

# YOUTH PROTECTION POLICIES & RESOURCES

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# ROTARY CODE OF POLICES: YOUTH PROTECTION

# STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

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

RI has a zero-tolerance policy  
against abuse and harassment.

# ABUSE AND HARASSMENT PREVENTION AND REPORTING PROCEDURES

All district governors-elect must complete youth protection training before the start of their term as governor.

# ABUSE AND HARASSMENT PREVENTION AND REPORTING PROCEDURES

Districts participating in any youth programs may develop and implement youth protection policies according to local customs. Districts participating in Rotary Youth Exchange must develop and implement youth protection policies as outlined in Rotary Code of Policies section 41.060 Rotary Youth Exchange.

# ABUSE AND HARASSMENT PREVENTION AND REPORTING PROCEDURES

Districts participating in any youth program should appoint youth protection officer.

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

# ABUSE AND HARASSMENT PREVENTION AND REPORTING PROCEDURES

All allegations of abuse or harassment shall be reported to RI within 72 hours of learning of the incident.

Failure to report incidents to RI within 72 hours may result in suspension of the district's Youth Exchange certification. Where there is sufficient evidence that an individual, club, or district knowingly failed to report as required, the general secretary may determine whether and/or the extent to which involved parties may continue to be eligible to participate in Rotary's youth programs, or whether additional sanctions may be necessary, including but not limited to requiring the club to terminate an individual's membership.



# ABUSE AND HARASSMENT PREVENTION AND REPORTING PROCEDURES

Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy. All law enforcement reviews must be conducted by legal authorities that are not affiliated with Rotary.

# ABUSE AND HARASSMENT PREVENTION AND REPORTING PROCEDURES

In addition to reporting to law enforcement for investigation, an independent and thorough investigation must be made by the club and district into any claims of abuse or harassment including a determination for how to prevent a similar situation in the future.

# ABUSE AND HARASSMENT PREVENTION AND REPORTING PROCEDURES

Any person involved in Rotary against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.

# ABUSE AND HARASSMENT PREVENTION AND REPORTING PROCEDURES

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

# ABUSE AND HARASSMENT PREVENTION AND REPORTING PROCEDURES

If an investigation into a claim of sexual abuse or harassment 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.

If there are subsequent claims of sexual abuse or harassment, the individual shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. A person who is accused but 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 any individual will be reinstated to a former position.

# ABUSE AND HARASSMENT PREVENTION AND REPORTING PROCEDURES

Districts must track all individuals prohibited from contact with youth and ensure such prohibitions are implemented consistently throughout the district from year to year.

# ABUSE AND HARASSMENT PREVENTION AND REPORTING PROCEDURES

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 contact with youth.



# RESPONDING TO ALLEGATIONS



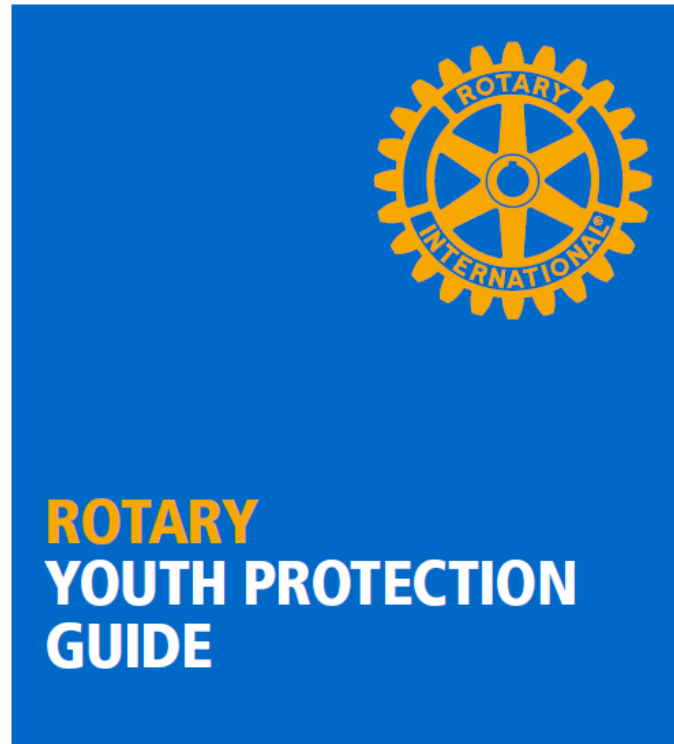
# BE NEUTRAL AND RESPONSIBLE

- Listen attentively and stay calm.
- Assure privacy but not confidentiality.
- Get the facts, but don't interrogate.
- Be nonjudgmental and reassure.
- Document the allegation.

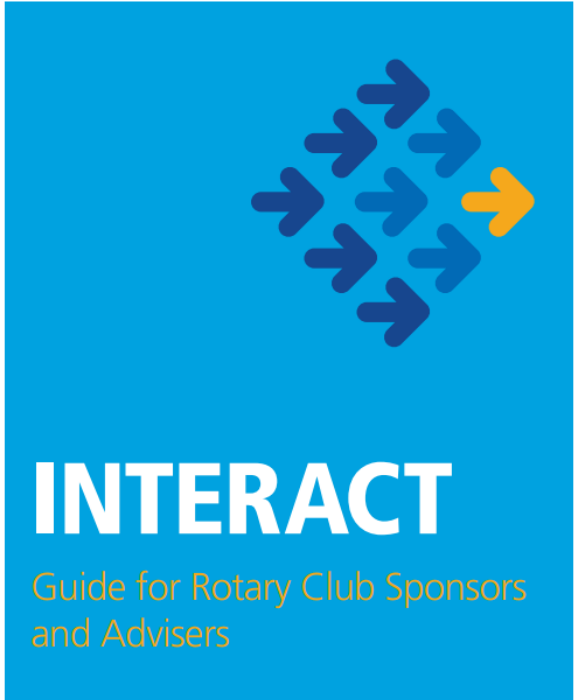


# **PUBLICATIONS, COURSES, & RESOURCES**


# ROTARY YOUTH PROTECTION GUIDE




# YOUTH PROGRAM HANDBOOKS




**INTERACT**  
Guide for Rotary Club Sponsors  
and Advisers

Rotary 

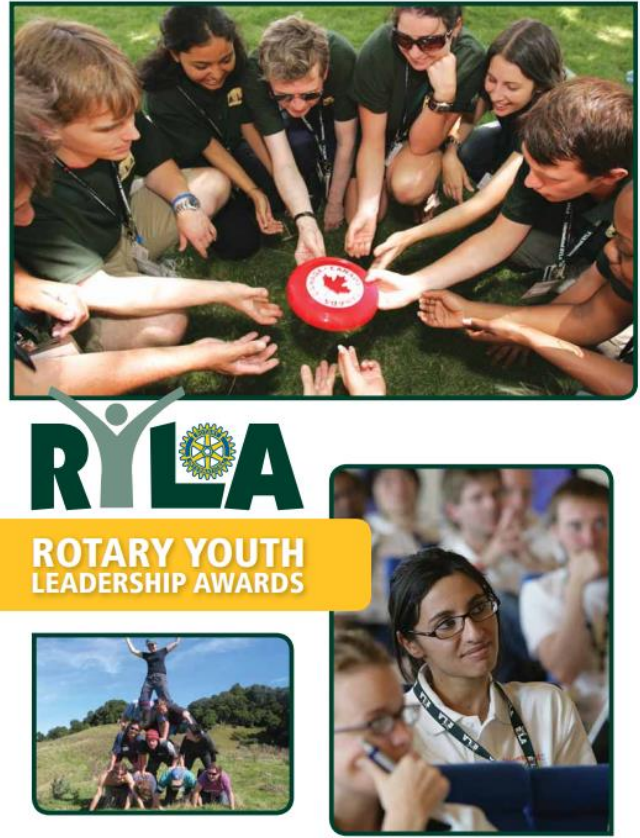
The cover features a blue background with a cluster of arrows pointing right, one of which is yellow. The text is in white and yellow. The Rotary logo is at the bottom left.



Youth Exchange  
Handbook

Rotary  rotary  
youth  
exchange

The cover shows a group of diverse young people in Rotary jackets. The text is in white. The Rotary logo and 'rotary youth exchange' text are at the bottom right.



**RYLA**  
ROTARY YOUTH  
LEADERSHIP AWARDS

The cover features a collage of photos: a group of youth holding a red maple leaf, a youth pyramid, and a youth looking at a laptop. The text is in green and white. The Rotary logo is integrated into the 'Y' of 'RYLA'.

# LEARN.ROTARY.ORG



Search content in the platform



## Preventing and Addressing Harassment

ID: E-J0EXXV

Language: English - Duration: 45m - ★★★★★

**ABOUT THIS COURSE**

CONTENT

This course reviews Rotary's policy on a harassment-free environment. It defines harassment, provides steps for those being harassed, and for those receiving allegations. Take this course to learn how you can create a harassment-free environment in your club.

Updated February 2020

# LEARN.ROTARY.ORG



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## Protecting Youth Program Participants

ID: E-GVZYQ0

Language: English - Duration: 30m - ★★★★★

### ABOUT THIS COURSE

### CONTENT

Effective youth protection policies may not prevent all incidents, but they can support the young people participating in Rotary programs and reduce negative outcomes. If you're a club president or Rotarian who works with youth in any way, this module will help you to apply and address youth policies in your club or district.

Updated March 2020

# ELECTRONIC AND ONLINE SAFETY CONSIDERATIONS



# DIVERSITY, EQUITY, & INCLUSION

rotary  
youth  
exchange



## DIVERSITY, EQUITY, AND INCLUSION IN ROTARY YOUTH EXCHANGE:

Supporting Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Exchange Students





# REPORTING FORMS

# YOUTH PROTECTION INCIDENT REPORTING FORM



## ROTARY YOUTH PROTECTION INCIDENT REPORT

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



### REPORTER INFORMATION

Date of Report:	<input type="text" value="Click or tap to enter a date."/>	Role/Title:	<input type="text"/>
Name:	<input type="text"/>	Phone:	<input type="text"/>
District:	<input type="text"/>	Email:	<input type="text"/>

### ALLEGED VICTIM INFORMATION

*If incident involved more than one victim, include information for all individuals below.*

Last Name(s):	<input type="text"/>	First Name(s):	<input type="text"/>
<i>If incident occurred during a Rotary Youth Exchange, please provide additional program details listed below:</i>			
Host District(s):	<input type="text"/>	Sponsor District(s):	<input type="text"/>
Host Club(s):	<input type="text"/>	Sponsor Club(s):	<input type="text"/>

### ALLEGED OFFENDER INFORMATION

*If incident involved more than one alleged offender, include information for all below.*

Last Name(s):	<input type="text"/>	First Name(s):	<input type="text"/>
Relationship to alleged victim:	<input type="text"/>	Title/Role:	<input type="text"/>
Other parties	<input type="text"/>		



## ROTARY YOUTH PROTECTION INCIDENT REPORT

### SUMMARY

Date of incident:	<input type="text" value="Click or tap to enter a date."/>	Location:	<input type="text"/>
Provide details of incident:	<input type="text"/>		

### ACTION TAKEN

Please indicate which of the following actions have been taken in accordance with RI youth protection policies:

- Youth is/are currently in a safe place.
- Alleged offender has been removed from all contact with youth while law enforcement investigates the matter.
- Alleged incident has been reported to local law enforcement.
  - What is the status of the investigation?
  - If any official charges have been filed, please describe:
- Host and sponsor districts of participants involved have been notified of the incident.
- Natural parents/ legal guardians of participants have been notified of the incident.

Please list all additional parties who have been notified:

If any of the above requirements have **not** been met, please explain why:

Additional actions taken in response to alleged incident:

- Professional support services have been offered to alleged victim.
- An early return will be initiated for the student(s) involved in this incident.
  - If so, please complete and submit an [Early Return form](#) along with this report to RI.
- Other actions taken after the incident was reported (please explain):

# EARLY RETURN FORM FOR YOUTH EXCHANGE



## YOUTH EXCHANGE EARLY RETURN FORM

**Instructions:** Please complete the following report leaving no field blank. Early Return forms should be emailed to RI at [youthexchange@rotary.org](mailto:youthexchange@rotary.org).



### STUDENT INFORMATION

Student's name:	<input type="text"/>	Date of departure from host district:	Click or tap to enter a date.
Host district:	<input type="text"/>	Date natural parents/legal guardians were notified:	Click or tap to enter a date.
Sponsor (sending) district:	<input type="text"/>	Date sponsor district was notified:	Click or tap to enter a date.

**Type of exchange:**  
Choose an item.

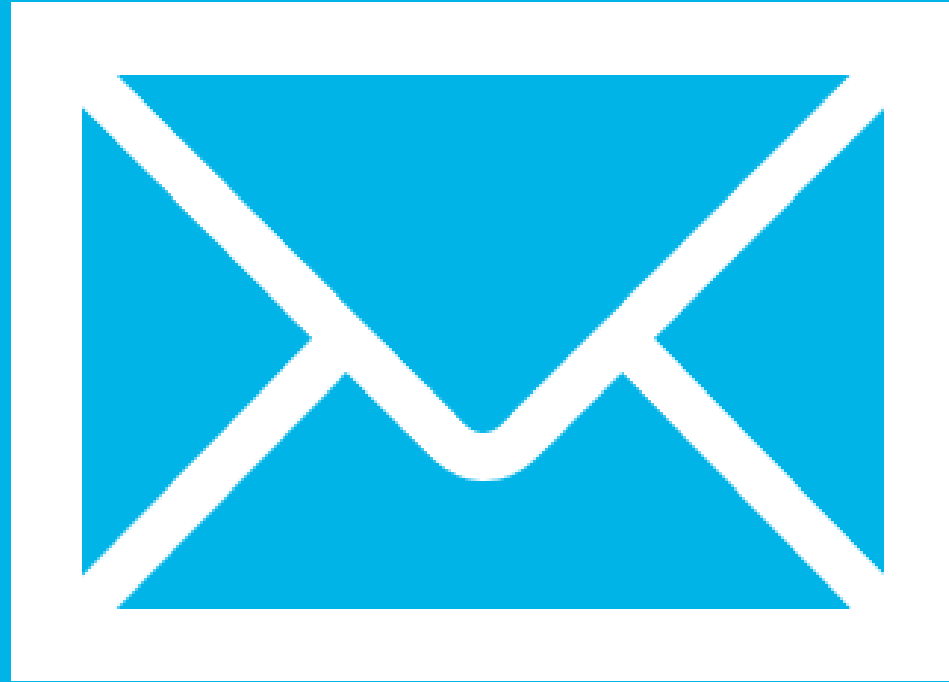
**Which party initiated the early return?**

- Host club     Sending club  
 Host district     Sending district  
 Student     Natural parents/legal guardians  
 Other (Please explain): .....

**Please mark all reasons for this early return that apply:**

- Homesickness  
 Poor attitude/ inactivity in school or the community  
 Rule violation (specify): .....  
 School requirements in home country  
 Personal issue  
 Breach of law
- Problems with host family  
 Problems with host club  
 Problems at school (grades, attendance, expulsion)  
 Incident that is reported on attached Youth Protection Incident Report.  
 Other (Please explain): .....

Please provide a brief description of the circumstances leading to this early return. If the circumstances relate to an incident reported on a Youth Protection Incident Report, state "see attached report" and do not add more details below.



**[youthprotection@rotary.org](mailto:youthprotection@rotary.org)**



**QUESTIONS?**

