

# DISTRICT 9510



## MASTER PROTECTION POLICY





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## Document Control

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# 1. DEFINITIONS AND ACRONYMS

Glossary Terms are shown in the text in **Green**

<b>Abuse</b>	Abuse means sexual abuse or deliberate physical or emotional actions sufficient to cause physical or emotional injury.
<b>Adult Leader</b>	In the context of this policy, an adult leader is a person over 18 years of age of sufficient maturity, training and experience to look after and guide young people participating in Rotary youth and vulnerable adult programs. They might be Rotarians, Rotaractors, spouses, previous program participants or members of the public recruited to assist.
<b>Aged</b>	An older person who is handicapped as the result of the loss of physical or mental capacity
<b>Child</b>	A young person participating in a Rotary program under the age of 18 years.
<b>CPO</b>	Club Protection Officer: A Rotary or Rotaract Club member appointed to ensure club volunteers comply with this policy to keep youth and vulnerable adults in the District's care safe. Refer Appendix 1
<b>DG</b>	District Governor
<b>District</b>	Refers to Rotary District 9510
<b>DIO</b>	District Insurance Officer
<b>DPO</b>	District Protection Officer is the Chair of the District Protection Committee, a body set up to handle any cases of abuse in the District and to help District committees and Rotary clubs keep youth and vulnerable adults in their care safe. <b>Refer Appendix 2</b>
<b>Harassment &amp; Bullying</b>	This can be any unwanted act or comment by another person which affects the wellbeing, health, confidence or causes embarrassment. It can be of a sexual or racial nature or highlight a perceived difference between the perpetrator and the recipient.
<b>Experienced Interviewer</b>	One of a group of 9510 Rotarians who as a result of their vocation are experienced in in-depth interviewing. They have the skills to look beyond direct answers and develop a line of questioning more likely to determine the actual suitability of the applicant. <b>Refer Appendix 2</b>
<b>Infirm</b>	A person of any age who has a diminished mental capacity either as a result of a birth defect, an injury or illness
<b>Neglect</b>	Neglect is the failure to provide for the essential needs (such as but not limited to food, water, shelter, a safe environment and emotional support) of a youth or vulnerable person to maintain their wellbeing and achieve their potential.
<b>Program Participant</b>	Any youth or vulnerable adult who is being assisted, guided or gains knowledge or direction through involvement in a Rotary Youth Program or other Rotary activity.
<b>Reasonable Suspicion</b>	If your own observations lead you to believe abuse or neglect is occurring or has occurred to a person; if a person discloses that they have been abused; if a relative or close friend tells you of the abuse, then the reasonable suspicion threshold has been reached.

<b>Responsible Adult</b>	Any adult who, in a family or group situation for a short period of time, is responsible for caring for a child/youth/student in a Rotary context as assessed against the assessment criteria in <b>Section 5.3</b> .
<b>RI</b>	Rotary International
<b>Rotary Youth Program</b>	A program specifically designed to assist youth (young people up to 25 years). Rotary has other programs specifically designed for Young Adults (may include participants 18 years and over) e.g. Rotaract, NGSE, Young Business Leaders' Breakfasts. The participants in youth programs are subject to the protection requirements of this manual, the Young Adults are not; they are treated as adults
<b>Screening</b>	Screening is the complete process of referee checks, an interview and the attainment of a State/Territory Working with Children Check. <b>Section 5.2</b> .
<b>Significant period</b>	Is the "period of time which may allow grooming or abuse to occur." The length of this time will depend on the nature of each youth and vulnerable adult program and the vulnerability of its participants. A decision on the actual time is to be determined by the program leader. As an approximate guide it could be between 15 minutes (participants who could be readily traumatised) and 30 minutes. Multiple short periods of time with the same RESPONSIBLE ADULT and program participant should be taken into account.
<b>Spouse</b>	Wife, husband or partner of a volunteer assisting in a Rotary program.
<b>Standalone Rotary Club Program</b>	A program initiated and run by a Rotary club with no connection to a District Committee
<b>Volunteer</b>	An adult involved in Rotary programs who has direct interaction, either supervised or unsupervised, with youth and vulnerable adults in a Rotary youth and vulnerable adult program.
<b>Vulnerable Adult</b>	An adult of any age who as the result of old age, an illness, accident, birth defect or a drug or alcohol addiction etc. is intellectually or physically handicapped and may be unable to look after their own best interests.
<b>WWCC</b>	The Working with Children Check is an ongoing assessment of a person's national criminal history (including convictions pending, non-convicted charges and other disciplinary and Police information). Similar checks are available for those people working with other vulnerable groups. Many offenders have never come to the attention of the authorities so will not be identified by a WWCC.
<b>Youth</b>	Defined as a participant in a Rotary Youth Program who is aged between 12 and 25 years
<b>Youth Program Volunteer</b>	Rotarians, volunteers, spouses, honorary members, Rotaractors or friends who have been assessed and approved against the screening criteria in <b>Section 5.2</b>

## 2. THE POLICY

### Rotary International's Statement of Conduct for Working with Youth

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

### 2.1. Our Commitment

To comply with this statement Rotary **District** 9510 members will agree to **abide by this policy and apply the same principles** to young people and **all vulnerable people** involved in Rotary Programs . To this end we will plan or reorganise all of our **youth** and **vulnerable adult** programs so that, as far as we possibly can, **NO ADULT LEADER WILL BE ALONE WITH A YOUTH or VULNERABLE ADULT FOR A SIGNIFICANT PERIOD.**

- 2.1.1. Any **District** committee or club member by the act of instigating, running or assisting in a **youth or vulnerable adult** program confirms they agree to abide by this policy and any **additional requirements set down in the operational manual** applying to the program in which they are involved. (See Manuals 3)
- 2.1.2. **Any person by the act of instigating, running or assisting in a youth or vulnerable adult Rotary program agrees to abide by whichever is the more stringent of the Rotary or government requirements** applying to the program in which they are involved and if optional agrees to treat the option as a requirement.
- 2.1.3. Anyone working in a **youth or vulnerable adult** program who seriously violates these rules may at the discretion of the District Leadership Board **be required to cease involvement with youth or vulnerable adults or be removed from Rotary**

### 2.2. The Coverage

- 2.2.1. This policy, the Master Protection Policy, **contains the principles and procedures District** 9510 requires to be followed **to protect all vulnerable people** involved in Rotary programs either at a personal, a club or at **District** level.
- 2.2.2. The **vulnerable groups District** 9510 assists are **children, young people, the elderly and people of any age with a mental or physical handicap**

### 2.3. The Purpose

- 2.3.1. **Aim to eliminate the chances of abuse, harassment and bullying occurring to youth and vulnerable adults in all Rotary programs and activities.**
- 2.3.2. Develop and maintain a culture promoting the safety and wellbeing of all **youth** and **vulnerable adults** in Rotary programs.
- 2.3.3. Ensure that all parties are **aware of their responsibilities.** –
  - firstly to **identify situations** where the **abuse or harassment and bullying** of vulnerable program participants may occur
  - secondly to **establish controls and procedures** to prevent such **abuse or harassment and bullying** occurring
  - thirdly to recognise **abuse or harassment and bullying** if it occurs.
- 2.3.4. **Provide guidance** on action that should be taken where a person has **reasonable suspicion abuse or harassment and bullying** of a **youth or vulnerable adult** within any Rotary program or activity has occurred.

- 2.3.5. Provide a clear statement to Rotarians, Rotaractors, **spouses** and others working in Rotary programs that **abuse** or **harassment and bullying are strictly forbidden**. Any and all suspected **abuse** or **harassment or bullying** will be **reported and thoroughly investigated**.
- 2.3.6. Outline Rotarians' two levels of **volunteer** accreditation and when each level is required.

## 2.4. Scope

This policy applies to all Rotarians, Rotaractors, **spouses**, and others working in any Rotary **vulnerable person** program.

## 2.5. Guiding Principles

2.5.1. This Policy is based on the following principles:

**District** 9510 has a **zero tolerance** for the **abuse** or **harassment and bullying** of **youth** and **vulnerable adults**.

The **best interests of youth** and **vulnerable adults** are paramount.

The **protection of youth** and **vulnerable adults** within Rotary is a responsibility **shared by all Rotarians**.

Everyone in our Rotary **youth** and **vulnerable adult** programs and activities has a **right to feel safe, and be safe and protected from abuse or harassment and bullying**.

The **District** will **consider the opinions** of all participants in **youth** and **vulnerable adult** programs and activities and **use these opinions** when developing and refining protection policies and procedures.

2.5.2 The **District** will **consider the diversity of all youth** and **vulnerable adults** who may be in our programs, and shall make every reasonable effort to accommodate their different needs. This group could be, but is not limited to, Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds and people with mental or physical handicaps.

## 2.6. General District and Club Responsibilities

- 2.6.1. All Rotary Clubs will have a Club Protection Officer (see details in Appendix 1). Their main duties involve ensuring -
- ) the Club fulfils its **child youth and vulnerable adults protection obligations**
  - ) that all the required protection documentation is promptly completed. **(See role description in Appendix 1.)** and
  - ) their **Insurance & Compliance Declarations** are sent to their **DIO** by **31 March** each year
- 2.6.2 The **District** will have a **District Protection Officer and Committee** to help ensure that all Rotarians and those who **assist** Rotary clubs and **District** committees keep **youth and vulnerable adults participating in** our programs and activities **safe**. Should **abuse** occur the District Protection Committee will handle the situation as stipulated. **(See details in Appendix 2.)**
- 2.6.3. The **District** will have a **Crisis Management Plan** and **Committee**. **This is to be** organized by the **District Governor (DG)** and **District Protection Committee** and set up to investigate and manage any crisis which may occur in a Rotary program or activity run by Rotarians in the **District**. The crisis could involve a **young person** (people) or an adult (adults). **(See more details in Appendix 2.)**

## 2.7. The Roles and Responsibilities of a Youth and vulnerable adults Committee

- 2.7.1. All district and standalone club **youth and vulnerable adult** programs are to have a **chair** who has **overall responsibility for the operation of the program**.
- 2.7.2. One other essential role required in all programs is that of a **Compliance Officer** whose duty is to ensure that all the necessary **forms** relating to that program are **completed and forwarded** when needed to the person(s) requiring them and ensure that a **risk management** assessment of the program or event is **carried out** and is **approved by the District Risk Management Officer** before **emailing it to the DIO**. (In a small program this duty might also be carried out by the chair.)
- 2.7.3. In more extensive programs there may be a need for the roles listed below. They could be filled by individual committee members or shared.
  - ) The person **responsible for storing program participant personal information** who is to keep secure and private all program participants' personal information and to give whatever segments of that information are required to a person(s) who may need it to maintain the program participants' well-being
  - ) The treasurer (where money is handled) **manages the program's finances** either through the club bank account or in a district program through a shared district account.
  - ) The secretary is to keep records, handle correspondence, distribute information and take minutes of any meetings held.
- 2.7.5. Program Chairs might assign **specific** roles to others in their program to look after aspects **relating specifically to that program**.

### NOTE

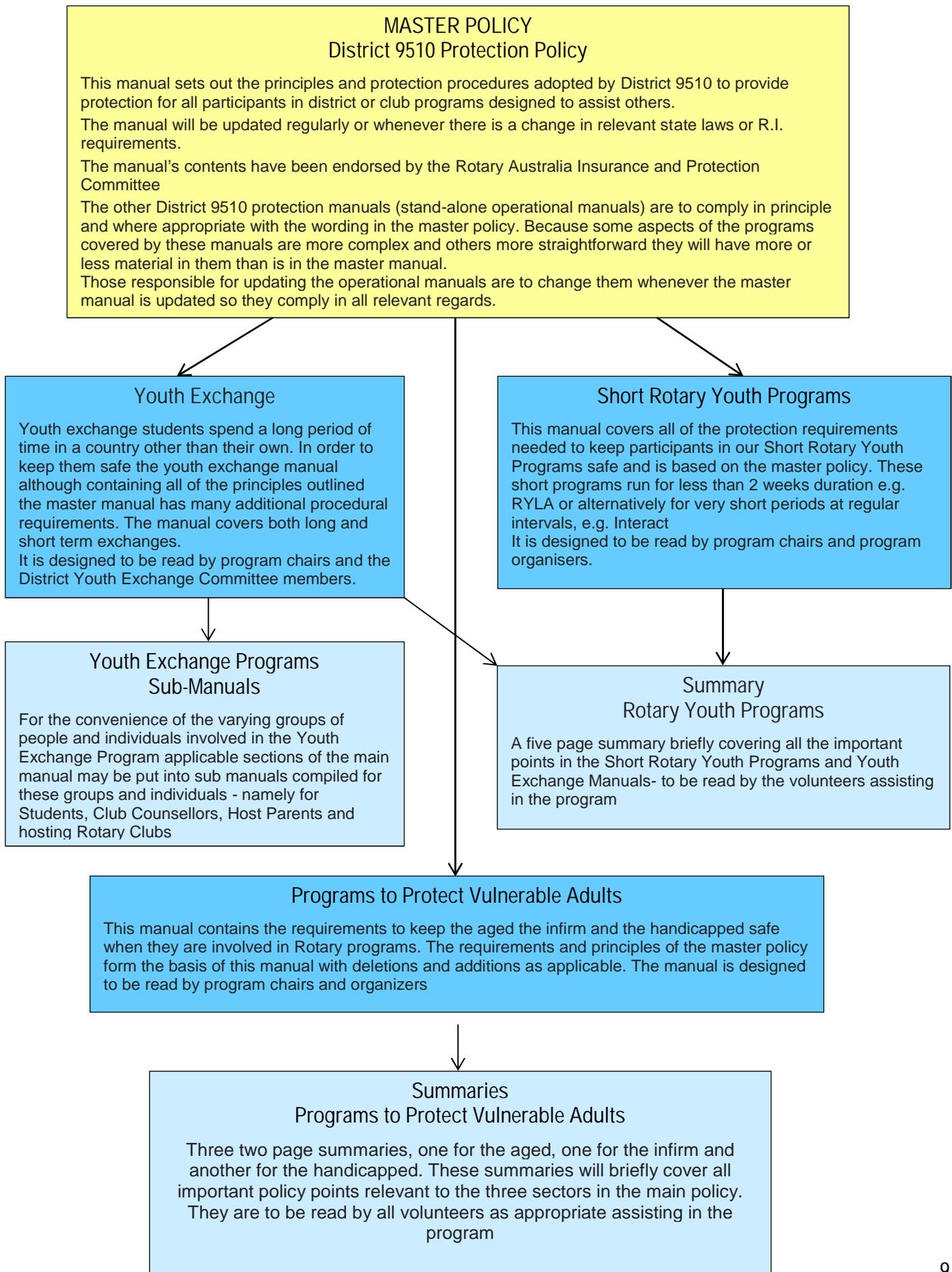
Both the program chair and the person storing personal information must be assessed as **YOUTH PROGRAM VOLUNTEERS**. It may be convenient to have the chair look after document storage.

## 3. MANUALS

### 3.1. All Documentation

- 3.1.1. There is a **wide divergence** in the length **of time and complexity** of our **youth and vulnerable adult** programs, e.g. Youth Exchange can run for 12 months and other programs may be completed in a day. To **simplify and clarify the information** people running the various programs need to know, the **District** has produced several of **Operational Standalone Manuals** into which all of the **youth and vulnerable adult** programs are grouped. (See 3.2 - District 9510 Protection Documentation)
- 3.1.2. The standalone manuals **cover the requirements** from the Master Manual **applicable to each standalone manual's group of programs**. These requirements from this Master Manual will be printed in the operation manual in light blue.
- 3.1.3. In some instances the **standalone manuals** will contain **additional specialised requirements** not contained in this Master Manual. They are **mandatory requirements** and must be adhered to.
- 3.1.4. To further simplify the protection requirements for those **who are not deeply involved** in running the programs or those who may **want to know the basic requirements** of a particular program before becoming involved, the **District** has included **short manual summaries**. The summaries briefly cover all of the major requirements in that manual. (See 3.2. **District** 9510 Protection Documentation)
- 3.1.5. The Chart on the next page, (**3.2. District 9510 Protection Documentation**), gives a picture of all the **District's** documentation and how one manual relates to another

## 3.2. District 9510 Protection Documentation



## 4. OUR APPROACH

### 4.1. Preventing Abuse

Since **RI** certification in 2005 the number of **abuse** cases within Rotary in Australia has been quite small. Every incident, however, is one too many and inevitably leads to a life damaged.

**In most incidents the perpetrator had been fully accredited with criminal history (WWCC) and referee checks.**

**POLICE STATISTICS SHOW THE VAST MAJORITY OF ABUSE CASES OCCUR WHEN THE ABUSER IS ALONE WITH THEIR VICTIM FOR A PERIOD OF TIME, SUCH THAT COULD ALLOW GROOMING OR ABUSE TO OCCUR. (Significant Period)**

As a result of this fact Rotary **District** 9510 has adopted **four main strategies** to keep **youth** and **vulnerable adults** in our care safe. These four strategies are --

- **the number of adult leaders allowed to be alone with youth and vulnerable adults for a significant period be kept to absolute minimum.** (This may require reorganising of some of our existing programs)
- only this **small number of adult leaders** will be assessed following with the criteria set out in 5.2 and, if approved, they will be classified as **YOUTH PROGRAM VOLUNTEERS**.
- only **experienced interviewers** are engaged to interview **adult leaders** and their referees when an **adult leader** is applying to become a **YOUTH PROGRAM VOLUNTEER**. The interviewers will be assigned to their task by the **DPO**.
- **adult leaders** and program participants in **youth** and **vulnerable adult** programs are trained to understand **youth** and **vulnerable adults** are **very safe in groups** and, as far as is **absolutely possible**, must **never be alone with an adult leader**.

NOTE: The number of **YOUTH PROGRAM VOLUNTEERS** is kept to an absolute minimum so --

- it is possible to have them thoroughly checked
- the risk **youth** and **vulnerable adults** face being alone with a **VOLUNTEER** is minimised.

### 4.2. Preventing Harassment and Bullying

Rotary programs designed to assist **youth** and **vulnerable adults** (the majority of which are young people) have come about as a result of caring Rotarians wishing to help others. The consequence of this is the programs have a **caring and friendly culture**.

Unfortunately **harassment and bullying are prevalent** in many of our **schools** and in the **wider community**. It is most common among teenagers but can be directed to people of all ages by a wide range of perpetrators. This is particularly the case where perpetrators perceive differences between themselves and their victim. They **highlight the differences to harm, upset or embarrass the victim**.

As a result we must do all we can to prevent **harassment and bullying from creeping into our programs involving youth and vulnerable adults**.

Different forms of **harassment and bullying** occur sometimes face to face and frequently now online. They could be, but are not limited to --

- the delivery of **inappropriate comments**
- the showing of **naked or pornographic pictures, videos or drawings**
- physical **touching or brushing** against the victim.

Often the first two items above are delivered via the **internet** through **social media** and sometimes by **phone**. This does make this sort of **harassment and bullying** harder to detect, stop and maintain a safe and friendly atmosphere and therefore requires extra diligence. (See Clause 10)

### 4.3. Five Strategies

District 9510 has adopted **five strategies** to stamp out **harassment and bullying** and maintain a safe and friendly atmosphere in our programs. Our program leaders will --

- explain to all program participants and other **adult leaders** **harassment and bullying** are **unfair, unkind and hurtful**. It is never funny and no one would be happy to receive it
- tell everyone **no harassment or bullying will be tolerated** in Rotary programs
- **be alert** for any signs of **harassment or bullying**
- if they detect any our **adult leaders** are to **stamp it out immediately**
- do their utmost to **ensure it does not reoccur**

For more details about different forms of **abuse, harassment** and **bullying** refer to Sections 7, 8, 9 and 10.

## 5. SCREENING AND SUITABILITY CHECKS

**NOTE:** The large majority of Rotary District 9510 **youth** and **vulnerable adult** programs are designed to assist young people. For clarity this **Master Policy** in **some sections from here forward, refers to youth in our programs as "young person" or "children"**. It is required, however, that **all of the applicable protection requirements directed to children and young people** in the remainder of this manual be applied to **all youth and vulnerable adults** in our programs.

The suitability of **all adult leaders** assisting in Rotary **youth** programs will be assessed to ensure they are **suitable for the roles they are undertaking**. Some people of good character may be suitable for one role but may not be able to perform another. For example a person may be extremely good at explaining exhibits at a museum to young people. Another person may be very proficient at helping **young people** learn to swim. It could be one or other or both may not be suitable people if their roles were reversed.

Our **adult leaders** are classified either as a **YOUTH PROGRAM VOLUNTEER** or as a **RESPONSIBLE ADULT**. Their **skills and abilities** will be judged within these categories to ascertain the **role(s) they are best suited to perform**.

**5.1 A YOUTH PROGRAM VOLUNTEER** is one of the small group of **adult leaders** who it is planned --

- **MAY NEED AT TIMES TO BE ALONE WITH A YOUNG PERSON FOR A PERIOD OF TIME THAT COULD ALLOW GROOMING OR ABUSE TO OCCUR**
- may be **driving a young person** for a **lengthy period** in a private vehicle (see 13 Driving Youth Program Participants for details)
- is supervising young people in **overnight accommodation** where arrangements cannot be made to prevent the necessity of any **adult leader's** being **alone with a young person for a significant period**
- is the **chair of a standalone youth committee** even though they may not be alone with a **young person** for a **significant period**. (RI. requirement)
- will be **responsible for storing documents that contain young people's personal information**, such as medical records, even though they may not be alone with a **young person** for a **significant period** (State government requirement.)

**5.2. The Accreditation of a YOUTH PROGRAM VOLUNTEER.**

A **District committee or club youth program chair** who wishes to nominate an **adult leader** to become a **YOUTH PROGRAM VOLUNTEER** is to --

- establish that the **nominee's position** is such that **it is essential they are alone with a young person for a significant period**. Alternatively they are a **chair of a standalone youth committee** or a **person responsible for storing private information**.
- have the candidate **obtain a WWCC** from the state in which they will be working
- have the candidate carefully **complete a Rotary Youth Volunteer Information and Declaration Form** (see Appendix 5) to be renewed every 5 years in line with the expiry of their **WWCC** (except in NT their **YOUTH PROGRAM VOLUNTEER** status lasts for five years, but their **WWCC** must be replaced every 2 years)

sign the Rotary Youth Volunteer and Information Declaration Form confirming you have sighted the candidate's WWCC

- send the signed Rotary Youth Volunteer Information and Declaration Form to the **DPO**

The **DPO** will review the form and if they also agree the candidate is one who needs to be alone with a young person for a **significant period**, or alternatively if they are the chair of a standalone youth committee or the person responsible for storing private information they will -

- on forward the form to one of their team of **experienced interviewers**
- request the interviewer phones the candidate and their referees and carries out in-depth interviews of firstly the candidate and then their referees or arrange to do face-to-face interviews

Only after the **experienced interviewer** has examined the document and carried out all the interviews will they decide if the candidate is suitable to be classified as a **YOUTH PROGRAM VOLUNTEER** and

- if they have any doubts about the applicant's suitability they are to reject the applicant
- in line with their decision they are then to complete the back of the Rotary Youth **Volunteer Information And Declaration Form**
- email the form back to the **DPO**

On receiving the completed form back the **DPO** will -

- email it back to the **District** or Club **Youth Program Chair** who forwarded it in the first place requesting the chair advise the candidate of the success or otherwise of their application
- if the applicant was successful the **DPO** is to send a copy of the form to the chair of the **District Internet Committee** for secure storage on a hidden section of the **District** website
- also arrange for the **District Internet Chair** to publish the new **YOUTH PROGRAM VOLUNTEER'S** name and date of approval on the section of the website viewable by Rotarians.

NOTE:

The **YOUTH PROGRAM VOLUNTEER** classification **only gives the holder** permission to work alone with a young person for a significant period **when it is essential to** do so. For any other significant period they must have another **adult leader** with them. Alternatively there must be other young people present.

### 5.3. RESPONSIBLE ADULT

**RESPONSIBLE ADULT** is the classification used to cover the **most of adult leaders** working in District 9510 **youth** programs. It covers everyone working in our **youth** programs **that will not be alone with a young person for a significant period**. They are an **adult leader who** –

- the person responsible for the young person (e.g. their host parent, counsellor, program chair, or an adult leader) **IS SATISFIED IN THE SAME WAY A CONSCIENTIOUS PARENT WOULD BE SATISFIED THAT THIS ADULT IS SUITABLE FOR THEIR OWN SON OR DAUGHTER TO BE CARED FOR OR INSTRUCTED OR GUIDED BY WHEN THEIR SON OR DAUGHTER WAS OF THE SAME AGE AND IN SIMILAR CIRCUMSTANCES**
- in a **family or group situation**, for a short time, is responsible for **caring for a young Rotary applicant or participant** or for **assisting in a Rotary youth program**.
- can offer the **young person** **guidance, assistance or an educational, cultural or recreational experience**.

- it is planned will always, when with the **young person**, be with one or more **RESPONSIBLE ADULTS** or with other young people and therefore is **not alone with the young person for a significant period**.
- does not require reference checks and **may** not need a **WWCC**. (see statement below)

**N.B.** It should be noted that South Australian, Victorian, Northern Territory and New South Wales law **requires RESPONSIBLE ADULTS** working directly with groups of children **to have a WWCC**. They remain classified as **RESPONSIBLE ADULTS** not **YOUTH PROGRAM VOLUNTEERS** as they are working in an organised Rotary **youth** program with another adult or in a group situation and are never alone with a **young person** for a **significant period**. In South Australia a **WWCC** is not required for volunteers working with children for less than 7 days in total in a year.

## 5.4 Overnight Accommodation

There are additional requirements in place for Rotary Youth Programs which incorporate group overnight sleeping arrangements for **Program Participants**.

- 5.4.1. Between the time the program participants retire to prepare for bed and the time they are fully dressed and re-join the group after sleeping – (the defined period) -
- ) No **adult leader** whether a **YOUTH PROGRAM VOLUNTEER** or a **RESPONSIBLE ADULT** is to be **alone with a program participant for any amount of time at all** during the period defined in 5.4.1.
  - ) This ruling applies irrespective of the length of time defined as a **significant period** for this program. Outside of the length of time specifically defined in 5.4.1., the **significant period** remains.
  - ) If a **program participant** needs assistance of any kind during the defined period they are to be assisted by a minimum of two **adult leaders** together.
  - ) The two **adult leaders assisting the program participant must be of the same gender as the program participant**.
- 5.4.2. Boys and girls must always be accommodated overnight in **separate areas**.
- 5.4.3. Separate toilet and washing facilities are to be provided for boys and girls.
- 5.4.4. Should a visit to the toilet during the night involve a walk in a dark area, away from others, **program participants** are to be advised to go in pairs, (especially girls)

## EXAMPLE

Rotarian Bill is approached by his friend Rotarian Tom to join a team of other Rotarians, some male and some female, to take a group of students on day hikes in a beautiful area of the Flinders Ranges. All the Rotarians are experienced bushwalkers with a passion for and experience in guiding and managing young people. There are 16 young people, boys and girls, aged between 15 and 20 years. They will be hiking for 5 days. The young people will be camping overnight in tents (kids love camping). Tom explains their friends Harry and Wendy and he and his wife Jill will be looking after and camping with the young people. (Rotarian Harry in my Club is the organiser of the trip.) The rest of the Rotarians have been invited to stay on Harry's brother's sheep station in the homestead. Like many old homesteads it has many rooms a carryover from the days before mechanisation when many more people were required to run a property. It is only about a 12 minute drive from where the students camp.

You and the others will meet us about 9:00 am in the mornings after breakfast and start hiking. We will return about 4:30pm, light a camp fire (the weather will be getting chilly) and have an evening meal. We will split into smaller groups to eat and discuss what has been seen and learnt during the day. About 8:30pm you and the other six will leave and return to the homestead. I will bring out my guitar and we will sing with the young people around the camp fire - that is always popular. Around 10:00pm we will get them into their tents and settle down.

Bill is very interested as he has a passion for helping young people himself, is experienced in mentoring and enjoys hiking. Bill understands that if an adult could be alone with a young person in a Rotary program for a significant period, such time as could allow grooming or abuse to occur they must be a **YOUTH PROGRAM VOLUNTEER**. He is a **RESPONSIBLE ADULT** with a WWC check but is not a **YOUTH PROGRAM VOLUNTEER**. He has never needed to be so he asks the following questions:

"How are we travelling, in four-wheel drives?" "Yes, we will be split up into 5 vehicles." *Great, no one-on-one there.*

"Will the hikers be in groups?" "Yes there will be about 5 young people with 3 or 4 Rotarians, a group situation." *So, no problem.*

"The campfire discussions?" "Everyone sitting around together." *That's ok*

"How will the discussion groups over dinner be organised?" "Three or four groups with a mixture of younger and older students and adults." *Ok again*

"How will the tents be set up?" "Three Groups – the boys one side, the girls the other with the adults in between." *Very good.*

"As you and Jill will be looking after the students at night, are you **YOUTH PROGRAM VOLUNTEERS**?" "Yes, we both are," Tom replies. Good.

"Are there any other **YOUTH PROGRAM VOLUNTEERS**?" "Yes, Harry and Wendy. As the organiser of this program in our Club Harry was required to be a **YOUTH PROGRAM VOLUNTEER** and Wendy was recently a Youth Exchange host mum."

"The rest of the Rotarians are **RESPONSIBLE ADULTS** and have WWC checks. **Everybody including the young people all understand the rule we strictly enforce, "Rotarians must never be alone with one of the young people during the day. At night if any of the young people require help at least two adults both of the same gender as the young person will assist them."** *Excellent arrangement.*

"If there was a problem with the kids, how would you contact the others or get outside assistance?" "There is mobile phone coverage in the area so assistance could come very quickly." *Good.*

**Bill is very happy with the arrangement and agrees to join the hike.**

## 6. PROTECTION OFFICERS

### 6.1. Club Protection Officer

RI Policy requires all clubs to appoint a Protection Officer

- 6.1.1. In **District** 9510 this is an **administrative position** where the **Club Protection Officer** is to have **no direct contact with program participants**. In some clubs the Rotarian fills the position as well as the role of the **Insurance Officer** and/or the **Risk Management Officer**.
- 6.1.2. The **CPO's** task is to look from the outside and **ensure all club members involved in youth and vulnerable adults programs do so safely and comply with all of the regulations** laid down in this policy. The **CPO** is also to make sure that **all the required paperwork is promptly completed and submitted**. They are to be **independent** and not involved in the planning administration or running of programs
- 6.1.3. They are to ensure program leaders, at the commencement of a program, have given **the participants a list of responsible people to contact** should a participant have a problem. (Their name is not to be on that list.)
- 6.1.4. Should a club conduct a **standalone youth or vulnerable adult program** the program leader and, if it is considered essential **another person(s)** in the program **be alone with a program participant** for a **significant period**, they are to **apply for YOUTH PROGRAM VOLUNTEER classification**. The **CPO** is to ensure the program chair has completed the required paperwork correctly and forwarded it to the **DPO**.
- 6.1.4. The **CPO** is not to be a **YOUTH PROGRAM VOLUNTEER** but is to be a **RESPONSIBLE ADULT with a WWC check**
- 6.1.5. For a more comprehensive list of the club protection officer duties refer to Appendix 1

### 6.2. District Protection Officer & Committee

- 6.2.1. **RI policy requires** all **Districts** have a **DPO**. **District** 9510 also requires the **District** have a **District Protection Committee** to be chaired by the **DPO**.
- 6.2.2. The committee shall **comprise** the **District Governor**, the **District Governor-Elect**, the **District Governor Nominee**, and the **Immediate Past District Governor**, the chairs of the main **youth** programme committees and any other **experts considered helpful**.
- 6.2.3. The **DPO's** primary duty is the **protection of youth** and **vulnerable adults participating in Rotary programs** throughout the District. They are to achieve this by--
  - **running training sessions** for those involved in programs for youth or vulnerable adults
  - **giving advice** when requested or needed to Rotarians involved in **youth** and **vulnerable adult** programs.
- 6.2.4. The **DPO** is the person to whom **all incidents of alleged or suspected incidents of abuse or severe harassment or bullying must be reported**. The **DPO** will inform the **DG**.
- 6.2.5. It is the **DPO's** responsibility to **investigate all alleged or suspected incidence of abuse, harassment or bullying** which they hear of (**unless they are being handled by the Police**).
- 6.2.6. Following **RI** guidelines the **DPO establishes an investigation** to establish the facts of what occurred and **take whatever action necessary to achieve the best outcome possible**.
- 6.2.7. The **DPO**, during an investigation, may be alone with a victim for a **significant period** and is therefore required to be a **YOUTH PROGRAM VOLUNTEER**. In this aspect of their role they are very **different** from a **CPO** who must not associate directly with **program participants**.
- 6.2.8. The **DPO receives all the applications** from **district** committees and clubs for **Rotarians and others to be classified as YOUTH PROGRAM VOLUNTEERS**. If they agree it **essential** the **applicant be alone** with a **program participant** for a **significant period** they are to **process the application according to the requirements in this policy**.
- 6.2.9. For further information on additional **DPO's** duties and duties of the **District** Protection Committee refer to Appendix 2

## 7. ONLINE ABUSE, HARASSMENT AND BULLYING

This is **relatively new and very damaging**. It is directed mainly **towards young people** and was not around when many Rotarians were younger.

- 7.1. Online **abuse harassment** and **bullying** is much **harder to detect and prevent** than the school yard **bullying** most Rotarians are familiar with. Some **perpetrators use false names and identities**. Surveys indicate **one in three young people have been bullied online**. Only about **1 in 10 of those bullied** have **notified an adult**. Online bullying can be extremely distressing and damaging **abuse as a result of online grooming** is less prevalent but is **a severe problem**.
- 7.2. There are numerous sites where **abuse, harassment** or **bullying** occurs. Currently there are about **30 common chat sites and apps** with the number increasing. **Online gaming** is another area where young people are at risk. **Young people** are also able to access **adult sites**
- 7.3. Those aiming to harm **young people** range from --
  - **peers** looking to **embarrass, shame** or **distress** another known young person.
  - others looking to get a **young person's personal information** for the purposes of **monetary gain, blackmail**, or to inflict **psychological distress**.
  - those looking for sexual gratification or an **opportunity to groom and then meet and sexually abuse their victim**.
- 7.4. Tell-tale signs a **young person** is becoming distressed by the action of another or others on the internet are --
  - obvious action to make **sure that other people are unable to see the screen** on their device
  - becoming **withdrawn** and **avoiding social contact** with peers
  - fatigue and signs of a **lack of sleep**
  - depression, becoming **sad** and **unhappy**
  - **eating disorders**
  - **rapid mood swings**
  - signs of **aggression** or **rebellious behaviour**
- 7.5. Long and short term **youth exchange students** are prime targets for abusers. These young people are **already stressed** arriving in a foreign country. They are **physically separated** from their **family and friends** in a situation where they **know no one** and **most things are strange and unfamiliar**.
- 7.6. Actions Rotarians can take to, as far as we possibly can, to keep our youth exchange **students** safe. --
  - Have the counsellor and first host family talk to the **student** when they arrive and do their utmost to **gain their confidence**. Confidence gained, they should then **warn them about the dangers** they could face **on the internet**.
  - Advise them on **whom they should and should not** chat with and **the information they should never disclose**
  - Try to persuade the **student** to allow them **to be their friend on the internet** to monitor their conversations.
  - Carefully **watch them for signs of distress** caused by someone's actions on the internet as listed above (clause 7.4)
  - **If bullying or abuse is established** persuade the **student** to allow them to help sort out the problem
  - Call on **expert assistance if needed**
- 7.7. Further guidance on this subject is given in the **Youth Exchange Manual**.

- 7.8. **Short youth programs are generally of too short a duration for** problems on the internet to **develop**. There are however actions commonly taken which help to keep **students** safe.
- 7.8.1. In an increasing number of youth programs in **District 9510**, **students must hand in their devices** at the beginning of the program and do not get them back until the program concludes. This is done as much as anything to prevent the **students** from being distracted by messaging. This could be a very unpopular move but if the **students** are **kept busy** all the time with aspects of the program, most **do not have time to miss their online connections**. The absence of their devices during the program means there is **no opportunity** for anyone online to cause the **students** distress
- 7.8.2. Short Rotary Programs regularly run for very short periods such as Interact and Earlyact and are generally school-based.
- If a **student** in one of these programs was abused, harassed or bullied online **their teacher** would be the person to **become aware of the problem** and is trained to resolve the matter.
  - They would then **deal with the matter** following their training

## 8. **FACE TO FACE ABUSE, HARASSMENT OR BULLYING**. (This section expands on information given in section 4.1, 4.2)

- 8.1. **Face to face harassment, bullying** and sometimes physical **abuse** is often **easier to detect** than online harassment or bullying as there are **commonly others present**. Sexual **abuse** on the other hand almost always occurs in a **one-on-one situation** and so **is difficult to detect** as it is online.
- 8.2. **Adult leaders** are urged to be on the **lookout for** any behaviour **directed to a program participant** that is causing them **distress**. This behaviour could come from another **program participant** or from a **group of program participants** or another **adult leader**.
- 8.3. Program participants are to be **strongly encouraged to report** to an **adult leader** any **harassment or bullying** they themselves receive from any source **or any they see directed at other program participants**.
- 8.4. The tell-tale signs a **program participant** is experiencing distressing face to face **harassment or bullying or abuse** is **similar to the tell-tale signs listed for Online Abuse Harassment or Bullying** (Clause 7.4). The exception is there will not be the urgency for the recipient to hide the screen on their device.

## 9. **GUIDANCE RELATING TO PHYSICAL CONTACT BY ADULT LEADERS**

To protect all **program participants** this section gives guidance to **adult leaders** on acceptable physical conduct by them to **program participants** who are involved in Rotary **youth and vulnerable adult** programs

- 9.1. **Close contact** with any participant in a Rotary **youth or vulnerable adult** program is **strictly forbidden** unless the participants **clearly invite such contact**.
- 9.2. This contact includes but is not limited to **touching, hugging, kissing** or any approach that **could cause embarrassment or distress** to a **program participant**, particularly those of a **different race religion or culture**.
- 9.3. Even if invited any **hugs, kisses or touching** must be very **short** and **hugs** should always be made **from the side** not the front.
- 9.4. This direction is particularly important where the **adult leader** is of a **different sex** to the **program participant**
- 9.5. If another Rotarian sees an **adult leader** acting outside of these guidelines, they are to **politely request them to stop their action**. If there is any hesitancy to do so, or the action does not appear to be an honest oversight by the perpetrator, the matter is to be **promptly reported to the program chair and the DPO**. If the chair does not rapidly and satisfactorily resolve the problem the **DPO will investigate**.

## 10. RESPONDING TO ALLEGATIONS OF ABUSE, HARASSMENT OR BULLYING

### 10.1. Rotary Requirements

RI has given clear, compassionate and sensible instructions telling us **how to respond** to a **program participant** who may **come to one of us claiming they have been abused or harassed** (Appendix 3 dot points commencing page one)

NOTE: RI treats bullying as a part of harassment.

- 10.1.1. We urge **all adult leaders**, particularly those who might be in a position where a **program participant** could come to them with an allegation, **to carefully read the RI instructions** in Appendix 3, especially those **highlighted** in the Guidelines.
- 10.1.2. The **RI** guidelines apply to any participant in a Rotary Youth Program **up to the maximum program age of 25 years**. These guidelines are also to be applied, as **applicable**, to all allegations made by **program participants in other vulnerable adult programs**.
- 10.1.3. A primary requirement of the person hearing the allegation is, that as soon as they have heard the **young person** complete their accusation, they do what is required **to ensure their safety**.
- 10.1.4. Another requirement of the person hearing the allegation is that they **persuade the young person** to go with them immediately **to the Police** to tell their story and also for a physical examination to **recover any traces of evidence** left by the accused

### 10.2. State Government Requirements

Unlike Rotary the **government requirements** pertaining to allegations of **abuse harassment** and **bullying apply only to children**.

- 10.2.1. Government rules protecting **children cease** when they reach the age of majority 18 years in South Australia.
- 10.2.2. The government's required response by an **adult leader** who has received an allegation of **abuse or harassment** from a **child is the same response RI requires** to be given to all the young people who have made such an allegation.
- 10.2.3. **Sexual and severe physical or emotional abuse governments consider a crime in all states irrespective of the victim's age**
- 10.2.4. If the alleged victim is a **child** under the age of consent, state governments like RI require the matter to be immediately reported to the Police
- 10.2.5. In all cases the state governments require **abuse** allegations by people of any age to be reported to the Police.

## 11. REQUIRED REPORTING PROCEDURES FOLLOWING AN ALLEGATION OF ABUSE OR HARASSMENT

### 11.1. RI Requirements

RI has several requirements spelt out in detail (in Appendix 3). In addition Rotary Australia has one additional requirement. A summary of these requirements follows

- 11.1.1. **RI** requires **all allegations of abuse and harassment** (excluding minor **harassment**) to be **reported to the Police immediately**. The Police will then make the decision on whether the instance warrants their investigation
- 11.1.2. If the Police investigate Rotary is to **leave the investigation entirely to them**. Should the **Police decline to investigate** RI requires the **DPI to carry out a thorough Rotary investigation** using external sources if needed (legal or medical experts) at Rotary's expense.
- 11.1.3. The person receiving an allegation is to **promptly**, after carrying out 10.1.2 and 10.1.3, **report the allegations to the DPO**.

- 11.1.4. Within **72 hours** of the **young person's** first reporting the alleged incident, the DPO must **advise RI Parramatta** of the allegation.
- 11.1.5. It is a Rotary Australia requirement that the person receiving the allegation is to follow up their verbal report to the **DPO by submitting** to them a completed **Rotary Youth Protection Incident Report form** (see Appendix 4)
- 11.1.6. The **DPO** on receipt of this form is to email a **copy to RI Parramatta**.
- 11.1.7. **RI Parramatta** is to be **kept informed** of any further developments

#### NOTE

In all instances where RI or state governments require reports, the **person** responsible for doing so, **if unsure whether the matter is serious enough to warrant reporting, should** err on the side of caution and **report**. No one will be blamed for making a report and then finding it was not needed.

## 12. MANDATORY REPORTING - STATE GOVERNMENT REQUIREMENTS

- 12.1. All state and territory governments have **laws requiring people in some situations to report to the relevant authorities** seen or reasonably suspected instances of **child abuse** or **harassment**. The requirements vary slightly from state to state.
  - 12.1.1. The report is usually made to the **Child Protection department** in the state in which the reporter resides. It can be made **to the Police** who will either handle the matter themselves or direct the reporter to the correct authority
  - 12.1.2. Should any Rotarian know or have a **reasonable suspicion** that a **child** involved in a Rotary program had been abused, harassed or bullied, **it is their obligation under Rotary Requirements** – whether required to do so by State or Territory legislation or not – **to notify** the appropriate **State or Territory authorities**. This is to be done **by phoning** the **child** protection department in the state or territory where the offence or suspected offence occurred. It is not a requirement to have proof or evidence, as it is the role of the relevant State authorities to investigate.
  - 12.1.3. **RI** requires any **other person** assisting in a Rotary Youth Program, who has similar suspicions, to **also report**.
  - 12.1.4. The **state or territory authorities** will make a decision on **whether to take the matter further**. The authorities would much rather have an incident reported than not, even if they decide not to pursue the matter.
  - 12.1.5. If the **state authorities decide not to pursue** the matter, it is to be referred to the **DPO** to investigate and decide whether Rotary will pursue it further.

## 13. DRIVING YOUTH PROGRAM PARTICIPANTS

These guidelines are provided to clarify a **Rotarian's responsibilities** when **driving young people INVOLVED IN Rotary programs** in private vehicles. The guidelines are given to protect both the **young person** and the driver. **Common sense must be used in all circumstances:**

- ) The driver must have a **current license** and have **held** a full license to drive a motor vehicle for a **minimum of one year** (no P or L Plate Drivers).
- ) The vehicle used must be **registered** and **carry comprehensive third party insurance**.
- ) For **short journeys**, e.g. from a **student's** home to a Rotary meeting or in and around the local area, the driver must be a **RESPONSIBLE ADULT**, **approved by the young person's parents or guardians**.
- ) Wherever possible a **second adult should be in the car**.
- ) For somewhat **longer journeys** (up to two hours) the driver must be a **YOUTH PROGRAM VOLUNTEER**. **Alternatively** there must be **at least two RESPONSIBLE ADULTS in the vehicle**, one being of the **same gender as the young person(s)**. Where practical the **young person** is to travel in the backseat with the adults in the front seats.

- ] For journeys **longer than two** hours the driver must be a **YOUTH PROGRAM VOLUNTEER**. **Alternatively** there must be **several young people** in the vehicle and two **RESPONSIBLE ADULTS** - one being of the **same gender** as the **young people**. If there are boys and girls in the car, one adult must be a male and one female.
- ] In an emergency, **any driver approved by the young person's parents, host parents guardian or their deputy** may drive the **student wherever necessary** or they may be driven by ambulance.
- ] No youth **Program Participant** (even though they may be fully licensed) is permitted to drive other participants during the duration of a **youth** program
- ] If a licensed **Youth** participant chooses to drive to and from a Rotary **Youth** Program it is considered to be outside the program and permissible.

## 14. IMAGES OF YOUTH AND VULNERABLE ADULTS

When **taking images** of **youth** and **vulnerable adults** in our Rotary programs the **following guidelines must be complied with:**

- 14.1 The person's parent/guardian must consent in writing to the use of any image of that person being used for publicity or other purposes. If a **youth or vulnerable adult** has sufficient maturity or understanding to be able to appreciate the ramifications of the use of their image, they can decide for themselves (i.e. a mature 16-17-year old or an adult with a physical rather than a mental disability can give their consent).
- 14.2 Consent should always **state the purpose** for which it is agreed the **images will be used** (e.g. to provide a record of the program and/or for future promotion of the program).
- 14.3 The images **must not be embarrassing to the person, their parents, friends or carers**, (i.e. no sexualised poses, embarrassing facial expressions or suggestion of illegal activity).
- 14.4 A person **of any age**, irrespective of parental/guardian consent, **can request not to be photographed** and their wish must be respected.
- 14.5 Care should be taken **not to embarrass any person** in a group environment **if they are not permitted to be photographed or videoed** (i.e. **children** under guardianship care) who are prohibited from having photographs of themselves published.
- 14.6 Images should not be taken **in inappropriate locations** (e.g. showers, toilets, change rooms or bedrooms).
- 14.7 If a **person requests their image be removed** from the web or from social media or they request their image not be reproduced in a re-run of printed material, **their wish must be adhered to**.

## 15. PRIVACY AND CONFIDENTIALITY

**District 9510** has **two guiding principles** which are to be applied in **protecting youth and vulnerable adults' privacy and confidentiality**.

- All **adult leaders** will do whatever they believe will produce the **best outcome** for the **program participant**
- All **adult leaders** will **respect a youth or vulnerable adult's confidentiality unless it conflicts with the above principle**
  - 15.1. The **personal data** Rotary collects and stores about a **program participant will only be that** which it is felt could be helpful to **maintain the program participant's well-being**
  - 15.2. The only personal information **Rotary will release** to individual **adult leaders or others** responsible for a **program participant** is that which it is felt they may **need to know** to ensure the **program participant's well-being**
  - 15.3. A **youth or vulnerable adult's personal information** will be **collected, stored and destroyed** in accordance with the **instructions** on the bottom of each of the **data information forms**.

- 15.4. It is essential the program leader or another **adult leader** who has been assigned the task **promptly fills out and submits all the required forms when they are needed**
- 15.5. Under **RI** requirements the Rotarian responsible for **collecting storing and disseminating a program participant's** personal information is to be **assessed as a YOUTH PROGRAM VOLUNTEER**
- 15.6. Personal information which it **is required to be kept** for a period of time should be sent first to the **DPO** who will arrange for it to be **stored on a secure private section** of the **District** website

## 16. INSURANCE AND RISK MANAGEMENT

**Rotary clubs** in **District** 9510 must have a **Club Insurance Officer (CIO)**, a **Club Risk Management Officer**, and as defined (Clause **6.1** and **Appendix 1**), a **Club Protection Officer (CPO)**. (In some clubs, particularly smaller clubs, one person may have all three roles or the Protection Officer may be one member and the Insurance and Risk Management Officer another)

### 16.1 Insurance

- 16.1.1. The Club Insurance Officer's (**CIO**) task is to look after **all aspects of the Club and Club members'** insurance both personal, property and liability insurance
- 16.1.2. If at all **unsure** about any insurance matter, the **CIO** is to **check with the DIO** for guidance and a final ruling
- 16.1.3. The **CIO** is to maintain a **register of the Club's assets**. Each year by the **30th of April** the officer must complete and submit the top section of the **Insurance Compliance Declaration** form to the **DIO**, listing the Club assets and their values. (The **CPO** completes the bottom section of the form)
- 16.1.4. The **CIO** is to ensure all programs of the Club comply with and are covered by Rotary Insurance.

### 16.2. Risk Management

- 16.2.1. The Club's Risk Management Officer's task is to **look at each of the activities** undertaken by the Club during the **planning stage** and **ascertain the risks which Club property, Club members, program participants and the public may face** as a result of the activity.
- 16.2.2. List the **perceived risks** established for an event and then categorise them according to their **severity** and **likelihood** of occurring. Using the Matrix available from the **District** Risk Management Officer establish if it is sufficiently safe for the event to go ahead. If not, decide whether **modifications** can be made to reduce the risks to an acceptable level.
- 16.2.3. If the Club Risk Management Officer is unsure about the acceptability of any of the risks detected or the total risk the project presents they are to **consult with the District Risk Management Officer** for advice and a final ruling.
- 16.2.4. It is strongly recommended when planning any events which are a **little unusual consult with the District Risk Management Officer** for assistance and guidance during the planning stage
- 16.2.5. **Checklists** have been produced by the **District** Risk Management Officer to assist Club Risk Management Officers in assessing many of the **routine functions**, such as barbecues, which Clubs run.
- 16.2.6. Before any **Club functions can proceed**, a risk assessment application form must be submitted to the **DIO** a **minimum of 2 weeks before the event** commences and **permission to proceed** obtained

## 17. PROTECTION TRAINING

Regular protection training is crucial. Experience has shown that, **with membership turnover** and Rotarians **changing tasks** within the organisation, **protection knowledge is rapidly lost** if regular training on the subject is not carried out. Similarly regular training is needed on insurance matters and risk management.

17.1. Most protection training in District 9510 is instigated by the District Leadership Board and is usually **by the DPO**.

17.2. During the year training is usually carried out on the following occasions

17.2.1. **PETS Training** - There is usually a 30-minute session set aside for the **DPO to instruct the incoming Presidents** and **Presidents-Elect** about the essential elements of protection. This generally relates mainly to our most common **youth** and **vulnerable adult** programs which are centred on youth

17.2.2. **District Assembly Training**. Again 30 minutes is typically set aside to train **the Club and District Program Leaders** attending a session in the auditorium. The **chairs** of the **various youth committees**, (when talking to groups of youth program leaders in the individual training rooms), may also touch on **protection** as it **relates to their program**

17.2.3. **Specialised Training Days**. These are typically held in the latter part of the calendar year and cover a small number of essential topics. Some of the main aspects covered are **Protection, Insurance** and **Risk Management**. The sessions are planned to give **more detailed training** to Rotarians with a strong interest in various aspects of **youth** and **vulnerable adult** programs. Each session runs typically for an hour or more.

17.3. Other events where protection training is sometimes offered are

17.3.1. **District Conferences**. At some **district** conferences in the past there has been a **speaker talk about youth protection** issues or touch on an aspect of youth protection as part of a broader talk

17.3.2. R.I. has some excellent online **youth protection training** at <https://learn.rotary.org/members/learn/course/422/Protecting%2520Youth%2520Program%2520Participants>.

If correctly answered this training **has a series of questions** which allow the participant to **obtain a certificate**. The principles covered in this online **youth** training could readily be applied to other forms of protection programs.

17.3.3. The **CPO** is required to organise or run a **training session** on Rotary Protection **once a year** at a Club meeting.

## 18. SUCCESSION PLANNING

Several successful **Youth Programs** have **faltered** or slid backwards because a successful program chair along with key committee people resigned together **without** having in place a **succession plan**.

18.1. Several steps need to be implemented to enable programs to continue to **go forward smoothly** when members leave the committee.

18.1.1. A **youth** or **vulnerable adult** program should always be run in a very open manner **so everybody on the committee** has a say and **understands everything** that is being done.

18.1.2. A program chair needs to **appoint a successor** at least **2 years before they retire**. They need to select an enthusiastic committee member willing to step into the role. This must be a member who has been on the committee **fewer years** than the **chair**. The chair then needs to make sure **their successor understands everything** they are doing and are **given some practice**.

- 18.1.3. It is essential programs committees regularly **take on** new members and retire members who have been there for some time. This process ensures committees do not get a block of members retiring at the same time
- 18.1.4. Committee chairs should endeavour, whenever practical, to have committee members **switch roles** occasionally so they become **skilled at more than one task**. In that way if someone leaves there is somebody with the necessary expertise to fill the vacant position.

## 19 ROTARY YOUTH AND VULNERABLE ADULTS PROGRAM PARTICIPANTS

**Rotary youth and vulnerable adult programs** are planned and executed **for the sole purpose of benefiting their participants**. To help ensure this aim is achieved and ensure the smooth running of these programs the following points should be adhered to.

- 19.1 Candidates are to be **carefully selected to ensure they will be suitable Program Participants** in the program they have applied to join.
- 19.2 Rotary encourages Rotary Youth **Program Participants** who successfully complete one youth program **to go on to participate in others**. **Adult Leaders** should encourage this progression.
- 19.3 Before a program commences the **Program Participants** are to have the **rules and requirements** relating to the program **explained to them**.
- 19.4 It is to be pointed out the **rules and requirements are there to ensure the program participants gain the maximum benefit from their experience** by having the program run smoothly.
- 19.5 **Program Participants** are also to be informed **disregarding of the rules or disobeying the instructions of their Adult Leader** could result in their **being expelled** from the program.
- 19.6 Any **questions** the **Program Participants** may ask before or during the program **are to be carefully answered**.
- 19.7 Wherever possible, particularly in programs lasting more than 1 day, **the Program Participants are to be carefully debriefed** at the program's conclusion. Any **suggestions, modifications, concerns or complaints** the **Program Participants** may have are to be **carefully considered**.
- 19.8 Within a few weeks of completing a **Rotary Youth Program** the **Program Participant** is, if practical, expected to **speak to their supporting Rotary Clubs** describing their experience and what they gained from it.

## 20 YOUNG PEOPLE IN ROTARY YOUTH PROGRAMS WHO ARE MENTALLY OR PHYSICALLY HANDICAPPED

- 20.1 Some of our youth programs could cater for **Program Participants** with a **physical or mental handicap**. The extra vulnerability of these **Program Participants** makes it important that **every applicable aspect of this policy is carefully followed** in such programs.
- 20.2 Depending on the nature and severity of the **Program Participants'** disabilities, the program director may **greatly reduce or eliminate the time any Adult Leader is allowed to be alone with young people in the program**.
- 20.3 Again, depending on the nature and severity of the **Program Participants'** disabilities, the program director may decide that a group of **Program Participants** together with one leader could be unsafe. They would then make the ruling **there must be more than one adult leader present with program participants at all times**.

# Appendix 1

## Duties of District 9510 Club Protection Officer

The Club Protection Officer (CPO) role is like that of an auditor. Their role is not to be directly involved in Club youth programs or with program participants, but to oversee those running the programs and ensure they comply with the rules in place to protect our young people. It is essential that a responsible Rotarian with some knowledge of Rotary youth programs, who is comfortable supervising others, fulfils this role. It is expected (but not required) that the Club Youth Protection Officer is also the Club Insurance and/or Club Risk Management Officer.

It is strongly recommended the Rotarian taking up the role of a Club Protection Officer attends a youth training session at least annually. They should also complete a RI e-training course at

<https://learn.rotary.org/members/learn/course/422/Protecting%2520Youth%2520Program%2520Participants>.

(This training **has a series of questions** and, if correctly answered, allows the participant to **obtain a certificate**. The principles covered in this online youth training could readily be applied to other forms of protection programs.)

The requirements of the Protection Officer will vary from Club to Club. In Clubs that host an exchange student or have a standalone Club youth program, the Protection Officer will need to oversee appreciably more than in Clubs that do not. That officer must read and ensure the Club adheres to the requirements as set out in the *Club Youth Exchange Manual*, the *Short Rotary Youth Programs Manual* or the Manual to protect Vulnerable Adults.

The Protection Officer's duty in all Clubs is to ensure that whenever a young person involved in a Rotary program comes to the Club or a Club event, they are treated respectfully and adhere to all the rules that apply to them. This could be a RYLA participant who comes to a meeting once to report on their experiences or a youth exchange student who is with the club for 12 months.

The Protection Officer's duty in all Clubs is to ensure the following duties are done and done promptly.

1. Club members particularly those involved in youth programs understand their responsibilities.
2. The people involved in youth programs should all be suitable people for the tasks they are given and are also assessed as **RESPONSIBLE ADULTS** or if required **YOUTH PROGRAM VOLUNTEERS**.
3. Care must be taken in planning any youth program to ensure that the number of Rotarians or persons assisting the Rotary Club who could be alone with a young person for a significant period, being such time that might allow grooming or abuse to occur, is kept to the absolute minimum. Those people must be assessed as **YOUTH PROGRAM VOLUNTEERS**.
4. If a club Youth Program Chair has an adult leader who they believe must be classified as a **YOUTH PROGRAM VOLUNTEER** they are to discuss the matter with the CPO and if in agreement follow this procedure -
  - ) have their nominee complete a Rotary Youth Volunteer Information and Declaration Form.
  - ) have the nominee apply and obtain a Working with Children Check.
5. The CPO ensures the Information and Declaration form is signed by the applicant and the Club President. the program chair emails a copy of the form and the applicant's approved WWCC to the District Protection Officer (DPO).

## Appendix 1 continued

Note: The DPO will organise the applicant's accreditation and will advise the program chair of the outcome. They will also organise for the storing of information on the District Web Site. (For more information on the process, refer to Master Protection Policy 5.2.)

6. Any Rotary club that runs a stand-alone youth program (not a program run by a District Committee) must adhere to RI requirements. The requirements state that in addition to anyone who is required to be **alone with a young person for a period of time, being such time that might allow grooming or abuse to occur**, the person organising the program in the Club must also be a **YOUTH PROGRAM VOLUNTEER** as must the **person responsible for storing private information**. (These last two could be the same person.)
7. When a Club wishes to run a stand-alone youth program, they must fill in a YP8 Form (Appendix 6) and submit it to the DPO.
8. It is State or Territory Government requirement that the person responsible for holding private personal information (such as a youth exchange student's medical records) should also be classified as a **YOUTH PROGRAM VOLUNTEER**.
9. Where a Club (not a District Youth Committee) runs a stand-alone youth program, the Club Protection Officer shall ensure all documents are sent to the DPO.
10. Where a Club wishes to be involved in Youth Exchange, the CPO must ensure the Club fills out an application form to be certified by the District Youth Exchange Committee to host or sponsor a student. The Youth Exchange Committee will email the forms to the DPO, who in turn will send the form(s) to District Internet Chair for permanent storage.

Unless the Club has a separate Risk Management Officer and Insurance Officer, the Club Protection Officer shall also ensure that:

1. those in the Club responsible submit a Risk Management Form to the District Insurance Officer for any youth, **youth** and **vulnerable adults** or other function the Club runs.
2. the Annual Insurance and Youth Protection Declaration is completed and submitted each April.

## Appendix 2

### Duties of the District 9510 Protection Committee

#### Incorporating Crisis Management, Document Review and Youth Exchange Scholarship Selection Committees

##### 1. The Composition of the Committee

- 1.1. The chair shall be a Rotarian with a wide-ranging knowledge of various Rotary Youth Programs and an understanding of protection requirements for both Rotary and Government.
- 1.2. The chair shall be the District Protection Officer.
- 1.3. Other committee members will be the District Governor, the District Governor-Elect, the District Governor Nominee and, if available, the immediate past District Governor, together with the Chairs of the major youth programs.
- 1.4. The more comprehensive youth programs chairs especially Youth Exchange, RYLA and RYPEN should be on the committee.
- 1.5. Any other Rotarians whose expertise is felt will be an asset to the committee can be recruited.
- 1.6. The committee is to work in collaboration with the District Insurance Officer and the District Risk Management Officer.

##### 2. Protection Committee Duties

- 2.1. To investigate any cases of suspected cases of abuse or harassment (sexual, physical or emotional) against all youth and vulnerable adult which may occur in Rotary programs or clubs, unless the Police are currently investigating the matter. Youth and vulnerable adult in a Rotary context are young people up to the age of 25 (unless the program is such that RI deems the young person an adult as in New Generations Service Exchange). Youth and vulnerable adult are also the aged and those of any age with a physical or intellectual handicap involved in Rotary programs or Rotary assistance.
- 2.2. To provide support for victims of harassment or abuse in Rotary clubs or programs following RI guidelines which include:
  - ) assistance from Rotary as needed or requested by the victim.
  - ) if requested, provision of independent non-Rotary counselling at Rotary's expense.
  - ) if requested, provision of independent non-Rotary legal assistance at Rotary's expense.
  - ) assisting victims and our insurers with any claims a victim may have through Rotary's molestation Insurance.
- 2.3. Obtaining and maintaining a list of Rotarians in the District skilled in interviewing techniques, who are preparing to screen **YOUTH PROGRAM VOLUNTEER** candidates. These Rotarians will conduct probing, in-depth conversations with the candidates and their nominated referees, looking beyond the intended replies for any minor tell-tale signs that could indicate the candidate may not be a suitable person to be alone with young people in Rotary youth programs.
- 2.4. To train, coordinate the training and ensure the compliance of all Rotarians with Rotary protection policies particularly those Rotarians and others involved in youth and vulnerable adult programs. The training is to be following Rotary policies, as submitted and approved by RI for protecting youth and vulnerable adult in Rotary programs, including:
  - ) *District 9510 Youth Protection Policy.*
  - ) *Rotary Australia Youth Protection Policy Summary.*
  - ) *District 9510 Youth Exchange Committee Guide 05/2020*
  - ) *District 9510 YEP Club Guide to Sponsoring or Hosting a long-term exchange student*
  - ) *District 9510 YEP Long-term Inbound Guide*
  - ) *District 9510 YEP Long-term Outbound Guide*
  - ) *Rotary District 9510 Guide to Protecting Youth involved in Short Rotary Programs (June 2020).*
  - ) *The Guide to Protecting the Elderly or Those with a Physical or Intellectual Handicap*
  - ) *The RI Rotary Youth Protection Guide.*

## Appendix 2 continued

2.5 This training is to incorporate, where applicable, the information in these manuals. This can often be best achieved by using the Manual Summaries. Emphasis should be placed on ensuring when planning youth and youth and vulnerable adult programs that those responsible ensure that programs are organised so as few people as possible are allowed to be alone with young or other youth and vulnerable adult for a significant period, being such time as could allow grooming or abuse to occur.

**NB: This is one of the best ways we can protect our youth and other youth and vulnerable adult. We know that grooming and abuse very rarely occurs when others are present.**

The training is to be implemented and coordinated in any practical way but in particular:

- ) at District Assemblies, District Conferences, PETS and specialised training.
- ) through Protection Committee members talking to clubs and District committees.
- ) by strongly encouraging those involved in our youth programs to do the Rotary.org e-learning course

<https://learn.rotary.org/members/learn/course/422/Protecting%2520Youth%2520Program%2520Participants>

(This training **has a series of questions** and if correctly answered allows the participant to **obtain a certificate**. The principles covered in this online youth training could readily be applied to other forms of protection programs)

- ) by disseminating information about youth protection on the District web site and in the **DG's** Newsletter.
- ) ensuring the Youth Exchange Committee carries out two sets of training (as required by RI) to all club Youth Exchange counsellors, host families and Youth Exchange **students**, both inbound and outbound.
- ) by ensuring the District Youth Exchange Committee certifies all Clubs involved in Youth Exchange.
- ) members of the Protection Committee will assist the Youth Exchange Committee by training both inbound and outbound youth exchange **students** and parents and counsellors at the Youth Exchange Briefing Day separately.
- ) by ensuring other youth committees train their members as required by RI in "The Rotary District 9510 "Guide to Protecting Youth Involved in Short Rotary Programs", and the "Guide to Protecting the Elderly and Infirm when being assisted by Rotary."
- ) through Area Governors talking to clubs or club presidents within their groups.

Other ways of ensuring compliance with the RI and state requirements designed to look after the vulnerable in our programs as set out in all the authorised manuals are:

- ) seeing that all Clubs have a Club Youth Protection Officer.
- ) ensuring the Youth Exchange Committee has appointed a competent Compliance Officer.
- ) checking the District Youth Exchange Committee Chair, the Chairs of Short Rotary youth programs and the Program Chairs of Clubs with Club stand-alone youth programs and those looking after other youth and vulnerable adult have completed, when needed, all the required compliance forms and forward them to the DPO.
- ) checking that any **ROTARY PROGRAM VOLUNTEERS** who need to maintain their qualifications reapply shortly before their **WWCC** and Information and Declaration Form expire five years after their date of issue (two years in NT).

2.6 The accreditation of a Youth Program Volunteer and the DPO's role in the procedure

When a Club or District Program Chair has a committee member who they feel it is unavoidable must at times be alone with a program participant for a period of time which may allow grooming or abuse to occur will

firstly have their candidate complete a Rotary Youth Volunteer Information & Declaration Form and

secondly have them obtain a WWCC form.

The program chair will then email both documents to the DPO

## Appendix 2 continued

The **DPO** will review the forms and if they also agree candidate is one who needs to be alone with a young person for a significant period. Alternatively, if they are the chair of a standalone youth committee or the person responsible for storing private information, they will

- forward the forms to one of their team of experienced interviewers
- request the interviewer phones the candidate and their referees and carries out in-depth interviews of firstly the candidate and then their referees

Only after the experienced interviewer has examined the documentation and carried out all the interviews will they decide if the candidate is suitable to be classified as a Youth Program Volunteer and

- if they have any doubts about the applicant's suitability they are to reject the applicant
- and in line with their decision they are then to complete the back of the Rotary Youth Volunteer Information and Declaration Form
- and email the form back to the **DPO**

On receiving the completed form back the **DPO** will

- email it back to the District or Club youth program chair who forward it in the first place requesting the chair advise the candidate of the success or otherwise of their application
- if the applicant was successful send a copy of both forms to the chair of the District Internet Committee for secure storage on a hidden section of the district website
- also arrange for the District Internet Chair to publish the new Youth Program Volunteer's name and date of approval on the website section viewable by Rotarians.

NOTE:

The YOUTH PROGRAM VOLUNTEER classification only gives the holder permission to work alone with a young person for a significant period when it is essential to do so. For any other significant period they must have another adult leader with them. Alternatively there must be other young people present.

### 3. ADDITIONAL COMMITTEE DUTIES

#### Crisis Management

The District Youth Protection Committee will approach the incoming **DG** to ensure they have reviewed the team of experts on the "District Crisis Management Committee". If the incoming **DG** feels the current experts are suitable and they are happy to remain on the team, they should then reappoint them sourcing and appointing new members as necessary a minimum of one month before the end of the Rotary year so the year commences with a full team in accordance with the Crisis Management Guidelines. (See guidance notes held by the District Internet Committee).

#### District Review Committee

This committee must review annually the information the District **youth and vulnerable adults** committees have in their manuals, brochures and web sites. Specifically check to see the information reflects the latest RI, District 9510 and State or Territory child and youth protection requirements as applicable.

This committee is to ensure the policies on the district web site are kept current with the applicable RI, District 9510 requirements, and State and Territory youth and vulnerable adult protection requirements.

#### Youth Exchange Scholarship Trustee

Act as trustees for the Youth Exchange Scholarship Fund. The **DG**, **DGE**, and Trust Founder David Binks are to conduct interviews of the parents (or guardians) of **students** applying for scholarship funds in accordance with the guidelines.

Funds available are to be allocated as and if needed to enable applicants deemed worthy who without assistance would be unable or unlikely to go on exchange. **(See guideline notes held by the District Internet Committee).**

## Appendix 3

### Rotary International Abuse and Allegation Reporting Guidelines Adapted for District 9510 Usage

District 9510 is committed to protecting the safety and well-being of all youth program participants and will not tolerate abuse or harassment. Any allegation of abuse or harassment must be treated seriously. All allegations must be handled according to local laws and RI policy. All allegations must be handled within the following guidelines.

**The safety and well-being of program participants must always be a top priority.**

#### DEFINITIONS

**Emotional or verbal abuse** — the use of fear, humiliation, or verbal assaults to control the behaviour of another. Examples include rejecting the person, preventing them from developing normal social relationships, and making derogatory statements about their race, religion, ability, intellect, tastes or personal appearance.

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

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

**Sexual abuse** — Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone or 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 is considered sexual abuse. Sexual abuse can also include non-touching offences, such as voyeuristic behaviour, indecent exposure, or showing a young person sexual or pornographic material.

**Sexual harassment** — Sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature that is unwanted or directed at someone unwilling or unable to provide consent. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitise or groom their victims. Examples of sexual harassment include:

- Sexual epithets or jokes, written or spoken references to sexual conduct, gossip about one's sex life, and comments about a person's sexual activity, deficiencies, prowess or orientation.

- Verbal abuse of a sexual nature

- Display of sexually suggestive objects or images

- Sexual leering or whistling

- Inappropriate physical contact, such as brushing against a person

- Obscene language or gestures, and suggestive or insulting comments.

## 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 doesn't happen to others.
- ) *Get the facts, but don't interrogate.* Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions which may be interpreted as questioning the young person's motives. Remember that your responsibility is to report this information to the proper authorities.
- ) *Be nonjudgmental and reassure.* Avoid criticising 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

The following steps must be taken immediately after alleged abuse or harassment is reported. Some of them may be performed by the person to whom the allegation has been made (Allegation Recipient), while others should be performed by a District officer, as specified.

### 1. Protect the young person

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

If rape is suspected or alleged, use your best endeavours to persuade the young person to go with you to the Police for an interview and medical examination (the medical examination must be done promptly, so DNA evidence is preserved. Advise the young person not to shower.)

The allegation recipient, or if they need assistance, the youth program Chair or the Club president should take immediate action to ensure the young person's health and well-being, and get them medical or psychological care, if necessary.

### 2. Report the allegations to appropriate authorities

The allegation recipient must immediately report all cases of abuse or harassment firstly to the Police for investigation and then directly to the District Protection Officer or the District Governor or alternatively do this through either the Club president or the youth program Chair as appropriate.

**Interrogations related to allegations of abuse or harassment must be left by the District entirely to law enforcement or Government child protection agencies.** No Rotary investigation can be carried out until these authorities have completed their investigation or have decided not to do so.

In most situations, the first Rotary follow up action is by the District Protection Officer, who is responsible for seeking advice from and interacting with the Police or the appropriate state or territory Child Protection agencies.

District 9510 will fully cooperate with any Police or child protection agency investigation requests.

### 3. Remove the accused person from all contact with youth

District 9510 will remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved.

## Appendix 3 continued

If the allegation is against a host family member, then the established criteria and procedure is to remove the Rotary Youth Exchange student from the host family. If appropriate, the student will be moved to temporary housing that has been screened in advance.

### 4. Avoid gossip and blame

Don't tell anyone about the allegation other than those who need to know. Be careful to protect the rights of both the victim and the accused during the investigation.

District 9510 will maintain the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures:

The District Governor or their delegate must:

- ) contact all Rotarians and others that may know the facts about the allegation and personally, by phone or by email, advise them they should not discuss the matter with anyone who does not need to know.
- ) advise those people who have any information or images on their computer or phone relating to the accusation that it should be carefully examined and if there is a possibility it could be evidence, it should be secured and retained. If it is of no use as evidence it must be deleted.
- ) advise the alleged victim and the person to whom the allegation was first made of the people they can or should talk to about the allegation and instruct them not to discuss the matter with anyone else.

### 5. Follow-Through

The District Protection Officer or the District Governor must inform RI of the allegation within 72 hours by submitting a Rotary Youth Protection Incident Report Form and providing ongoing status reports.

District 9510 will ensure that the program participant's parents or legal guardians have been notified and offer the young person an independent, non-Rotarian counsellor to represent his or her interests.

If law enforcement agencies will not investigate, or if their investigation is inconclusive, the District Governor will have the District Protection Committee coordinate an independent review to ensure that District youth protection policies were followed. They must also confirm that youth safety has been of the highest priority. Then, if needed, they will determine any necessary modifications to District procedures. Any review should be carried out with the guidance and input of our insurers. This review may not determine the validity of any allegations as this may only be able to be done by a Government agency or the Police.

If law enforcement has found the allegations to be noncriminal and does not investigate, the District Governor is responsible for organising an investigation. The District Governor or the District Protection Officer should contact the alleged offender as part of the District investigation. To assist the Rotary investigation appropriate professionals outside of Rotary could be employed to assist.

District 9510 will document all accusations of inappropriate behaviour and the actions taken to resolve the situation, so that inappropriate behaviour patterns are identified and addressed.

Following the interview and investigation, the Protection Committee must decide if the alleged offender:

- ) should be exonerated and fully reinstated to all Rotary duties
- ) should be allowed to remain in Rotary but be prevented from any involvement with youth
- ) is not a suitable person to be a Rotarian?

The president of the accused's Rotary Club should be informed by the District Governor/Protection Committee of the decision and the reasons for it. The president of the accused's Rotary Club should then be asked to implement the committee's findings.

# Appendix 4

## Rotary Youth Protection Incident Report

**Instructions:** Complete the following report leaving no field blank. If a question does not apply to this situation, please enter "NA." Incident reports should be emailed to RI (email: [youthprotection@rotary.org](mailto:youthprotection@rotary.org)). After submitting the report, please continue to update staff as further information develops.

### REPORTER INFORMATION

Reporter's Name:		Title/Role:	
District:		Telephone(s):	
Date & time of report:		Email:	

### ALLEGED VICTIM INFORMATION

Last Name:		First Name:	
Date of Birth:		Citizenship:	
<i>If incident occurred during a Rotary Youth Exchange, please provide the program details listed below:</i>			
Host District:		Host Club:	
Sponsor District:		Sponsor Club:	
Host Family Name & Address:		Host Family Phone:	

### ALLEGED OFFENDER INFORMATION

Last Name:		First Name:	
Relationship to the youth named above:		Title/Role (if applicable):	
Club name (if Rotarian):			
Other Parties Involved: (contact information)			

### SUMMARY

Date and time of incident:	
Location of incident:	

## Appendix 4 continued

*Please provide details of the incident:*

### ACTION TAKEN

*Provide details on the action taken after the incident was reported to you/your organisation:*

Is the youth currently in a safe place?

Has the alleged offender been removed from youth programs while the investigation is performed?

Please list all individuals or organisations that have been informed of the alleged incident to date? *(Example: districts, clubs, youth participant's legal guardians, district governor, youth protection officer, etc)*

Has the alleged incident been reported to local law enforcement? If not, why?

Is local law enforcement investigating the allegation, or have any official charges been filed? If so, please describe:

Have any support services been offered to the youth? If so, please describe the service/provider:

### FUTURE STEPS

*Provide details on any future action that you/your organization plan to take regarding this allegation:*

Have you received any media inquiries regarding the allegation? If so, please describe:

### UPDATE

*Provide any additional details or results of investigations relating to this incident since the initial report to RI and the DPO:*

**DOCUMENT RETENTION**– This form is to be completed ASAP but no later than five days after the incident or the report of the incident. The allegation recipient is to retain a copy and email a copy to the District Protection Officer who will immediately email it to RI Parramatta. All parties are to retain an electronic copy until the matter is fully resolved or for 2 years whichever is longer and then destroy it.

## Appendix 5

### Rotary Youth Volunteer Information & Declaration Form

This Form is mandatory for YOUTH PROGRAM VOLUNTEERS

RESPONSIBLE ADULTS are exempt

(Refer definitions in Rotary District 9510 Youth Protection Policy)

#### Personal Details

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

#### Program involvement

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

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

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

#### WWC and Criminal History

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

#### I certify the following:

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

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

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

Applicant	Name	Signature	Date
Rotary Witness	Name	Signature	Date

## Appendix 5 continued

### ENDORISING A YOUTH PROGRAM VOLUNTEER

Procedure to be initiated by a Youth Program Chair or Club President (The Initiator)

1. The Initiator has the applicant obtain a WWC Check and fill out this form
2. The Initiator signs the form confirming they have sighted the WWC and emails the form to the District Protection Officer
3. The DPO will engage an Experienced Interviewer to conduct Applicant and Referee interviews, emailing them the form
4. If the applicant proves suitable, the expert will sign the form and email it to the initiator and the DPO
5. The DPO sends the form to the internet committee for secure storage and advises them to add the new Youth Program Volunteer's name and date of the WWC check to the visible District website list.

Record of Interviews contact by Authorised Interviewing Officer

<b>Name Candidate</b>		<b>Contact Date</b>
<b>Contacted</b>	Phone Number / In-person	

<b>Name Referee 1</b>		<b>Contact Date</b>
<b>Contacted</b>	Phone Number / In-person	

<b>Name Referee 2</b>		<b>Contact Date</b>
<b>Contacted</b>	Phone Number / In-person	

<b>Name Referee 3</b>		<b>Contact Date</b>
<b>Contacted</b>	Phone Number / In-person	

<b>Overall Comments</b>	
-------------------------	--

<p>I, the interviewer, .....  <small style="margin-left: 150px;">Print Name</small></p> <p>verify that I have interviewed ..... and their 3 referees  <small style="margin-left: 100px;">Applicant's Name</small></p> <p>and I find the applicant <u>suitable</u> <u>not suitable</u> to be a Youth Program Volunteer.  <small style="margin-left: 100px;">Delete as applicable</small></p> <p>Signed ..... Date...../...../.....</p> <p>Phone ..... Email .....</p>
--

<b>Name</b>	<b>Position</b>
.....	.....
<b>Signed</b>	Sighted applicant's WWC Check dated / /
.....	.....
<b>Phone</b> .....	<b>Email</b> .....

**DOCUMENT RETENTION**– This form is to be emailed by the Program Chair to the District Protection Officer with the applicant's WWCC. After processing, a successful candidate's two forms are to be emailed by the DPO to the District Internet Officer for indefinite secure storage on a hidden section of the District Website. The District Internet Officer is to also publish the successful applicant's name and date of accreditation on a section of the District Website visible to all Rotarians. All other copies are to be destroyed but the applicant retains their WWCC for five years.



**CHECK LIST—**

**"WILL DO" ITEMS ON THIS PAGE MUST BE COMPLETED AT THE APPROPRIATE TIME. FAILURE TO DO SO MAY RENDER INVALID A CLUB OR DISTRICT COMMITTEE'S INSURANCE.**

Tick boxes as appropriate  
Have done    Will do

## Check you have

- J ensured all leaders have read and understood as applicable the Rotary Manual
- J carefully considered which people if any in the program need to be a Registered Volunteer
- J had a dedicated Rotarian with good interviewing skills assess Registered Volunteer candidates with
  - a. a thorough candidate interview
  - b. careful reference checks
  - c. sighting the appropriate state working with children check?
- J made enquiries to ascertain that persons identified as responsible adults are suitable people to look after your youth and vulnerable adult?
- J planned any briefing required to be given to young people before they participate in the program?
- J carried out a thorough risk assessment of the program and submitted the risk assessment form to the District Insurance Officer?
- J prepared handouts if appropriate for the participants giving them advice on how to stay safe and who they may contact if in need of help?
- J taken steps to ensure all youth and vulnerable adult involved in the program are well looked after and kept safe?
- J ensured that where the participants will be under the control of another organisation for a proportion of the program, that organisation is one which is both qualified and dedicated to guaranteeing as far as is reasonably practical the safety of the youth and vulnerable adult involved complying with all the applicable requirements in this manual?
- J if the program involves assisting another organisation that controls the young people participating (e.g. a school) and their protection requirements are more stringent than ours, we have complied with their requirements.
- J distributed to those people involved in the program which we feel a vulnerable person may come to if harassed or abused with copies of the highlighted section of the RI Abuse & Allegation Reporting Guidelines Adapted for D 9510 Use
- J planned a debriefing if appropriate where any points of concern may be revealed and addressed
- J attached a copy of the program's Risk Management Form

**DOCUMENT RETENTION—** Each year (if the program is ongoing) a new **YP 8** form is to be emailed by the program chair to the District Protection Officer who will securely retain one copy for 5 years. The club/district committee chair is to securely retain one electronic copy of the new form and destroy the old one.

# Appendix 7

## CLUB INSURANCE & COMPLIANCE DECLARATION

Please return to District Insurance & Protection Officer John Rix [johnhnrix@riverland.net.au](mailto:johnhnrix@riverland.net.au) by **30 April 20...**

Rotary Club of \_\_\_\_\_

Please insert club name

### Section 1: Insurance

### Details

<b>Members</b>		
Number of active Members		
<b>Food Vans / Trailers:</b>		
Description of Vehicle		
Registration Number		
Sum Insured		\$
<b>Buildings/Contents (\$50,000 or greater)</b>		
Address & Post Code of Building / Contents		
Construction of Building:		
Walls		
Floors		
Roof		
Security		
Fire Protection		
Replacement cost of Building		\$
Replacement cost of Contents		\$

### Section 2: Protection

**YES NO**

1	Is your club involved in any Youth Programs i.e. YEP, RYLA, RYPEN etc (If no please go to Question 3)	Y	N
2	) Does your club comply with RI's Abuse/Harassment policy and Certification requirements?	Y	N
	) Does your club maintain a register of Volunteer Declarations including non-Rotarians?	Y	N
	) Have copies of all Volunteer Declarations been provided to the District Secretary for document retention?	Y	N
3	Has your club ever received a complaint /allegation of sexual abuse or harassment?	Y	N
4	Is your club familiar with your Districts Risk Management Policy & Guidelines for Youth Programs?	Y	N
5	Is your club familiar with the R.I. sexual abuse/harassment allegation reporting Guidelines?	Y	N
6	Has your club received Youth Protection procedures training?	Y	N
7	Would your club like an update in procedures as a meeting program?	Y	N

Name of your Club Youth Protection Officer \_\_\_\_\_

Email: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

Club Position \_\_\_\_\_