

DISTRICT 5420 YOUTH PROTECTION POLICIES AND PROCEDURES

1. Statement of Conduct for Working with Youth

The district 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 with whom they come in contact and protect them from physical, sexual, and psychological abuse. At all times, and in all our Rotary programs, parents of minors must be fully informed of and have given written consent to the Rotary activities in which their children will be involved. This information and parental consent will look different for different programs but must be approved by the sitting District Governor. Parental consent must be given for any public use of photos or information about any minor involved in Rotary programs. Parental contact in the form of emails and cell phone numbers must be collected and retained in case of emergency or updated plans.

2. Definitions

Volunteer — Any adult involved with Rotary youth activities who interacts directly with youth, whether supervised or unsupervised.

Volunteers include, among others: club Youth Chairs and committee members, District Youth Exchange officers and committee members; Rotarian counselors and Club Interact advisors, RYLA Chairs and committee members, RYLA alums over 18 and facilitators, Rotarians and non-Rotarians and their spouses and partners who work with students during activities or outings or who transport students to events; Youth Exchange host parents and other adult residents of the host home, including host siblings and other family members.

Youth program participant — Anyone who participates in a Rotary youth program, whether as an adult or minor in Youth Exchange, RYLA, or Interact.

3. Legal Entity and Liability Insurance

District 5420 Youth Exchange is part of a legal entity known as SCANEX. This entity was formed on January 8, 1993 and is valid at this time. District 5420 Youth Exchange is part of SCANEX.

Youth Exchange and other District youth program(s) are also covered with liability insurance with appropriate coverage and policy limits through Rotary International as we are located in the United States. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

4. Club Compliance

The District Governor is responsible for supervision and control of all Rotary youth programs and activities in the district, including those associated with Rotary Youth Exchange. The District Youth Protection Officer, along with the District Chairs of each Youth Program will ensure they comply with youth protection. If clubs are participating in Rotary Youth Exchange, they must meet the certification requirements as outlined by Rotary International and the Youth Exchange Officer.

Every Club will be trained each year by the District Leadership over that program. The Youth Protection Officer will work with each Youth Chair to confirm certification as noted below.

- A signed compliance statement verifying the club is operating its program in accordance with District and RI policies.

5. Volunteer Selection and Screening

Rotary International has a zero-tolerance policy against abuse and harassment.

All Rotarian volunteers working with youth program participants must meet RI and district eligibility requirements. RI prohibits the membership and participation of any Rotarian or non-Rotary volunteer who has admitted to, been convicted of, or otherwise been known to have engaged in sexual abuse or sexual harassment or other act of moral turpitude. Districts will maintain confidential records of individuals prohibited from contact with youth and ensure such prohibitions are implemented consistently throughout the district from year to year.

Individuals prohibited from working with youth may not serve as District Interact Chair, Interact Club Adviser, District RYLA Chair, District Youth Exchange Chair, District Youth Protection Officer, or in any other locally appointed club or district role where there may be in contact with youth.

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

- Complete a volunteer application form
- Undergo a criminal background check (subject to local laws and practices)
- Be interviewed, preferably in person.
 - For Youth Exchange host families, the interview must determine their suitability, demonstrating:
 - Commitment to the safety and security of students
 - Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Provide a list of personal references with contact information (it is recommended references include no family members and no more than one Rotarian)
- Comply with RI and district guidelines for the Youth Exchange program
- All the above requirements are kept in YEAH for Youth Exchange and in YVM for both Youth Exchange and all other youth programs.

Youth Exchange host families must also:

- Undergo announced and unannounced (or short-notice) home visits both before and during the placement; home visits must be conducted annually, even for repeat host families

Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.

Youth Exchange students must be appointed a Rotarian counselor who meets the criteria for all volunteers. Also:

- A counselor must not hold a role of authority over the student's exchange (e.g. member of a student's host family, school principal, club president, district or club Youth Exchange officer).

- Counselors must be able to respond to any problems or concerns which may arise, including instances of physical, sexual, or psychological abuse or harassment.

6. Participant Selection and Screening

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

- Complete a written application
- Be interviewed at the club and district levels
- Attend and participate in all club and district orientation and training sessions

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or district level to determine the student's suitability for program participation.

7. Training

The district will provide youth protection training and information on Rotary youth programs, including the requirement that parents must be informed and consent in writing to activities and any photo or name promotion involving the minor children. The District Youth Protection Officer and/or Youth Exchange Officer will conduct the training sessions.

The District Youth Exchange program must provide youth protection training and information to all students and volunteers. The Youth Exchange Officer will conduct the training sessions. Specifically, the district will:

- Adapt Rotary's Youth Protection Guide to reflect district guidelines, information on local customs and culture, and legal requirements
- Develop a training schedule to specify who will be trained, how often, and in what format(s)
- Conduct specialized training for those involved in Youth Exchange:
 - District governor
 - District Youth Exchange officer and committee members
 - Club Youth Exchange officer and committee members
 - Rotarian counselors
 - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district event's if trained Rotarians are not available to participate
 - Host families
 - Students (outbound and inbound)
- Maintain records of participation to ensure compliance. This information is kept in YEAH and/or YVM.

8. Allegation Handling and Follow-Through

The district takes all allegations of abuse or harassment seriously and will handle them in accordance with the district's Abuse and Harassment Allegation Reporting Guidelines (Appendix B).

The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

The district should appoint a youth protection officer to advise clubs and the district related to abuse and harassment prevention and assist districts to manage risks and crises impacting the safety of youth. The youth protection officer, and/or Committee Members should have professional experience in counseling, social work, law, law enforcement, or child development, and may be a Rotarian or non-Rotarian.

The district will follow a crisis management plan as outlined in Rotary's Youth Protection Guide.

9. Travel by Youth

Youth traveling outside of the Rotary District must comply with Rotary International and District youth protection policies and specific Youth Exchange Policies.

For all youth travel sponsored by the district and/or its clubs, the host district will do the following before departure:

- Must obtain written permission from the parents or legal guardians of all youth program participants.
- Must give parents or legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information.
- Should, when traveling more than 150 miles, or 240 kilometers, from the home residence or out of home country, verify program participants have adequate insurance, including benefits for medical service, emergency medical evacuation, repatriation of remains, and legal liability in amounts satisfactory to the club or district organizing the activity or event, with coverage from the time of the minor's departure from home until the return home.

In addition to the above, for Youth Exchange travel outside of students' host communities or not customarily a part of the exchange program, either with their host families or to attend Rotary events, the host district shall:

- Receive authorization from the sending district in advance.
- Comply with Youth Exchange Policies that would apply to the travel in advance and get signed approval as indicated by those policies.

10. District Youth Exchange Administration

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

- Confirm all inbound students have insurance meeting or exceeding what is prescribed in the Rotary Code of Policies.
 - District 5420 is under the umbrella of SCANEX and they arrange for the appropriate insurance. As the host Rotary district must be in a position to arrange immediate and emergency medical attention when it is needed, the host district, during the Youth Exchange Training will go over how the insurance works.
 - Students are required to bring \$500 in cash that will be held by the Student's Counselor for the purpose of paying for medical bills. Money not used for that purpose during the Student's stay will be returned to the student before they return to their country at the end of their exchange.
 - This will all be part of the Youth Exchange Training for Host Families before the Inbound Students arrive.
- Store participant and volunteer records securely in YEAH/YVM for 3 years after participation in accordance with all applicable privacy laws.
- Provide each student a list of local services (rape and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must also include the following additional contacts:
 - For inbound students:
 - Host Rotarian counselor, host club president, host district Youth Exchange chair, and host district governor
 - At least two non-Rotarian resource people (one male and one female, who are not related to each other and do not have close ties to the host families or Rotarian counselor) who can help the students with any problems
 - For outbound students:

- Sending Rotarian counselor, sending club president, sending district Youth Exchange chair, sending District Governor
- Submit annual survey responses to RI.
- Provide a 24-hour emergency contact phone number to students.
- Report all incidents (including but not limited to abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to RI Youth Exchange staff within 72 hours of learning of the incident.
- Prohibit placement of students outside of the Rotary Youth Exchange program and district certification structure.
- Develop contingency hosting plans which include prescreened families. Establish criteria and procedures for a student's removal from the host family. Arrange for contingent, temporary housing in advance.
- Ensure all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students as a condition of their student going on exchange.
- Ensure long-term program participants have multiple host families, if possible. It is recommended long-term program participants be placed with three host families during their exchange. In the event circumstances prevent multiple host family placements, both the sending and host district must agree and alert the student's parent or legal guardian in advance. At least one back-up host family must be available.

Request a monthly report from each inbound and outbound program participant including information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange committee can review the reports and assist program participants as needed.