

Student Safety

Abuse Reporting Procedures

District 6220

Rotary Youth Exchange

Abuse and Harassment Prevention Policy

Revised June 1, 2017

Introduction

Beginning with the 2006-2007 Rotary year, all clubs and districts that wish to participate in Youth Exchange are required to be certified by RI. To apply for certification, each district will need to submit:

- District abuse and harassment policy
- Copies of all materials produced in the district to promote and support the Youth Exchange program (promotional materials and brochures, applications, policies, Web site links, host family screening reports, position / job descriptions, etc.)
- A signed compliance statement that the district is operating the Youth Exchange program in accordance with RI policy
- The completed annual Youth Exchange survey

Developing an effective district abuse and harassment policy is a critical first step in this certification process. Implementing an effective policy is a tangible demonstration of a district's commitment to protecting youth while offering them an unparalleled opportunity to meet people from other lands and experience other cultures. This document provides a basic framework in keeping with RI board policy for districts to follow in developing or refining district abuse and harassment policies.

Policy Framework

Each district abuse and harassment policy will require each of the following elements to meet RI Board policy, unless otherwise indicated.

1. Statement of Conduct for Working with Youth

District 6220 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

2. Definitions

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

Student: Youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority.

Sexual abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or opposite sex. Additional examples of sexual abuse could include but are not limited to non-touching offenses such as:

- Indecent exposure
- Exposing a student to sexual or pornographic material

Sexual Harassment: Sexual harassment refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or "groom" their victims. Examples of sexual harassment could include but are not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

3. Incorporation of District Youth Exchange Program and Liability Insurance

Each District Youth Exchange program is required to incorporate or establish itself as a similar formal legal entity.

Rotary District 6220 Rotary Youth Exchange program is incorporated as "District 6220 Rotary Youth Exchange Program, Incorporated" and is incorporated under the laws of the state of Wisconsin.

In addition, each district program is also required to carry adequate general liability insurance with coverage and limits appropriate for its geographic location.

4. Volunteer Selection and Screening

The following screening steps must be completed prior to participation in Youth Exchange activities. District 6220 will maintain all records of criminal background checks, waivers, and screening for adults working with minors for five years.

All volunteers interested in participating in the District 6220 Rotary Youth Exchange program must:

- Complete a *Youth Volunteer Affidavit* form and authorize the district to conduct a criminal background check (subject to local laws and practices).
- Undergo personal interviews.
- Provide a list of references for the district to check
- Meet RI and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- Understand and comply with RI and district guidelines for the Youth Exchange program.

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

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. This should include:
 - o Demonstrated commitment to the safety and security of students
 - o Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange
 - o Financial ability to provide adequate accommodations (room and board) for the student
 - o Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well-being
- Host families must complete an online application through the Youth Exchange Administrative Hub

(YEAH).

- Home visits must be conducted for each family and should include both announced and unannounced visits, both prior to and during the placement. Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family that reside in the home either on a full- or part-time basis.

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

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

5. Student Selection and Screening

All students interested in participating in the District 6220 Rotary Youth Exchange program must:

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

All parents or legal guardians of students interested in participating in the District 6220 Youth Exchange program must:

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

6. Training

District 6220 will provide abuse and harassment prevention training to all Rotary Youth Exchange program participants. The District Chairman and/or RYE Coordinators will be conducting the training sessions.

District 6220 will:

- Adapt the R.I. Abuse and Harassment Prevention Training Manual to include relevant information on specific district guidelines, local customs, cultural issues, and legal requirements.
- Develop a calendar for training and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted.
- Conduct specialized training sessions for the following Youth Exchange program participants:

- o District governor
- o District Youth Exchange committee members
- o Club Youth Exchange committee members
- o Rotarian counselors
- o Other Rotarians and non-Rotarians who participate in Youth Exchange activities
- o Host families
- o Students (outbound and inbound)
- o Parents and legal guardians of students
- Establish guidelines to ensure that all those required to be trained have participated.
- Maintain records of participation to ensure compliance.

7. Allegation Reporting Guidelines

District 6220 is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accord with the Youth Exchange Sexual Abuse and Harrassment Allegation Reporting Gujidelines.

8. Investigation Guidelines

District 6220 takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. The district will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

- Form a district committee to carry out internal investigations.

9. Other Responsibilities

District 6220:

- Has a procedure for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.
- All Inbound & Outbound Youth Exchange students will have health insurance provided for them during their exchange year which will be provided at no additional cost to the student.
- Provides each student with a list of local services in the district (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.)
- Will complete a student data request form for all participating Youth Exchange students and return it to RI one month before the beginning of the exchange.
- Will maintain and provide to Youth Exchange students a "district hotline"

- Will follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks.
- Will appoint an independent lawyer, therapist or counselor to represent any alleged victim in cases of sexual abuse and harassment.
- Will report all criminal allegations to RI within 72 hours.
- Will report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.
- Evaluate and review this policy and accompanying procedures on a regular basis.
- Require a bi-monthly report from each inbound and outbound student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist students as needed.

10. Club Compliance

District 6220 will monitor and ensure that all participating clubs within the district comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- Copies of all materials produced in the club to promote and support the Youth Exchange program, including, but not limited to, promotional materials and brochures, applications, policies, Web site links, etc.
- List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services)
- Club abuse and harassment prevention training program

Participating clubs must agree to:

- Complete and return a signed compliance statement that the club is operating their program in accordance with District 6220 and RI policy.
- Conduct criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to adult full-time residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact. All volunteers must complete and sign the Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both prior to and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership for investigation.
- Prohibit direct placement of students outside of the District 6220 Youth Exchange program structure (e.g. "backdoor exchanges").
- Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance).

- Develop contingency plans for hosting that include pre-screened and available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families. • Provide each student with a comprehensive local services list.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Provide the names and contact information of at least three people to contact for assistance with any issues or problems to all Youth Exchange students. These people must include both males and females, not related to each other, and individuals independent of the host family and club counselor.
- Follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks.
- Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to the district immediately.
- Conduct interviews of all applicants or applicants' parents or legal guardians.
- For long-term exchanges, three successive host families are preferable.
- Establish a system of club recertification. Recertification should require each club to provide copies of all information for review and approval.

Please note that this policy is subject to change. Please contact the Youth Exchange staff to receive the most current copy:

Rotary Youth Exchange Program - District 6220

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Sexual Abuse and Harassment Allocation Reporting Guidelines

District 6220 Rotary Youth Exchange

Introduction

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

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

Rotary International is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines.

The safety and well-being of students should always be the first priority.

Definitions

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

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

- Non-touching offenses
- Indecent exposure
- Exposing a child to sexual or pornographic material.

Sexual harassment: Sexual harassment refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or "groom" their victims.

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

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects, pictures or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments

Is it Abuse or is it Harassment?

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

Allegation Reporting Guidelines

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

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

1. Report from Student

a. **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.

b. **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.

c. **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the student's story to the proper authorities.

d. **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.

e. **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

2. *Protect the Student*

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

3. *Report to Appropriate Law Enforcement Authorities* Immediately report all cases of sexual abuse to the appropriate law enforcement authorities first and then to the District Child Protection Officer and the leadership of the club and district for investigation. In Central States Rotary Youth Exchange Districts, the appropriate law enforcement office may be the local, state or district attorney. In most situations, the first Rotary contact is the Rotarian counselor or the District Child Protection Officer, who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian counselor, the district Youth Exchange chair should be contacted. All allegations must be reported to the Central States Rotary Youth Exchange Child Protection Officer and RI within 72 hours; the district person responsible for doing so is the Youth Exchange Chairman or the District Child Protection Officer. District 6220 will cooperate with police or legal investigations.

4. *Avoid Gossip and Blame*

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation. Central States Rotary Youth Exchange Program, Inc and its member districts maintain the privacy (as distinct from confidentiality) of any accused person.

5. *Do Not Challenge the Alleged Offender*

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

6. *Follow-Up* After reporting allegations to the Rotarian counselor or district child protection officer, follow up to make sure steps are being taken to address the situation. Specifically, districts will conduct an independent and thorough investigation into any claims of sexual abuse or harassment. Any adult against whom an allegation of sexual abuse or harassment is made will be removed from all contact with youth until the matter is resolved.

Post Report Procedures

For Use by Rotarian Counselors, District Child Protection Officers, and District Youth

Exchange Chairs

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

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

Post Allegation Report Guidelines

Responding to the Needs of the Student

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary club depending on the circumstances. In some cases, a student may wish to remain in country, but change to a different host club. It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the student of their support at all times.

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

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

Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

Statement of Conduct for Working with Youth

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

Adopted by the RI Board of Directors, November 2002

Please note that this policy is subject to change. Please contact District 6220 Rotary Youth Exchange staff to ensure that you have the most current copy.