint(s) are dealt with according to applicable laws and that the interests of the affected person are protected to every extent possible.
- The DAPC will work with District Clubs to inform each Rotarian of their obligations under this policy; of all relevant legislation; and, to ensure that appropriate prevention training is available to each Club.

- The DAPC shall annually review the credentials of each Club Counselor to ensure that the goals and requirements of this policy are complied with.
- The DAPC shall be responsible to facilitate an annual training seminar for Club Counselors, and set standards and guidelines to insure that each host family is familiar with “*A Primer for Host Families*” and the scope of these District Policies.

Appendix A
Youth Service Volunteer Affidavit
District 5130 Rotary Youth Exchange Program

District 5130 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: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Email: _____

Business Phone: _____ Fax: _____

How long at this address? ____ (If less than five years, please list prior residence(s) on the back of this sheet).

Are you a member of a Rotary club? Yes ___ No ___

If yes, please give club name and year joined: _____

Position Applied for: _____

Have you held a Youth Services position in the past? Yes _____ No _____

If yes, what position and when? _____

EMPLOYMENT HISTORY (5 years – please attach additional sheets, if necessary)

Current Employer: _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

How long with this company? ____ Supervisor's Name: _____

Previous Employer: _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

How long with this company? ____ Supervisor's Name: _____

VOLUNTEER HISTORY WITH YOUTH (5 years – please attach additional sheets, if necessary)

Organization Name: _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

Dates Held: _____ Director's Name: _____

Previous Organization: _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

Dates Held: _____ Director's Name: _____

PERSONAL REFERENCES (not relatives and not more than one former or current Rotarian)

Name: _____

Address/City/State/Zip: _____

Telephone: _____ Relationship: _____

Name: _____

Address/City/State/Zip: _____

Telephone: _____ Relationship: _____

Name: _____

Address/City/State/Zip: _____

Telephone: _____ Relationship: _____

QUALIFICATIONS AND TRAINING (relevant for this position)

CRIMINAL HISTORY

1. Have you ever been arrested, convicted of or plead guilty to any crime(s)? ___yes ___ no
2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order? ___yes ___ no

If yes, describe in full. Also indicate dates(s) of crime(s) and in which country and state each took place. (Attach a separate sheet if needed)

WAIVER/CONSENT/RELEASE

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. I also certify that I have not withheld any information that would affect this affidavit unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any Youth Services volunteer position within Rotary District 5130. I further certify that I understand that Rotary District 5130 intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission for Rotary District 5130 to investigate, verify and obtain information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks, through Livescan). I understand that this information will be used, in part, to determine my eligibility for a Youth Services volunteer position within Rotary District 5130. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that any information collected by Livescan will be held in the strictest confidence in a secure location as required by State and Federal legislation.

I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved in Youth Services programs within Rotary District 5130, and I fully consent to such investigations.

In my acceptance and participation in a Youth Services volunteer position within Rotary District 5130, 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 which may arise out of the negligence of any of the Indemnitees, which may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of Rotary International, Rotary District 5130 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 a District 5130 Youth Services program or its affiliates, or at my option. I understand and agree that the 5130 Youth Services program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE AFFIDAVIT, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

Signature of Applicant	Please Print Name	Date
Interviewer	Please Print Name	Date
DAPC	Please Print Name	Date

<i>Please send completed Youth Service Volunteer (Rotary Youth Exchange Program) Affidavit to the address at right</i>	Rotary District 5130 Attn: District Abuse Prevention Coordinator 2230 Sunset Ridge. McKinleyville, CA 95519
--	--

REQUIRED FOR	REQUIREMENT	ACTION
All Applicants	Youth Services Volunteer Affidavit	Submitted to Club or Program Counselor
All Applicants	Personal Interview	Conducted by Program Representative or Club Counselor
All Applicants	LiveScan Application	Results submitted to DSSO then reported to DAPC
All Applicants	Personal Reference check	Contacted by Counselor (This step is at the discretion of the Counselor for Rotarians who have been a member of the club for more than 2 years)
Host Families	Youth Exchange Home Visit (for host families)	Conducted by Youth Exchange Committee Member or Club Counselor

Once a Youth Services Volunteer Affidavit has been completed and given to the Program Representative or Club Counselor, that individual must determine whether the applicant is suitable people to be a volunteer (or Youth Exchange host family) based on the information provided.

If the pre-screening was acceptable, then the Youth Services Volunteer Affidavit is submitted to the DAPC and the applicant must submit a District 5130 LiveScan application at a location approved by the California Department of Justice, with the results being provided directly to the DSSO.

The DAPC reviews the Youth Services Volunteer Affidavit and the DSSO reviews the Security Assessment information provided by Livescan. After the DSSO confirms that the applicant has cleared or not cleared the security check, he/she advises DAPC who in turn advises the Club Counselor as to whether the applicant(s) is/are deemed to be acceptable as a volunteer participating in a District 5130 Youth Services Program.

Appendix B
District 5130 Youth Exchange
Sexual Abuse and Harassment Allegation
Reporting Guidelines

Introduction

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures.

A Youth Exchange student will spend a year, or perhaps just an extended period of time, living with a host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual or emotional abuse or harassment of every student with whom they come into contact.

Rotary International and District 5130 are committed to protecting the safety and well being of Youth Exchange students 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 students should always be the first priority.**

Definitions

Sexual abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts 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 offenses
- Indecent exposure
- Exposing a child to sexual or pornographic material.

Sexual harassment: Sexual harassment refers to sexual advances, requests for sexual favors 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 desensitize or “groom” their victims.

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

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying 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

Is it Abuse or is it Harassment?

Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations should be immediately reported to appropriate law enforcement authorities. This reporting is required by law.

Allegation Reporting Guidelines

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

Any adult to whom a student reports an incident of sexual abuse or harassment is responsible for following these *Allegation Reporting Guidelines*.

1. Report from Student

- 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. Do not express shock, horror or disbelief.
- b. 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 students.
- c. Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the student's story to the proper authorities.
- d. Be non-judgmental and reassure the student.** 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 student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.
- e. Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

2. Protect the Student

Ensure the safety and well-being of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Give reassurance that this is for the student's own safety and is not a punishment.

3. Report to Appropriate Law Enforcement Authorities

Immediately report all cases of sexual abuse or harassment to the appropriate law enforcement authorities first and then to the club and district leadership for investigation. The appropriate law enforcement agency is the jurisdiction where the crime took place, not necessarily the jurisdiction where the victim was living. In most situations, the first Rotary contact is the Rotarian counselor who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian counselor, the district Youth Exchange chair should be contacted. All allegations must be reported to RI within 72 hours; the person responsible for doing so is the District Youth Exchange Chair. District 5130 will cooperate with police or legal investigations.

4. Avoid Gossip and Blame

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation. District 5130 maintains the privacy (as distinct from confidentiality) of any accused person.

5. Do Not Challenge the Alleged Offender

The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. *In cases of non-criminal harassment, the district youth exchange chair and district governor are responsible for investigating, and will be in contact with the alleged offender after the student has been moved to a safe environment.*

6. Follow-Up

After reporting allegations to the Rotarian counselor or district Youth Exchange chair, follow up to make sure steps are being taken to address the situation. Specifically, District 5130 will conduct an independent and thorough investigation into any claims of sexual abuse or harassment. Any adult against whom an allegation of sexual abuse or harassment is made will be removed from all contact with youth until the matter is resolved.

Post Report Procedures

For Use by Rotarian Counselors and District Youth Exchange Chairs

The student's Rotarian counselor and the district Youth Exchange chair are responsible for ensuring that the following steps are taken immediately following an abuse allegation is reported.

1. The adult to whom the student reports the abuse should follow the *Allegation Reporting Guidelines*.
2. Confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.
3. Contact appropriate law enforcement agency immediately (if not already done). If law enforcement agencies will not investigate, the club or district Youth Exchange chair should coordinate an independent investigation into the allegations.
4. Ensure the student receives immediate support services.
5. Offer the student an independent, non-Rotarian counselor to represent the interests of the student.
6. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the Youth Exchange program.
7. Contact the student's parents or legal guardian. If away from home, provide the student with the option of either staying in country or returning home.
8. Remove alleged abuser or harasser from all contact with the specific student and other youth while investigations are conducted.
9. Cooperate with the police or legal investigation.
10. The student's Rotarian Counselor should inform the district Youth Exchange chair and district governor of the allegation. Either the district governor or the district Youth Exchange chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, the outcome of all investigations, and resulting actions.

Post Allegation Report Guidelines

Responding to the Needs of the Student

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student 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, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary club depending on the circumstances. In some cases, a student may wish to remain in country, but change to a different host club.

It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student 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 student of their support at all times.

Appropriate Response for Addressing Issues within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians

When addressing an allegation of abuse or harassment, the most important concern is the safety of the students. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or 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.

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