

Rotary
District 5190



YOUTH PROTECTION POLICY

29 March 2023
(Supersedes the March 2017 Youth Protection Policy)

YOUTH PROTECTION POLICY

Contents

The District Youth Protection Policy consists of 6 sections.

Sections 1, 2 and 6 apply to all youth programming and activities in District 5190.

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AWARENESS AND PREVENTION

Rotary has a long history of providing service to youth. Each year, more than 300,000 young people worldwide participate in Rotary programs like Interact, Rotary Youth Exchange, Rotary Eighth Grade Leadership (REGL), and Rotary Youth Leadership Awakening (RYLA). Many club and district mentoring programs, immunization efforts, job training programs, literacy projects, and other initiatives also help young people.

Unfortunately, no organization or program is invulnerable to abuse or crises. They can and do occur even in the seemingly most positive settings. Predators often seek teaching, coaching, or other positions that give them access to children and teenagers. Others who are committed to working with youth sometimes find it hard to believe that some adults will abuse the trust placed in them, so they may not notice the signs. Rotary takes youth protection very seriously, and it relies on Rotarians to foster safe environments that prevent abuse and to respond appropriately when it occurs.

Statement of Conduct for Working with Youth

The statement of conduct provides the basic principle for Rotarians to follow when working with young people in any capacity:

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' partners, and other volunteers must safeguard the children and young people with whom they come in contact and protect them from physical, sexual, and psychological abuse.

Adopted by the RI Board of Directors, October 2019

This principle must be followed throughout Rotary, from our districts, clubs, Rotarians, and other volunteers at all levels, to our materials, programming, and communications with parents and guardians.

Rotary reinforces the Statement of Conduct for Working with Youth with additional policies that set the safety of youth as our first priority. They require districts and clubs to adhere to local youth protection laws and procedures and to set expectations for responding to any concerns or allegations that arise. These policies apply to any Rotary activity or program that involves youth.

The Rotary Code of Policies states:

A club must terminate the membership of any individual who admits to, is convicted of or is otherwise known to have engaged in sexual abuse or harassment of youth or youth

program participants. A Rotarian or non-Rotary volunteer who admits to, is convicted of, or is otherwise known to have engaged in sexual abuse or sexual harassment or other act of moral turpitude must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such an individual, the RI Board may terminate the club for failure to comply).

(Section 2.120.2.9, April 2023)

Rotary Youth Exchange policies address the additional risks that the program carries. The district certification process provides extra safeguards and promotes consistency among district partners. In order to participate in Rotary Youth Exchange, districts must demonstrate compliance with all of the certification requirements listed in the Rotary Code of Policies sections on Youth Protection and Youth Exchange.

Adopting sensible procedures and following guidelines protects both program participants and volunteers and enables programs to accomplish their missions and objectives. Controls at the district level, through a district youth protection policy, and similar controls at the club level demonstrate Rotary's commitment to youth, prevent incidents of abuse or mitigate their effects, protect the long-term viability of youth programs, and strengthen the trust of participants and their families.

Recognizing and Addressing Abuse and Harassment

Instances of abuse and harassment of young people can go unaddressed because adults fail to recognize them or because they're reluctant to view their friends, acquaintances, fellow volunteers, or professionals who work with young people as potential perpetrators. Youth protection depends on awareness of the possibility of abuse and harassment and vigilance in guarding against it. All Rotarians and other volunteers who work with young people should fully understand what constitutes abuse and harassment.

DEFINITIONS

Throughout this policy, some terms will be used in specialized ways.

Program Coordinator - Includes the leader of the various District programs (such as REGL, RYLA and RYE) and programs that are Area-based. For club level programs/activities the club president is the Program Coordinator.

Volunteer – Any adult involved in Rotary youth activities who interacts directly with young people, whether supervised or unsupervised. For Rotary's youth programs, volunteers include (but are not limited to):

- Club and district Youth Exchange officers and committee members
- Program counselors or advisers
- Members and nonmembers and their spouses and partners who have contact with participants during activities or outings or who transport participants to events
- Rotary Youth Exchange host parents and other adult residents of host homes, including host siblings and other family members
- Youth programs alumni who assist in the administration of a youth program

Youth program participant – Anyone who participates in a Rotary youth program, whether they are a child or adult.

Offender – Anyone who commits an act of abuse or harassment. Other terms used to describe offenders include predator, child abuser, child molester, or pedophile.

Accused person – Someone alleged to have committed abuse or harassment can be called an accused person while the matter is still under investigation.

Emotional, psychological, or verbal abuse – The use of fear, humiliation, or verbal assault to control the behavior of another. Examples include rejecting the person, preventing them from developing normal social relationships, and making derogatory statements based on characteristics that include age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, and gender identity.

Physical abuse – Physical contact intended to cause pain, injury, or other physical suffering or harm.

Neglect – Failure to provide the food, shelter, or medical or emotional care that is necessary to well-being.

Consent – An informed, knowing, and voluntary decision to engage in an activity or behavior.

Sexual abuse – Engaging in or arranging implicit or explicit sexual acts. This includes pressuring someone to perform a sexual act alone, or sexually engaging directly with another person of any age or gender through force or coercion, or with anyone who is unable to give consent. Any sexual activity between a legal adult and a minor or youth program participant, or any nonconsensual sexual activity between peers, is considered sexual abuse. Sexual abuse can also include offenses that don't involve touching, such as voyeurism, indecent exposure, stalking, electronic harassment, or showing a young person sexual or pornographic material.

Sexual harassment – Sexual advances, requests for sexual acts, or verbal or physical conduct of a sexual nature that is unwanted or directed at someone who is unwilling or unable to consent. It can be physical or verbal, and even occur in the form of electronic communication, such as in text messages or on social media. In some cases, sexual harassment precedes sexual abuse and

is used by sexual predators to desensitize someone or accustom them to inappropriate behavior.

Examples of sexual harassment include:

- Sexual nicknames or jokes, references to sexual conduct, gossip about someone's sex life, or comments about a person's sexual activity, deficiencies, or prowess
- Giving private or secret gifts, including those of a sexual nature
- Verbal comments or statements of a sexual nature
- Display of sexually suggestive objects or images
- Requests for sexual acts
- Sexual leering or whistling
- Inappropriate physical contact, such as intentionally brushing against a person
- Obscene language or gestures
- Suggestive or insulting comments

Grooming – Establishing an emotional connection with someone to lower their inhibitions and gain their trust with the intent to be sexually abusive.

Community grooming – Manipulating or convincing others into thinking that an offender is caring, kind, and respectable in order to cause members of the community to ignore warning signs of predatory behavior.

SIGNS OF ABUSE OR HARASSMENT

Rotarians, other volunteers, and parents of Rotary youth program participants should watch for physical and behavioral signs of abuse or harassment. Many of these indicators could also be considered typical adolescent behavior or an understandable reaction to family changes, cultural adjustment, or homesickness. Adults who are actively involved in the participant's daily life will be better able to observe the behavioral and physical changes that can be signs of abuse and determine whether they are.

Physical changes: Repeated pattern of injury or an accident for which the explanation does not make sense

Anxiety: Reports of high levels of anxiety; obsessive-compulsive patterns; fear of certain places, people, or activities; reluctance to be alone with a particular person; nightmares or other sleep problems

Changes in eating habits or body image: Distorted body image, including or resulting in eating disorders

Depression: Excessive crying, extreme mood swings, diminished self-esteem, self-mutilation, and suicidal gestures or attempts

Delinquency: Criminal behavior, conflict with authority, running away, academic problems, and drug or alcohol abuse.

Withdrawal: Difficulties at school, unwillingness to participate in extracurricular activities, repression, poor peer relationships, or isolation.

Aggression: Overly hostile behavior or language directed toward peers, adults, or pets.

Age-inappropriate behavior: Sexual promiscuity or graphic knowledge of sex or sexual behavior.

The behaviors that are commonly exhibited by young victims can be associated with youth discipline problems and may result in their removal from one of Rotary's programs.

A young person who is seen as "difficult" may have been abused, either by an adult or by a peer. If you suspect abuse, spend time with the person to find out why their behavior has changed. In some cases, it may be beneficial to arrange for the young person to meet with a mental health professional who specializes in adolescents.

CHARACTERISTICS OF ABUSE AND HARASSMENT

Awareness of abuse and harassment patterns can help you recognize potential problems and current or past transgressions.

The typical abuser blends into society:

- Perpetrators cannot be identified by age, economic status, community standing, race, gender, or mental capacity.
- Many abuse incidents are perpetrated by someone known to and trusted by the abused.
- Offenders can be male or female, and physical, emotional, or sexual abuse and harassment can be perpetrated against a person of either sex.
- Offenders can be other young people.

Although abuse can happen to anybody, it is not indiscriminate:

- Victims of sexual abuse are often carefully chosen and skillfully manipulated.
- Offenders may seek positions that provide that proximity to youth. Such proximity is often achieved by excluding other volunteers and gaining singular access to a potential victim.

Abuse is not always immediately apparent:

- Physical signs of abuse can heal before they're noticed, and a young person may not display common behavioral or emotional indicators.
- It is difficult for many people to believe that someone they know well may have abused a child, so they may dismiss allegations without investigating them thoroughly.

The vast majority of allegations of abuse or harassment go unreported:

- Young people tend to minimize and deny abuse, not exaggerate or over-report incidents.
- They might not tell anyone about an assault because they are convinced that they're to blame or they fear the potential consequences.
- Males are less likely to report abuse because of self-blame, social stigma, or fears that they will not be believed or will be seen to have a particular sexual orientation.
- In some cases, youth wait to report abuse until they are adults.
- Few child abusers are identified and prosecuted.

ROLES AND RESPONSIBILITIES

Skilled leadership is critical to creating an environment that focuses on child safety. While youth protection is the responsibility of all adults involved in youth programs, compliance with Rotary International (RI) and district policies depends especially on the vigilance of the district governor, various district program chairs, the district youth protection committee, district youth service chairs, club presidents, club youth service chair and club youth program chairs. They should coordinate their efforts to raise awareness of youth safety issues and develop and implement youth protection procedures.

District Officers

The following District Officers are required to complete the volunteer application, provide personal references, and complete a background check

- District Governor
- District Governor Elect
- District Governor Nominee
- District Youth Protection Committee
- District Youth Services Chair(s)
- District Area Governors (Assistant Governors)

District Governor

The district governor is responsible for the supervision and control of district programs, including all youth programs and activities. District chairs and other volunteers are overseen by their governors and report to them. Given the sensitive nature of youth programs, governors are encouraged to use the period between their nomination and the time they take office to learn as much as possible about the programs their district participates in.

A district governor is responsible for:

- Ensuring that the district has a youth protection policy that complies with the Rotary Code of Policies for all youth programs including Rotary Youth Exchange; all policies should be reviewed by a local legal professional to ensure compliance with local laws.
- Working with district committees to ensure policy compliance throughout the district and appropriate handling of all abuse or harassment allegations and other crises.
- Working with the Area Governors (Assistant Governors), Club Presidents will be educated as to the importance of ensuring their clubs follow the District Youth Protection Policies in their entirety.
- If necessary, intervening directly to administer youth programs, even if responsibilities have been delegated to other district and club officers.

- Establishing a committee or process to closely review legal charges and convictions that, while not directly related to a youth protection violation, might otherwise disqualify a volunteer from working with youth.

Effective Succession Planning

The District Governor should plan for continuity when making committee appointments. Because of the special knowledge and experience that administering youth programs requires, it is highly recommended that districts use a leadership succession plan to draw from the expertise of experienced committee members and develop leaders within the committee. The plan should also arrange for an overlap period, so that incoming youth program chairs learn important procedures and policies from their predecessors.

District Program Chairs

Each year, the district governor will appoint or reappoint a chair for each youth program the district participates in. A program chair monitors and directs program activity at the club and district levels and serves as a resource and point of contact for the clubs. One person can serve as a chair for multiple years; however, having an effective succession plan is key to ensuring consistent program management.

Specifically, a district youth program chair (or co-chair) should:

- Know all RI and district youth protection policies and program operations and ensure that district and club programs meet all policy requirements.
- Assist with club training, participant screening and selection, program logistics, and risk management.
- Develop an effective support system for youth, encouraging them to report and cope effectively with challenges.
- Communicate with national and international contacts about program challenges and successes and serve as a liaison between clubs.
- Coordinate with the district youth protection officer (or governor) to respond immediately and thoroughly to all allegations of abuse, harassment, or crisis.
- Keep the district governor informed of youth program activities.

District Youth Protection Officer and District Assistant Youth Protection Officer(s)

The district governor will appoint or reappoint a youth protection officer to foster safe operations across all youth programs. This officer should be a resource on abuse, harassment, and other risk and crises. If possible, he or she should have professional experience in counseling, social work, law, law enforcement, or child development.

The youth protection officer will:

- Work with the district and clubs to inform all Rotarians of their youth protection obligations.
- Confirm that appropriate screening measures are conducted for all youth programs, in compliance with Rotary policies and local laws.
- Direct the selection of Rotarian and non- Rotarian volunteers and ensure that volunteer screening is documented appropriately.
- Ensure that appropriate training is provided to Rotarians, other volunteers, and youth program participants and their parents.
- Oversee proper handling of allegations and protect the interests of all who are involved.
- Maintain records of all allegations of abuse, harassment, or other crises.

Sometimes the unthinkable happens: a serious earthquake, a train collision, an act of terrorism, civil unrest, or a shooting or stabbing in a school. A youth protection officer should consider what the district would do in one of these emergencies and how it could best ensure that program participants are safe and that all necessary parties, including participants' parents or legal guardians, are notified.

Club Presidents, Club Program Chairs, and Other Club Officers

Rotary club presidents have overall responsibility for operating and coordinating club youth activities, with the support of club committee members.

- All club presidents shall complete the volunteer application, provide personal references, and have a background check.
- All club president elects shall complete the volunteer application, provide personal references, and have a background check.
- All club youth protection officers shall complete the volunteer application, provide personal references, and have a background check.

A club's president and committees will:

- Know all Rotary and district youth protection policies and program operations that apply to a club's involvement and ensure that club programs meet policy requirements.
- Implement required training, screening, program logistics, and risk management procedures.
- Engage regularly with youth program participants to get feedback on the programs.

- Coordinate with the district youth program chair and district youth protection officer to respond immediately and thoroughly to all allegations of abuse, harassment, and other crises.

Other Club Roles

The activities of Rotary clubs to foster safe environments for youth extend beyond the club president. Roles within each club vary based on program needs and a club's committee structure, but they can include club Youth Exchange officers, Rotarian counselors, Interact Club advisers, and RYLA and REGL volunteers.

District 5190 Criminal Background Check Policy

This Criminal Background Check Policy is governed by the laws and regulations of the United States, the states of California and Nevada, and the regulations of Rotary International. In addition, for RYE background check policy is also governed by the Department of State.

Accuracy of Application and Authorization Form - Providing false information on the application, including driver license number, address, date of birth, etc., is grounds for automatic exclusion from participation in a District program, regardless of the results of the criminal background check.

Indemnification of District - The District has no control over the information received from the reporting agencies. We cannot be liable to any person or entity for the information provided by any agency to the District or any of its agents, or for any actions taken by the District in reliance on such information. In order to assure the safety of exchange students, the district is entitled to and shall rely upon the information contained in the criminal history report until such time as a corrected criminal history transcript has been provided.

Decision Process - Upon receipt of the background check information, personal references, and other information available, the District Youth Protection Officer, Assistant District Youth Protection Officer, or program youth protection officer is responsible for the decision as to who can serve as a volunteer. Any disqualification will be discussed with the District Governor before the individual is notified. The volunteer must be notified before and after any potential adverse action is taken. The volunteer will be provided with his/her rights under the Fair Credit Reporting Act.

Challenging the Accuracy of the Criminal Background Record - Any individual who disputes or desires to contest information provided by any agency must provide a written notice to the District Youth Protection Officer within ten days of being advised that her or his application for participation has been denied. It is the individual's responsibility to challenge the report received from the agency and to arrange for any corrections, if necessary.

Confidentiality – In compliance with Federal regulations all criminal background search information, including information regarding disqualification decisions is confidential.

Background Checks Conducted for Other Organizations – Background checks conducted for organizations other than District 5190 programs cannot be accepted.

CLUB AND DISTRICT POLICY

1. 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' partners, and other volunteers must safeguard the children and young people with whom they come in contact and protect them from physical, sexual, and psychological abuse.

Adopted by the RI Board of Directors, October 2019

Rotary District 5190 ("the district") is responsible for adhering to and administering Rotary's safe environment and youth protection policies in all district and club activities and programs.

2. Definitions

See definitions on pages 4 -5, Section 1, Awareness and Prevention

3. Organization and Liability Insurance

Club and district youth programs are a part of an entity known as Rotary International District 5190. This entity is an association that has been formed by Rotary International ("RI"), serving parts of California and Nevada. Clubs are associations chartered by Rotary International and assigned to District 5190.

The district governor is responsible for supervision and control of all youth activities in the district. The district governor appoints a Youth Service Chair and chairs of various youth programs to administer and operate various District programs. Clubs may participate in these district programs and may also conduct youth programs of their own.

Both the clubs and the district are provided liability insurance by Rotary International with appropriate coverage and policy limits. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

4. Youth Volunteer Compliance

The district uses the Youth Volunteer Management (YVM) platform. YVM includes the volunteer application, reference checks results, background check results, interviews of volunteers, and youth protection training. The District Youth Protection Officer and Assistant Youth Protection Officer administer YVM. Club youth protection officers and program youth

protection officers are authorized to use YVM. Rotary Youth Exchange uses a different platform, Youth Exchange Administrative Hub (YEAH).

5. Record Confidentially

All youth protection required records and documents are confidential. Records and documents that are not entered into YVM or YEAH will be maintained by the district, club, or appropriate program.

6. Club Compliance

All Clubs participating in District youth programs and/or conducting youth programs of their own are required and are responsible to follow the youth protection policies of the district. The District Youth Protection Officer and the Assistant District Youth Protection Officer will monitor clubs to ensure compliance with district youth protection policies.

7. District Compliance

All District volunteers are responsible to follow the youth protection policy of the district.

8. Applicability

All procedures must be followed in all instances of club and district activities and programs involving youth (e.g., Interact, Achievement Beyond Obstacles, youth overnight stays for district functions, and other club and district programs, including one-time events and those held on a scheduled basis).

Volunteer Selection & Screening and Training Procedures must be followed for all youth activities and programs except when youth are participating in club, district, or public meetings or functions which are held on an occasional or one-time basis lasting 4 hours or less, in a group setting, and typically involving Rotarians, parents, and/or members of the public, such as scholarship presentations, student of the month programs, and other such events, such as a club's regular meeting.

9. Guidelines and Procedures – To be followed at all times

- a) **“Two Deep Rule”** – No private situations with one adult and one youth are authorized. Adults must ensure private situations never occur with fewer than two adults (preferably one of each gender) and one youth, or no less than one adult and two youth. The purpose of this rule is to assure that youth and adults are never in a one-on-one situation, to reduce the risks to all involved.
- b) **The “Two Deep Rule” also applies to digital communications.** There will be no one-on-one private online communications, including email, social media, games, etc. between adults and youth participants. Adults shall copy a parent, school personnel or another Rotarian in digital and online communication with youth participants. While it is permissible for Rotarians to "friend" a youth (i.e., on Facebook), since postings, comments and "likes" are visible to the social media world, it is not permissible to use social media to communicate

one-on-one. Another approach is to build group sites to avoid one-on-one situations. All efforts will be made to avoid one-on-one situations in text, social media, or other forms of online or digital communication.

- c) **Counseling or disciplining of individual youth must follow the “Two Deep Rule”.** When necessary, it will be done with two adults and one youth. Under no circumstances will counseling or discipline occur in a one-on-one setting. In situations requiring a personal conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.
- d) **Travel by car.** All travel must follow the rule of no one-on-one situations. An adult driver may not have just one youth passenger unless it is the driver’s child. One adult may drive 2 or more youth, or at least 2 adults may travel with one youth.
- e) **Inappropriate use of smart phones, cameras, imaging, or digital devices is prohibited.** Although most youth and adults use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with such devices. Taking and transmission of inappropriate images is prohibited. The use of any device capable of recording or transmitting visual images where privacy is expected is inappropriate.
- f) **Appropriate attire is required for all activities.** Proper clothing for activities is required, and clothing containing inappropriate or offensive messages is prohibited.
- g) **No hazing.** Hazing and initiations are prohibited and may not be included as part of any activity.
- h) **No bullying.** Verbal, physical, and cyber bullying are prohibited.
- i) **Do not use full names of youth in social media, websites or printed material.** The posting of appropriate pictures of youth on websites and social media shall only include the youth’s first name and last initial.
- j) **Travel outside District 5190.** Youth travel farther than 50 miles outside of the district boundaries will comply with all youth protection policy and procedures. In addition, activity leaders will be responsible to complete the following steps before departure:
 - a. Obtain written permission from the parents or legal guardians of youth participants.
 - b. Give parents and legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer’s contact information.
 - c. Verify that program participants have adequate insurance coverage.
- k) **Volunteer Selection & Screening** (see exceptions under Applicability, Section 8, Page 15)
 - a. All Rotarian and non-Rotarian volunteers interested in working with youth participants must meet RI and district eligibility requirements. RI prohibits the membership in Rotary and the participation of any volunteer who has admitted to,

been convicted of, or otherwise have been found to have engaged in sexual abuse or harassment.

- b. All Rotarian and non-Rotarian volunteers must complete an application form prior to working with youth participants. The volunteer application is an online application. The link to the volunteer application will be sent to the volunteer by the club youth protection officer or the program youth protection officer or district youth protection officer.
- c. Other organizations' youth protection policies prevail.
 - I. When working with youth participants in a school setting, the school youth protection policy prevails unless this district policy is stricter.
 - II. When working with youth under the auspices of any non-Rotary program (such as Scouting, youth sports, Boys and Girls Club, etc.) the non-Rotary youth protection policy prevails unless the district policy is stricter.

10. Training (see exceptions under Applicability, Section 8, page 15)

Successful completion of on-line Youth Protection Training is required of all Rotarians working with youth participants.

Training will be done via the online NAYEN (North American Youth Exchange Network) training module, which is accessed by requesting a link from the Club, Program, or District Youth Protection Training Officer. This training must be repeated once every three years, except for RYE which requires annual youth protection training.

A district youth program may require additional youth protection training.

Records of completed training are uploaded into YVM or YEAH for review by district representatives.

11. Procedures for Reporting Suspected Abusive Situations

See the Section on Reporting Guidelines, Page 27.

12. Summary

- Both the clubs and the district must follow the District Youth Protection Policy.
- When conducting youth programs, district youth protection procedures must be followed at all times.
- Except for some short-term group activities, all youth program participants will complete the volunteer application and the prescribed on-line youth protection training.
- All volunteers will report suspected abusive situations to public and Rotary officials.

REGL (ROTARY EIGHTH GRADE LEADERSHIP) And RYLA (ROTARY YOUTH LEADERSHIP AWAKENING)

1. Statement of Conduct for Working with Youth

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Adopted by the RI Board of Directors, October 2019

2. Confidentiality Statement

All records required by this policy (i.e. staff application forms, background investigations, photocopies of identification, medical release/permission forms, first aid certifications) are confidential and will be maintained by the REGL Executive Director, or the RYLA Executive Director or the District Youth Protection officer.

3. Incorporation and Liability Insurance

The District 5190 REGL program is a legal entity incorporated in the State of Nevada as Rotary District 5190 Eighth Grade Leadership (REGL). The District 5190 RYLA program is a joint program with District 5180 and is a legal entity incorporated in the State of Nevada as 5180/5190 RYLA, Inc.

Both REGL and RYLA carry liability insurance with appropriate coverage and policy limits. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

4. 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.

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 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.

5. Guidelines and Procedures

a) **“Two Deep Rule”** – No private situations with one staff member and one camper are authorized. Staff must ensure private situations during camp sessions never occur with fewer than two staff members and one camper, or no less than one staff member and two campers. The purpose of this rule is to assure that youth and staff members are never in a one-on-one situation, in order to reduce the risks to all involved.

b) **The “Two Deep Rule” also applies to digital communications.** There will be no one-on-one private online communications, including email, social media, games, etc. between adults and youth participants. Adults shall copy a parent, school personnel or another Rotarian in digital and online communication with youth participants. While it is permissible for Rotarians to "friend" a youth (i.e. on Facebook) since postings, comments and "likes" are visible to the social media world, it is not permissible to use social media as a means to communicate one-on-one. All efforts will be made to avoid one-on-one situations in text, social media, or other forms of online or digital communication.

c) **Discipline or counseling situations-** Private counseling or disciplining of individual campers must follow the “Two Deep Rule”. When necessary, it will be done with either a Program Director and a Camp Co-Director present; or two Program Directors or a Youth Protection Officer present. Under no circumstances will counseling or discipline occur one-on-one in an isolated setting.

d) **Inappropriate use of smart phones, cameras, imaging, or digital devices is prohibited.** Although most youth and adults use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with such devices. Taking and transmission of inappropriate images is prohibited. The use of any device capable of recording or transmitting visual images where privacy is expected is not allowed.

e) **Appropriate attire is required for all activities.** Proper clothing for activities is required and clothing containing inappropriate or offensive messages is not allowed.

f) **No hazing.** Hazing and initiations are prohibited and may not be included as part of any activity.

g) **No bullying.** Verbal, physical, and cyber-bullying is not allowed.

h) **Do not use full names of youth in social media, websites or printed material.** The posting of appropriate pictures of youth on websites and social media will only include the youth's first name, or they may remain nameless.

i) **Staff Application Form** - All REGL/RYLEA staff members will complete an application form prior to selection for participation with youth at any REGL/RYLEA activity.

j) **Background Investigation** - A background investigation will be conducted on all staff members and volunteers prior to their selection to participate with youth at any REGL or RYLEA camp activity. Background investigations will also be conducted on staff who have a break in service of one or more years, and on staff who have not been screened in within the last three years. Staff members agree to submit a copy of a picture ID and cooperate in fingerprinting to assist in conducting the background investigation.

k) **Selection of Counselors**- Selection of Counselors and other volunteers is made solely at the discretion of the REGL and RYLEA Committees in co-ordination with the Counselor Coordinators and Program Directors based on a number of factors including such things as gender to appropriately supervise the cabins; a mixture of age and experience to enhance the volunteer group; special skills or abilities that the counselor brings to the group; mixture of personality types; ability to work productively with the other volunteers; ability to connect with the campers. The Camp Co-Directors in consultation with the Executive Director reserve the right to decline any volunteer based on their judgment for the best interests of the Camp as a whole. Criminal history of child abuse or sexual offenses will automatically disqualify a volunteer from serving.

l) **Mandatory Annual Orientation** - All staff working with youth will be required to attend an annual orientation session in which they are informed about the following:

- i. REGL or RYLEA policies and applicable state law for youth protection during Camp sessions
- ii. Procedures to carry out the Youth Protection Policy during all Camp activities
- iii. Appropriate steps to report an incident of suspected child abuse
- iv. Details of the state laws regarding child abuse
- v. At this orientation, all staff members will be required to sign a covenant to abide by REGL/RYLEA guidelines and procedures. All staff members will be given REGL/RYLEA guidelines in writing.

- m) **Minimum Age** - All Staff members must be twenty-one years of age or older, unless approved by the Camp Co-Directors.
- n) **Accident Report Form** - An accident report form shall be submitted for any accidental injury incurred by a participant in a Camp related activity.
- o) **Criminal history exclusion** - No person who has been either arrested for, or convicted of, any crime involving child abuse or neglect will be allowed to participate in any Rotary youth program.
- p) **Dormitory accommodations** - Separate dormitory accommodations will be provided for male and female campers. Adult staff members assigned to proctor the overnight activities of participants will be of the same gender as the youths assigned to the sleeping area. All persons (staff and camp participants) within the confines of any sleeping areas will likewise be of the same gender. Staff of the opposite gender may be invited into dormitories to conduct camp business as long as the “two deep rule” is adhered to. Under no circumstances is it acceptable for campers of one gender to occupy or enter a dormitory assigned to the opposite gender.
- q) **Driving Policy** - Campers may not transport themselves to Camp. They must be transported to and from camp via chartered bus, local Rotary Club volunteer drivers, or immediate family. In the case of volunteer drivers, the “Two Deep Rule” must be observed. Local clubs must ensure volunteer drivers have current state driver’s licenses, and their automobile insurance is current and meets requirements of state law. A self-disclosure form is acceptable to obtain compliance. Clubs are responsible for maintaining this documentation.
- r) **Training**
 - i. Successful completion of on-line Youth Protection Training is required of all volunteers working with youth programs.
 - ii. Training will be done via the online NAYEN (North American Youth Exchange Network). This training must be repeated once every three years.
 - iii. The District Youth Protection Training Officer will keep records of completed training for review by district representatives.

6. Allegation Handling and Follow-Through

District 5190 takes all allegations of abuse or harassment seriously and will handle them in accordance with the Reporting Guidelines, Page 27.

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.

RYE (ROTARY YOUTH EXCHANGE)

1. 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' partners, and other volunteers must safeguard the children and young people with whom they come in contact and protect them from physical, sexual, and psychological abuse.

Adopted by the RI Board of Directors, October 2019

2. Definitions

See definitions on pages 4-5, Section 1, Awareness and Prevention

3. Incorporation and Liability Insurance

The District 5190 RYE program is a legal entity incorporated in the State of Nevada as Rotary Youth Exchange D5190.

The District 5190 RYE program carries liability insurance with appropriate coverage and policy limits. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

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 5190 will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements.

All clubs that participate in Rotary Youth Exchange 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 5190 and RI policies.
- Confirmation that volunteers will be prohibited from one-on-one 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 by the District RYE Program.
- Confirmation that a potential host family may not host a student unless the family is approved for hosting by the District RYE Program.

- All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites.
- List of services in the area (rape and suicide hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.).
- Any club youth-protection training materials

5. Volunteer Selection and Screening

All Rotarian and non-Rotarian volunteers interested in working with RYE participants must meet RI and District 5190 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.

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 charges may apply to be reinstated as an RYE volunteer. Reinstatement is not a right, and reinstatement to his or her former position is not guaranteed.

All Youth Exchange Rotarian and non-Rotarian volunteers that have direct, unsupervised contact with RYE program participants must:

- Complete a volunteer application/agreement form
- Undergo a criminal background check
- Be interviewed, preferably in person
- Provide a list of personal references with contact information. References may not be a family member, and only one Rotarian, who is not an RYE volunteer, may serve as a reference.
- Comply with RI and District 5190 guidelines for the Youth Exchange program
- Comply with Department of State regulations.

Youth Exchange host families must meet these selection and screening requirements:

- Undergo a comprehensive 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 accommodations (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Complete a host family application form

- Undergo home visits with and without notice, both before and during the placement; home visits must be conducted at least annually, even for repeat host families

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 staff who are full-time or part-time residents of the home.

Youth Exchange students, both inbound and outbound, must be appointed a Rotarian counselor who meets the criteria for all volunteers. Also:

- A counselor must not be a member of the student's host family. It is also recommended that counselors not hold another role of authority with respect to the student's exchange (e.g., school principal, club president, district Youth Exchange chair).
- Counselors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or emotional abuse or harassment.

6. Participant Selection and Screening

All students interested in the District 5190 Youth Exchange program must meet district guidelines and:

- Complete an 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

The District 5190 Youth Exchange program must provide youth protection training and information to all students and volunteers. Approved District RYE Committee members, or club Youth Exchange Officers who have been approved by the District RYE Chair will conduct the training sessions. Specifically, District 5190 will:

- Develop a training schedule that specifies who will be trained, how often, and how
- Conduct specialized training for those involved in Youth Exchange:
 - District governor
 - District Youth Exchange officer and committee members
 - Club Youth Exchange officer and committee members
 - Rotarian counselors
 - 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. Travel by RYE Students

For the travel of Youth Exchange students outside their host communities, either with their host families or to attend Rotary events, District 5190 shall obtain written permission from the students' parents or legal guardians. In addition, the travel must follow the Rotary Youth Exchange District 5190 Travel Policy.

For all other Youth Exchange student travel that is not customarily a part of the exchange program, the student must:

- Receive authorization from District 5190 in advance
- Obtain written permission from the parents or legal guardians for travel outside of the local host community
- Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information

9. District 5190 Youth Exchange Administration

The District 5190 Youth Exchange program, in collaboration with participating clubs, must also:

- Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies. District 5190 requires that all program participants be covered by an insurance policy that is approved by RI
- 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:
 - For inbound students: Rotarian counselor, host club president, host district Youth Exchange chair, and host district governor
 - For outbound students: Rotarian counselor, sponsor club president, sponsor district Youth Exchange chair, sponsor district governor
- 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 counselor — who can help the students with any problems.
- Provide a 24-hour emergency contact phone number to students.
- 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.

- Prohibit placement of students outside of the district Youth Exchange program structure (“backdoor” exchanges).
- Establish criteria and procedures for a student’s removal from the host family and arrange for contingent, temporary housing in advance.
- Develop contingency hosting plans that include prescreened families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students.
- Ensure that long-term program participants have multiple host families. It is recommended that long-term program participants be placed with three host families during their exchange.
- Conduct follow-up evaluations of both students and host families.
- 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.

REPORTING GUIDELINES

District 5190 is committed to protecting the safety and well-being of all youth program participants and will not tolerate abuse or harassment. All allegations will be taken seriously and must be handled within the following guidelines. **The safety and well-being of program participants must always be top priority.**

RECEIVING AN ALLEGATION REPORT

Any adult to whom a program participant reports abuse or harassment must:

- ***Listen attentively and stay calm.*** Acknowledge that it takes courage to report abuse or harassment. Be encouraging, but remain neutral; do not express shock, horror, or disbelief.
- ***Assure privacy but not confidentiality.*** Explain that you will have to tell someone about the abuse or harassment to make it stop and ensure that it does not 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 things in telling you. Avoid asking “why” questions, which may be interpreted as questioning the young person’s motives. Remember that your responsibility is to report this information to the proper authorities.
- ***Be non-judgmental 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 it was not his or her fault and that it was brave and mature to come to you.
- ***Document the allegation.*** Record the conversation, including the date and time, as soon after the report as you can. Try to record the young person’s exact words.

ALLEGATION RESPONSE

1. **Protect the young person.** Ensure the safety and well-being of the young person by removing him/her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the young person that this is for his/her safety and is not a punishment.
2. **Report the allegations to the appropriate authorities.**
 - a. Every adult staff member, junior counselor, or any other person associated with the program who has received an allegation must report it to the Program

Coordinator. For RYE, the program coordinator or the Executive Secretary is to be contacted.

- b. In most situations, the Program Coordinator will first contact the District Youth Protection Officer, who is responsible for giving advice and for seeking advice from and interacting with appropriate agencies. In addition, the District Governor must be notified.
 - c. The District Governor will decide if the District Crisis Management Plan is to be implemented.
 - d. Interrogations related to allegations of abuse or harassment must be left entirely to law enforcement agencies or other reporting agencies such as social services. Follow the course of action laid out by the District Youth Protection Officer.
 - e. If allegations are reported to a law enforcement agency or other agency such as social services by a non-Rotarian, the first Rotarian that becomes aware of this situation is to immediately inform the District Governor and/or District Youth Protection Officer. While all Rotarians will cooperate with any investigation, only the District Governor and/or the Youth Protection Officer will reach out to the investigating agency.
3. **Reporting Information and Time Frames.** Within 24 hours, gather the following information, if obtainable:
- a. The name, address, age, and gender of the alleged victim
 - b. The name and address of the alleged victim's parents or guardians
 - c. The alleged victim's report of the nature and extent of the abuse or neglect
 - d. Any evidence of previously known or suspected abuse or neglect of the alleged victim or their siblings
 - e. The name, address, and relationship of the alleged perpetrator
 - f. Any other information known to the person making the report that would be helpful to the investigation of the alleged abuse
4. **Information on Allegations.** Under no circumstances will information about any alleged incident, the alleged victim, or the alleged perpetrator be given to any person other than the Program Coordinator, District Governor, Youth Protection Officer, and the appropriate law enforcement personnel. Program Staff are not qualified or authorized to conduct investigations of any kind and are prohibited from contacting any persons other than the Program Coordinator.
5. **Remove the Accused Person from Contact with Youth.** Remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved.
6. **Terminate the Accused Person's membership from Rotary.** If the alleged offender is a member of a Rotary club, as per the Rotary Code of Policies (section 2.120.2.9), the membership of the Rotarian must be terminated. See page 3.

7. **Avoid gossip and blame.** Do not discuss the allegation except with those who need to know. Be careful to protect the rights of both the alleged victim and the alleged offender during the investigation.

8. Follow Through.

- a. A District Officer must inform RI of the allegation within 72 hours and provide ongoing status reports. In addition, RYE must notify the United States Department of State. The notification is to be made by the RYE Program Chair, or the RYE Executive Secretary, or the RYE Department of State Responsible Officer.
- b. District 5190 (for RYLA when the youth is from District 5180 their leadership will handle) will ensure that the program participant's parents or legal guardians have been notified, unless they are the alleged offender. District 5190 will offer the young person an independent, non-Rotarian counselor to represent his or her interests.
- c. For an inbound RYE student, notification must be made to the Program Chair of the sponsoring district (or their designated committee member). The sponsoring district's RYE Program Chair or the designated committee member will make official notification to the RYE student's parents.
- d. If law enforcement agencies will not investigate, or if the investigation is inconclusive, the district governor will appoint a district review committee to coordinate an independent review to ensure that district youth protection policies were followed, confirm that youth safety was the highest priority, and determine any necessary modifications to district procedures. This review is not responsible for determining the validity of any allegations; that can only be done by youth protection agency personnel or trained law enforcement professionals.
- e. Following any law enforcement or child protective agency investigations, the District Governor is responsible for determining what role, if any, the accused person may be allowed to play in any future Club or District Youth programs. Even if no criminal or civil legal actions are pursued by the appropriate legal authorities, the district may limit or forbid contact by the accused person with any youth program participant to the extent necessary to prevent any future abuse or harassment and to protect the reputation of Rotary International, Rotary District 5190, and the clubs of District 5190. The District Governor may request the assistance and advice of the District Youth Protection Officer and/or any District review committee in making her or his final determination regarding the accused person, but the District Governor's decision shall be final.
- f. If law enforcement has found the allegations to be noncriminal, the district governor is responsible for contacting the alleged offender. The district governor may delegate this task to a district youth protection officer or a district review

committee.

9. **Requests for Information by the Media, or Other Parties.** All requests for information by the media, or other parties shall be referred to the District Governor, or to the District Crisis Management information officer.
 - a. All Rotarians with knowledge of the incident need to be informed that they are not permitted to discuss the incident with anyone not involved in the investigation, including other Rotarians, the media, neighbors, etc.
 - b. Since RI has a crisis management firm on standby, the District Governor or District Crisis Management information officer should consult with the crisis management firm before talking to the media.

**DISTRICT 5190
YOUTH PROTECTION REQUIREMENTS**

R = Required

S = Suggested

Questions about the requirements for a specific youth program or youth volunteer should be directed to either the program's youth protection officer or the District Youth Protection Officer.	Application	References	Interview	CBC/NSOR (5)	Youth Protection Training
Achievement Beyond Obstacles	R	R	R	R	R
Area Governors	R	R	R	R	R
Club Presidents	R	R	R	R	R
Club Presidents Elect	R	R	R	R	R
Club Youth Protection Officers	R	R	R	R	R
District Governor, Governor Elect, Governor Nominee	R	R	R	R	R
District Youth Protection Officers	R	R	R	R	R
Interact	S	S	S	S	R
Music/Speech Contests	S	S	S	S	R
REGL	R	R	R	R	R
RYE (1)	R	R	R	R	R
RYLA	R	R	R	R	R
Scholarships	S	S	S	S	R
Scouting	S	S	S	S	R
Other Club Programs Level 1 (2) (3)	R	R	R	R	R
Other Club Programs Level 2 (4)	S	S	S	S	R
Club members not working with youth	S	S	S	-	R

1. Rotary Youth Exchange has additional requirements from both Rotary International and the US Department of State
2. Volunteer works with youth and has (or has the potential) of being one on one
3. Volunteer is the chair of a youth program at the club, area, or district level
4. Volunteer is with one or more other volunteers at all times when working with youth
5. District wide programs are responsible for the costs of criminal background checks for their programs. Clubs are responsible for the costs of criminal background checks for their programs.