

YOUTH ABUSE AND HARASSMENT PREVENTION POLICY

District 5000 has adopted this Youth Abuse and Harassment Prevention Policy (“Youth Protection Policy”) as its youth protection policy for all Rotary-affiliated youth programs within the District, including, without limitation, Early Act, Interact, Rotaract, Rotary Youth Leadership Awards and Rotary Youth Exchange.

A. STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

The District 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. It is each person’s responsibility to be familiar with this Youth Protection Policy, the reporting guidelines, affidavits, host applications, and reporting forms. Each person who will work with youth, including, without limitation, Youth Exchange students, in any capacity must complete and sign the Youth Volunteer Affidavit and Waiver.

B DEFINITIONS

For purposes of this Youth Protection Policy, the terms defined below shall have the respective meanings indicated unless the context clearly requires a different interpretation:

“**Club Compliance Statement**” refers to the club compliance statement attached to the District Policy Manual as Appendix 5, as amended from time to time, and incorporated into this Youth Protection Policy by reference

“**District**” or “**District 5000**” refers to Rotary International District 5000.

“**District youth protection officer**” means the member of the District Youth Exchange committee who is responsible for maintaining youth protection policies and procedures for the Youth Exchange program; serves as the first point of contact should any Rotarian receive an allegation of abuse or harassment. This individual should have experience in youth protection, social work, law enforcement, or a similar field.

“**Host family**” refers to the family selected by the Rotary club to provide accommodations for the student and act as the student’s family during a period of the exchange.

“**Multidistrict Youth Exchange group**” refers to an administrative body representing a larger geographic area established to support exchange activities, such as student applications, travel arrangements, insurance, visa processing, and orientation. Such groups include, without limitation, SCANEX.

“**NAYEN**” means North American Exchange Network, which is a regional Youth Exchange group that provides Youth Exchange information and resources for Youth Exchange volunteers, including youth Exchange officers, and host families.

“**Reporting Guidelines for Abuse and Harassment**” refers to the reporting guidelines attached to this District Policy Manual as Appendix 4, as amended from time to time, and incorporated into this Youth Protection Policy by reference.

“**RI**” refers to Rotary International.

“**Rotarian counselor**” refers to the Rotarian who is a member of the host Rotary club and has been appointed to serve as the student’s main contact with that club. This individual shall act as liaison between the student, Rotary club, District, host family, and community at large.

“**SCANEX**” means Southern California, Arizona, and Nevada Exchange, Inc., a California corporation, which is a multidistrict Youth Exchange group doing business as the Southern California, Nevada, Hawaii, Arizona and Utah Rotary Youth Exchange.

“**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 opposite sex. Additional examples of sexual abuse could include, but are not limited to, non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

“**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 include, but are not limited to, the following:

- (a) Sexual advances;
 - (b) 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;
 - (c) Verbal abuse of a sexual nature;
 - (d) Displaying sexually suggestive objects, pictures, or drawings;
- and/or
- (e) Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

Please refer to the Reporting Guidelines for Abuse and Harassment for definitions and clarification.

“**Student**” refers to youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority.

“**Training Manual**” refers to the RI Abuse and Harassment Prevention Training Manual and Leader’s Guide (775-EN—(606), as amended from time to time.

“**Volunteer**” refers to any adult involved with Rotary youth activities who has direct interactions with 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).

“**Youth**” refers to any person under the age of eighteen (18), including students participating in Youth Exchange or any other youth activity conducted in a club in the District.

“**Youth Exchange officer**” refers to the Rotarian appointed or elected to hold office on a District or club Youth Exchange committee. The District Youth Exchange chairperson is the Youth Exchange officer for the District.

“**Youth programs**” refers to all of the services offered by the District that involve youth activity, including, but not limited to, Early Act, Interact, Rotaract, Rotary Youth Leadership Awards, Rotary Youth Exchange and other programs involving youth.

“**Youth Protection Policy**” refers to this Youth Abuse and Harassment Prevention Policy, as amended from time to time.

“**Youth Volunteer Affidavit and Waiver**” refers to the form of affidavit and waiver attached to the District Policy Manual as Appendix 3, as amended from time to time, and incorporated into this Youth Protection Policy by reference.

C. INCORPORATION OF DISTRICT YOUTH EXCHANGE PROGRAM AND LIABILITY INSURANCE

Rotary District 5000 Youth Exchange is incorporated as part of SCANEX. District 5000 is located entirely within the United States and is covered under the U.S. Rotary Club & District General Liability Insurance Program.

D. VOLUNTEER AND HOST FAMILY SELECTION AND SCREENING

The following screening steps must be completed prior to participation in Youth Exchange program activities.

(1) **Youth exchange volunteers.** Each volunteer interested in participating in a youth programs must:

(a) Complete the SCANEX Youth Volunteer Application/Affidavit, which is available online at <http://yehub.net/SNX-volapp>; (but, if the volunteer is an adult Youth Exchange host family member or an adult resident, such individual shall instead complete the SCANEX Host Family Application, which is available online at <http://yehub.net/SNX-hfapp>;

(b) Authorize the District to conduct a criminal background check (subject to local laws and practices), which may be accomplished as part of the online application process referenced in Section D(1)(a) above;

(c) Provide a list of references for the District to check, which may be accomplished as part of the online application process referenced in Section D(1)(a) above;

(d) Undergo personal interviews;

(e) Meet RI and District eligibility requirements for working with students.

(f) Understand and comply with RI and District guidelines for Youth Exchange when applicable.

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 harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participant 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 contact. 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; and

(2) **Youth Exchange Host Families.**

(a) **Selection and Screening.** Adult Youth Exchange family members and residents must complete all of the requirements for volunteers, which are set forth in Section D(1) above.

(b) **Interviews.** Youth exchange host families must undergo a comprehensive interview to determine their suitability for hosting exchange students. This interview should include the following:

(i) Demonstrated commitment to the safety and security of students;

(ii) Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange;

(iii) Financial ability to provide adequate accommodations (room & board) for the student;

(iv) Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well-being; and

(v) Home visits must be conducted for each host family and additional visits may be made during the placement, which visits shall be conducted by the club Youth Exchange Officer, the Rotarian Counselor, or both (as determined by the District Youth Exchange Officer), and the host family is required to fully cooperate in all such visits.

(3) **Scope of Selection and Screening Requirements.** 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.

(3) **Youth Exchange Rotarian Counselors.** Rotarian counselors must meet the criteria for all volunteers, as well as the following:

(a) Counselors must not be a member of the student's host family;

(b) Counselors must be trained in responding to any problems or concerns which may arise during the exchange, which may include instance of physical, sexual, or emotional abuse or harassment. Such training may consist of an online training program or tutorial that has been developed by a reputable multidistrict Youth Exchange group, including, without limitation, the NAYEN youth protection training site at <http://yeoresources.org/Pages/ProtectionTraining.html>, and reasonably approved by the District Youth Exchange chairperson.

(4) **Record Retention.** The District will maintain all records of criminal background checks, waivers and screening for adults working with minors for a period of three (3) years from the date of their creation. Student, volunteer and host family records will be retained by the District Youth Protection Officer for a period of three (3) years from the date of creation. After three (3) years the records will be properly destroyed.

E. YOUTH EXCHANGE STUDENT SELECTION AND SCREENING

(1) **Students.** All students interested in participating in the District Youth Exchange program must:

(a) Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program; and

(b) Attend and participate in all District orientation and training sessions.

(2) **Parents and Legal Guardians.** All parents or legal guardians of students interested in participating in District Youth Exchange program must:

(a) Be interviewed to determine the student's suitability for participation in the Youth Exchange program;

(b) Adhere to the application and selection timeline. Students that begin the process after deadlines have passed may not be thoroughly interviewed and could miss vital orientation sessions; and

(c) Attend and participate in all applicable District orientations and training sessions.

F. Training

(1) The District will make abuse and harassment prevention training available to all youth program participants. The District Youth Services chairperson, or appointee, will conduct, administer or oversee such training session(s). Such training may consist, in whole or in part, of online training programs or tutorials that have been developed by a reputable multidistrict Youth Exchange group, including, without limitation, the NAYEN youth protection training site at <http://yeoresources.org/Pages/ProtectionTraining.html>, or any other appropriate online training program or tutorial that may be approved by the District Youth Services chairperson and District Youth Exchange chairperson, from time to time.

(2) The District will:

(a) Adapt the Training Manual to include relevant information on specific District guidelines, local custom, cultural issues, and legal requirements;

(b) 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;

(c) Provide, conduct or make available specialized training sessions for the following youth program participants:

- District Governor, District Governor Elect and District Governor Nominee
- District Youth Exchange committee members, including, without limitation, each island coordinator.
- Club Youth Exchange committee members, including, without limitation each Club Youth Exchange officer and Rotarian Counselor
- Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours and District events
- Youth Exchange host families
- Students (outbound and inbound)
- Parents and legal guardians of students

(d) In addition to the guidelines set forth in this Youth Protection Policy, the District may, from time to time, establish additional guidelines to ensure that all those required to be trained have participated; and

(e) Maintain records of participation to ensure compliance, which may include records maintained on the YEAH database.

G. ALLEGATIONS REPORTING GUIDELINES

The District is committed to protecting the safety and well-being of youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Reporting Guidelines for Abuse and Harassment.

H. INVESTIGATION GUIDELINES

The District 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.

I. OTHER DISTRICT YOUTH EXCHANGE FUNCTIONS

The District will:

(1) Have procedures for reporting, investigating, and handling of non-criminal offenses or historic cases that law enforcement choose not to investigate, which may include or consist of consulting the District legal counsel, if and when necessary;

(2) Recommend that all inbound Youth Exchange students maintain insurance coverage with limits not less than Five Hundred Thousand US Dollars (US \$500,000) for medical expense benefits and personal liability;

(3) Provide each student with a list of local services in the District (e.g., rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.);

(4) Complete a student data request form for all participating Youth Exchange students and return it to RI one month before the exchange begins.

(5) Will provide to Youth Exchange students a list of 24-hour emergency telephone numbers for the Rotarian counselor and the club Youth Exchange officer;

(6) Follow RI guidelines for Youth Exchange web sites;

(7) Appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment;

(8) Report all criminal allegations to RI within 72 hours;

(9) Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours;

(10) Require a monthly report from each inbound and outbound student in the District, which may request information on current hosts, feelings, concerns, ideas and suggestions, and which district Youth Exchange chairperson may be able to review and use to assist students, as needed; and

(11) Evaluate and review this Youth Protection Policy and accompanying procedures, from time to time.

J. CLUB COMPLIANCE

(1) The District will monitor and ensure that all participating clubs within the District comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the District for certification must provide the District with a copy of the following for review and approval:

(a) Copies of all materials produced in the club to promote and support youth programs, including, but not limited to, promotional materials and brochures, applications, policies, website links, etc.;

(b) List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private service); and

- (c) Club abuse and harassment prevention training program.
- (2) Participating clubs must agree to:
- (a) Complete and return a signed Club Compliance Statement for youth Exchange and Other youth Programs, certifying that the club is operating its youth program in accordance with District and RI policies;
 - (b) Ensure that all adult full-time residents of the host home, Rotarian counselor, Club Youth Exchange committee chairperson, and all Rotarians and their spouses or partners with direct unsupervised contact, complete the SCANEX Youth Volunteer Application/Affidavit or the SCANEX Host Family Application, as applicable;
 - (c) Develop a comprehensive system for host family selection and screening that includes announced and unannounced home interviews both prior to and during the placement;
 - (d) Conduct follow-up evaluations of both students and host families;
 - (e) Follow the Reporting Guidelines for Abuse and Harassment 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;
 - (f) Prohibit direct placement of student outside the District Youth Exchange program structure (so-called backdoor exchanges);
 - (g) Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance);
 - (h) Develop contingency plan for hosting that include pre-screened and available back-up families;
 - (i) Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students;
 - (j) Ensure that long-term exchange students have multiple host families;
 - (k) Provide each student with a comprehensive local services list;
 - (li) Ensure that the host Rotarian counselor for each student is not a member of the student's host family;
 - (m) Ensure that the host Rotarian counselor is trained in responding to any problems or concerns that may arise during the exchange, including, without limitation, the detection and reporting of physical abuse, sexual and emotional abuse or harassment;

(n) Provide mandatory training on sexual abuse and harassment prevention for host families, outbound student, inbound students or legal guardians;

(o) Provide the names and contact information of at least three (3) individuals to contact for assistance with any issues or problems to all Youth Exchange students. These individuals must include both males and females, not related to each other, and individuals independent of the host family and Rotarian counselor;

(p) Follow RI guidelines for Youth Exchange websites and usage of the Rotary marks;

(q) Report all serious incidents (accidents, crimes, early return, and death) involving youth to the District immediately;

(r) Conduct interviews of all Youth Exchange applicants and applicants' parents or legal guardians.