

District 6250 Youth Protection Policy

For All Rotary Youth Activities

1. Statement of Conduct for Working with Youth

District 6250 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians; spouses or partners of Rotarians; 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 youth with whom they come into contact.

2. Definitions

VOLUNTEER: Any adult involved with any Rotary sponsored youth activity that has direct interaction with youth, either supervised or unsupervised. This includes, but is not limited to:

- Club and District Youth Protection Officers, (CYPO) and (DYPO), respectively.
- Youth Exchange Officers (YEO), Youth Exchange Counselors (YEC), and Youth Exchange Committee member.
- RYLA, Interact, Rotaract and Speech Contest volunteers.
- Rotarians and non-Rotarians, their spouses and partners, who host youth for activities and outings or who might drive youth to Rotary events or functions.
- Host Parents and other adult members of the host family, including siblings who are home from college, who host youth for a period shorter than 14 days (Short Term Host Parents).
- Host Parents and other adult members of the host family, including siblings who are home from college, who host youth for a period of 14 days or longer (Long Term Host Parents).

YOUTH: Children and adolescents who are involved with any Rotary sponsored program.

SEXUAL ABUSE: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student/youth, or forcing or encouraging a student/youth 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 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 or language, explicit or implicit.
- 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.
- Unwanted sexual overtones.

DISTRICT YOUTH PROTECTION OFFICER (DYPO): Oversees the enforcement of the Youth Protection Policy for the District. See Appendix C for complete job description.

CLUB YOUTH PROTECTION OFFICER (CYPO): Oversees the enforcement of the Youth Protection Policy at the Club level. See Appendix D for complete job description.

YOUTH EXCHANGE OFFICER (YEO): Accomplishes the detailed duties and responsibilities related specifically to the Youth Exchange Program.

YOUTH EXCHANGE COUNSELOR (YEC): Acts as an intermediary for the exchange student and host family and is the student’s advocate and confidante. Provides assistance to the YEO.

3. Volunteer Selection and Screening

ALL VOLUNTEERS interested in participating in Rotary Youth activities that involve one-on-one (unsupervised) contact with Rotary Youth must:

- Complete a *Youth Volunteer Application* on-line at Rotary6250.org, *Youth Programs*, every two years:
 - Authorizing the District to conduct background checks at least annually (subject to jurisdictional law, ordinance, and/or policy.)
 - Provide references to be checked by the Club/ District Youth Protection Officer or District 6250 Youth Exchange Assistant Chair.

- 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.
- Undergo personal interviews by the Club Youth Protection Officer or Youth Exchange Officer.
- Participate in District and/or Club Youth Protection training.
- Understand and comply with the District Youth Protection Policy.

LONG TERM HOST FAMILIES see Section 11 for details regarding Youth Exchange.

SHORT TERM HOST FAMILIES must meet the following selection and screening requirements.

- Complete a *Short Term Exchange Application Form – with Host Family Form* at Rotary6250.org Short-Term Youth Exchange, authorizing the District to conduct background checks (subject to local laws and practice).
- Provide references to be checked by the Short-Term Exchange Coordinator or District Youth Protection Officer.
- Must undergo a comprehensive interview conducted by the YEO and/or the CYPO that determines the family's suitability for hosting students/youth. All host family members need to be part of the screening interview. The interview should determine:
 - Demonstrated commitment to the safety and security of students/youth.
 - Motivation for hosting a student/youth is consistent with Rotary ideals.
 - Financial ability to provide adequate accommodation (room and board) for the student/youth.
 - Aptitude for providing appropriate supervision and parental responsibility that ensures the student/youth's well being.
- In-Home screening visit must be conducted for each host family prior to approving the family for hosting.

- In-Home screeners will provide the host family a copy of the District Youth Protection Policy.
- In-Home screeners will provide the host family ideas and best practices for creating a positive experience for the student/youth, club and community.

4. Allegation Reporting Guidelines

All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Youth Protection - Sexual Abuse and Harassment Allegation Reporting Guidelines in Appendix B.

5. Investigation Guidelines

The Club and 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.

- Rotary Club members and District 6250 officers will cooperate with all law enforcement, child protective services, and legal jurisdictional investigations. Rotary will conduct its own independent investigations per Rotary International, District, and Club policy to such extent that it does not interfere with the above investigations.

6. Training in Youth Protection

All volunteers with Rotary Youth activities will receive Youth Protection Training at a frequency determined by the District Youth Protection Officer.

7. District 6250 Responsibilities

District 6250 has the following responsibilities related to carrying out the Youth Protection Policy.

- Establish a standing District 6250 Youth Protection Committee.
 - a. Members will include:
 - i. Representatives of all District Youth programs.
 - ii. Representatives of relevant professions such as school personnel, social work, law enforcement, medical, and legal.
 - iii. Former District Governor(s).
 - b. Responsibilities will include:
 - i. Meet at least twice a year and more often as needed.
 - ii. Regularly review District Youth Protection Policy.
 - iii. Help select District Youth Protection Officer.
 - iv. Work closely with District Youth Protection Officer to enforce this policy.
 - v. Provide assistance in answering District hotline for youth protection.

- vi. Address any concerns or allegations of abuse in District Rotary Youth programs.
- vii. As necessary, take appropriate action to protect youth in District Rotary Youth programs.

- Appoint a District Youth Protection Officer who will be a member of the Youth Protection Committee.
- Maintain records of background checks, Youth Volunteer Applications and any screening documentation for all volunteers working with youth in Rotary activities in perpetuity.
- Maintain a toll free District Hotline for youth to use when there are concerns or emergencies related to Youth Protection.
- Have a procedure for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.
- Assist in locating an independent lawyer, therapist or counselor to represent any alleged victim in cases of sexual abuse and harassment.
- Report all criminal allegations involving any Rotary youth activity to RI within 72 hours.
- Evaluate and review this policy and accompanying procedures on a regular basis.

8. District Youth Protection Officer (DYPO)

The complete DYPO job description appears in Appendix C. The District Governor will appoint the DYPO whose main duties and responsibilities are to:

- Host workshops / roundtables throughout the district delivering training on Youth Protection.
- Assist Clubs in the recruitment and selection of Club Youth Protection Officers.
- Interview, check references and train Club Youth Protection Officers. If not providing the direct training, arrange for an appropriate trainer.
- Assist in recruiting, selecting, and training of an Assistant District Youth Protection Officer who will function as a back-up and to ensure succession planning.
- Maintain familiarity with current state, federal and Rotary youth protection policies, laws, practices and ethics.
- Stay in contact with the Club Youth Protection Officers to assure they are carrying out their responsibilities according to the Youth Protection Policy.
- Monitor youth protection procedures, rules and regulations.

- Maintain complaint procedures.
- Handle, with the involvement of the Youth Protection Committee, concerns and allegations of abuse.
- Maintain data base of Certified Clubs within the District.
- Develop and distribute training material.
- Compose articles on youth protection for the District Newsletter.
- Participate as a member of the District Youth Protection Committee.
- Adapt the *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.
- Establish guidelines to ensure that all those required to be trained have participated.
- Maintain records of participation to ensure compliance.
- Interview Club Youth Protection Officers and review completed background checks.
- Develop a uniform plan to assist clubs in complying with this policy.
- Fulfill the current Job Description as established by the District.

9. Club Responsibilities

Clubs participating in Rotary Youth activities and especially with Rotary Youth Exchange are encouraged to be Certified by the District by demonstrating the following:

- Compliance with District Youth Protection Policy.
- Assure that the Club Youth Protection Officer (CYPO) is carrying out their duties as defined in the District Job Description for this position.
- Amend their club by-laws to include the CYPO as an official and standing officer of the club. The Club will cooperate with all law enforcement, child protective services, and legal jurisdictional investigations. Rotary will conduct its own independent investigations per Rotary International, District, and Club policy to such extent that it does not interfere with the above investigations.
- Complete and return a signed resolution that the club is operating their program in accordance with District 6250 and RI policy. See Appendix E for Sample Resolution.

10. Club Youth Protection Officer (CYPO)

Clubs will appoint a Club Youth Protection Officer whose responsibilities will include the following:

- Assure that volunteers, including the YEO, YEC, and host families are trained in Youth Protection and how to respond to an abuse or harassment allegation as required by this policy. Such training will take place at least annually and include:
 - a. District and RI expectations for all volunteers involved with youth activities.
 - b. Definitions of what constitute sexual abuse and harassment. What type of situation might constitute a serious incident.
 - c. Reporting guidelines.
- Provide information to exchange students about local and District services including: District hotline for Youth Protection; suicide crisis hotlines; alcohol and drug awareness programs for youth; proper law enforcement agencies, community services, private services, YEO and YEC information, and both female and male support persons separate from YEO, YEC, and host families.
- Provide 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.
- Arrange to have all volunteers involved with youth programs complete an on-line Youth Volunteer Application and consequent background check.
- Verify completion of background check of all volunteers through contact with District 6250 Assistant Youth Exchange Chair or District Youth Protection Officer.
- Follow the District 6250 *Sexual Abuse and Harassment Reporting Guidelines* found in *Appendix B*. Report all cases of suspected sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district Youth Protection Officer for investigation.
- Report all serious incidents (accidents, crimes, early returns of exchange students, death) involving any student to the District immediately.
- Cooperate with club leadership to establish club policy that instructs volunteers that, prior to any activity where they expect to have one-on-one (unsupervised) contact with Rotary Youth, they notify the CYPO, YEO, YEC, or other club member of the activity and its expected duration. Both the initiator of the activity and the person notified will assess the activity to determine if it is appropriate under the circumstances for the club and the Rotary Youth. In making the assessment the volunteer will use a basic test of whether they would allow their own child to participate in the activity as planned. If there are any questions about whether the activity and the contact are appropriate, both the initiator and the person notified will make reasonable attempts to contact the CYPO, YEO, YEC, or other club officer to discuss the situation.

11. Rotary Youth Exchange Program Requirements

*Any adult volunteer having one-one-one (unsupervised) contact with a Rotary Youth Exchange Student must have completed a background and reference check **before** having such contact.*

Rotary District 6250 Youth Exchange Program is part of Central States Rotary Youth Exchange which is an incorporated entity and maintains liability insurance sufficient to cover the claims reasonably considered possible.

- **Travel/Medical Insurance:** All inbound and outbound exchange students through Central States Rotary Youth Exchange have travel/medical insurance during the exchange year. The policy is ACE-USA POLICY GLMN00060501. The outline of the benefits is attached to this policy as Appendix F.

The Rotary Youth Exchange Program is coordinated by the District Rotary Youth Exchange Committee. It is made up of positions that are required to carry out an effective Rotary Youth Exchange program. The Committee includes, but not limited to: Chairperson, Assistant Chairperson, Inbound Coordinator, Outbound Coordinator, Conference Coordinator, Information Coordinator, and Rebound Coordinator.

- The Chairperson of the District Rotary Youth Exchange Committee will be responsible to see that RI receives a copy of all Guarantee Forms of current inbound students.

The Rotary Youth Exchange Committee has the following responsibilities:

- Trains volunteers, inbound and outbound exchange students, and outbound parents on Youth Protection.
- Addresses concerns about youth protection in cooperation with the District Youth Protection Committee.
- Work with the District Youth Protection Officer to develop uniformity amongst clubs in carrying out this policy wherever possible.

All students interested in participating in the District 6250 Youth Exchange Program must:

- Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program.
- Attend and participate in all District orientation sessions.

Long Term Host Families must meet the following selection and screening requirements:

- Undergo a comprehensive interview conducted by the YEO and/or the CYPO that determines the family's suitability for hosting exchange students. All host family members need to be part of the screening interview. The interview should determine:
 - Demonstrated commitment to the safety and security of students.
 - Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange.

- Financial ability to provide adequate accommodations (room and board) for the student.
- Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being.
- Complete a written Host Home Application. A copy of the Host Home Application is available on-line. See Appendix G.
- In-Home screening visit must be conducted for each host family prior to approving the family for hosting.
- Monthly in-home visits with the host family, both announced and unannounced visits, need to take place during the placement. These visits may be made by any Rotarian and must be documented.
- Participate in a Host Family Orientation facilitated by the YEO prior to the placement of the student. Content of the Host Family Orientation will include, but not be limited to:
 - RYE program objectives.
 - Rules and Regulations of RYE.
 - Department of State J-Visa Regulations
 - Role of CSIET (Council on Standards for International Educational Travel).
 - District Youth Protection Policy.
 - Role of District RYE staff, host clubs, YEO's, and YEC's.
 - Best practices for creating a positive exchange for the student, club, and community.
 - District RYE policies including travel limitations for the student.
 - District RYE calendar of events including mandatory events for students.
- All adult residents of host families 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.

Training designed specifically for those involved with Youth Exchange will include the following participants:

- District Rotary Youth Exchange Committee members.
- Club Youth Exchange Officers, Youth Exchange Counselors, and Youth Exchange Committee members.
- Host families.
- Exchange students – both Outbound and Inbound.
- Parents and legal guardians of Outbound students.
- Other Rotarians and non-Rotarians who participate in Youth Exchange activities.

Rotary Youth Exchange Students arriving in District 6250 will be provided with:

- An ID card containing the Rotarian Counselor, host family contact information, YEO contact information, and District Chair name and phone number, and emergency hotline phone number.
- Before arriving, information listing name and contact information for the student's Rotarian counselor, host club president, host district chair, host governor, sending district chair, sending governor, sending club president, and two non-Rotarian resource persons (one male and one female). This list must also include local resources for medical, dental, and mental health care and law enforcement professionals

12. Club Youth Exchange Responsibilities

A Youth Exchange Officer (YEO) and Youth Exchange Counselor (YEC) will be appointed. The YEO and the YEC must meet the criteria for All Volunteers, as well as the following:

- NOT a member of the exchange student's host family at any time during the student's exchange year.
- 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.

Club Youth Exchange Officer (YEO) responsibilities include:

- Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately for investigation and then to the District Youth Protection Officer.
- Assure monitoring of an exchange student's placement including: monthly in-home visits by a Rotarian, documentation of visitation with student and host parents, and a Host Family Orientation prior to student's placement.
- Conduct follow-up evaluations of both exchange students and host families.
- Assure the Youth Exchange Committee has set procedures for the process of removing a student from the host family if it becomes necessary along with 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.

- Ensure that the Youth Exchange Officer and Youth Exchange Counselor for each student is not a member of the student’s host family.
- Prohibit direct placement of students outside of the District 6250 Youth Exchange program structure (e.g. “backdoor exchanges”).
- Follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks.
- Conduct interviews of all Outbound exchange student applicants and applicants’ parents or legal guardians.

Club Youth Exchange Counselor (YEC) responsibilities include:

- Works in conjunction with the Club Youth Exchange Officer and provides an additional resource for the youth exchange student and host family to rely upon for support.

13. Additional Reporting Guidelines

Serious incidents involving Rotary Youth such as hospitalization, serious injury, or death must be reported to District 6250 and RI within 72 hours. Such incidents must be reported to the U.S. State Department using their required form (http://csrye.org/uploads/1264451660RI_Incident_Rpt_Form_1-15-10.doc)

DISTRICT 6250 YOUTH PROTECTION POLICY FOR ALL ROTARY YOUTH ACTIVITIES APPROVED BY:

District Governor	Date
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District Governor Elect	Date
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District Governor Nominee	Date
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APPENDIX A

DISTRICT 6250 YOUTH PROGRAMS

Volunteer Application

Do not use for host families



A current Volunteer Application form is available at: Rotary6250.org, Study/Youth Programs, Youth Protection, Youth Volunteer Application.



APPENDIX B

District 6250 All Rotary Youth Programs Sexual Abuse and Harassment Allegations Reporting Guidelines

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 reported. After ensuring the safety of the student, all allegations should be immediately reported to appropriate law enforcement authorities.

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

- 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.
- 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.
- 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.
- 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.
- 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 or harassment to the appropriate law enforcement authorities first and then to the club and district leadership for investigation. In District 6250, the appropriate law enforcement office is the local police or county sheriff. In most situations the first Rotary contact is the Club Youth Protection Officer who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian YEO or YEC, the District Youth Exchange Chairman should be contacted. All allegations must be reported to RI within 72 hours; the person responsible for doing so is the Chairman of District 6250 RYE. District 6250 will cooperate with police and legal investigations.

4. *Report to Youth Protection Officers and Youth Protection Committee*

- Report allegations to the Club Youth Protection Officer who will then report to the District Youth Protection Officer and, if the allegation involves a youth exchange student, to the District RYE Chairperson.
- The District 6250 Youth Protection Committee 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.
- Confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.
- Contact appropriate law enforcement agency immediately (if not already done). If law enforcement agencies will not investigate, the District 6250 Youth Protection Committee should coordinate an independent investigation into the allegations.
- Ensure the student receives immediate support services.
- Offer the student an independent, non-Rotarian counselor to represent the interests of the student. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with Rotary or the Rotary Youth Exchange program.
- 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.
- Remove alleged abuser or harasser from all contact with the specific student and other youth while investigations are conducted.
- Cooperate with the police or legal investigation.
- The Club's Youth Protection Officer should inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and

provide follow-up reports of steps taken, the outcome of all investigations, and resulting actions.

5. *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.
- District 6250 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures:

The allegations will be shared by Rotarians only with the local police or sheriff's office, RI, the District RYE Chair, Assistant RYE Chair, Inbound or Outbound Coordinator, the District 6250 Youth Protection Committee and the District Governor.

- Do not challenge the alleged offender

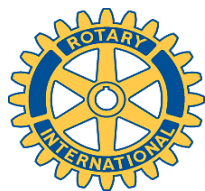
The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the district youth exchange chair and district governor are responsible for investigating, and will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

6. *Additional Guidelines*

- 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.
- 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.

- Always remember that District 6250 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians; spouses or partners of Rotarians; 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 youth with whom they come into contact.



APPENDIX C

DISTRICT 6250

Job Description District Youth Protection Officer (DYPO)

RESPONSIBLE TO: District Governor

MAIN PUROSE OF JOB: To insure the all Rotary Clubs are in compliance with youth protection policies of District 6250 and that children who participate are protected from abuse. To recommend to district leadership updates and changes in the youth protection policies and procedure as needed.

SKILLS REQUIRED:

- Approachable with friendly manner
- Good listener
- Well organized
- Motivated
- Familiar with state, federal, and Rotary International youth protection policies and practices.
- Proficient with Hotline procedures and checklists.
- Prepared to pass on concerns to professional agencies when necessary.

MAIN DUTIES AND RESPONSIBILITIES:

1. Host workshops / roundtables throughout the district delivering training on state, federal and Rotary International youth protection policies, procedures, and Practices for Club Youth Protection Officers (CYPO).
2. Recruit, interview, select, orient, train, retain and recognize CYPO's.
3. Recruit, interview, select, orient, train, retain and recognize an Assistant DYPO to function as a back-up and to ensure succession planning.
4. Maintain familiarity with current state, federal and Rotary youth protection practices and legislation.
5. Monitor the activities, duties, and responsibilities of the CYPO.
6. Monitor youth protection procedures, rules and regulations.
7. Ensure that the complaint procedures are met and see the procedures through to the final decision in the event of a complaint being made.
8. Maintain complaint procedures.
9. Maintain data base of certified Club Youth Protection Officers and certified clubs within the District.
10. Train Club Youth Protection Officers.
11. Develop and distribute training material.



APPENDIX D

DISTRICT 6250

Job Description Club Youth Protection Officer (CYPO)

RESPONSIBLE TO: Club President + District Youth Protection Officer

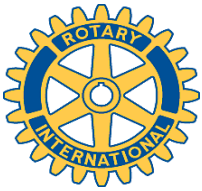
MAIN PUROSE OF JOB: To insure the CYPO's Rotary Club is in compliance with all youth protection policies of District 6250 and that children who participate are protected from abuse.

SKILLS REQUIRED:

- Approachable with friendly manner
- Good listener
- Well organized
- Motivated
- Trained by DYPO or other responsible youth protection Rotarian familiar with District 6250 youth protection policies and practices.
- Proficient with Hotline procedures and checklists.
- Prepared to pass on concerns to professional agencies when necessary.

MAIN DUTIES AND RESPONSIBILITIES:

1. Attend workshops / district roundtables to receive training on District Youth Protection policies, procedures, and practices.
2. Maintain knowledge of current state, federal and Rotary youth protection guidelines and legislation.
3. Understand youth protection procedures, rules and regulations.
4. Ensure that the complaint procedures are met and see the procedures through to the final decision in the event of a complaint being made.
5. Maintain complaint procedures.
6. Present existing and new youth protection information to the club once a year.
7. Compose articles for the Club newsletters.
8. Identify Rotarians who will likely be in the presence of youth that would require a background check. Help facilitate the background check process for club Rotarians.
9. Insure that all volunteers that will have one-on-one contact with Rotary Youth have completed the on-line Volunteer Application. Verify background check completion with District 6250 Assistant Youth Exchange Chair or District6250 Youth Protection Officer.
10. Recruit, interview, select, orient, train, retain and recognize an Assistant CYPO to function as a back-up and to ensure succession planning.



APPENDIX E
DISTRICT 6250
Resolution Adopting and Approving
Youth Protection Policy

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROTARY CLUB OF

(Name of Club)

APPROVING AND ADOPTING THE DISTRICT 6250 POLICY REGARDING
YOUTH PROTECTION

“Protecting You, Rotary and the Youth We Cherish”

WHEREAS Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities and it is the duty of all Rotarians, Rotarian’s 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 or young people with whom they come in contact and District 6250 is committed to the same and

WHEREAS the Board of Directors, Rotary International adopted the above Statements of Conduct for Working with Youth in November 2002 and

WHEREAS the Club must ensure that all officers, staff and volunteers are carefully selected, trained and accept responsibility to help prevent the abuse of children and respond swiftly and appropriately to all suspicions or allegations of harassment and/or abuse, and by providing a safe atmosphere so youth and adults feel comfortable expressing any concerns about abuse / harassment and

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF

(Name of Club)

THAT:

1. The Board hereby approves and adopts the Youth Protection Policy, Exhibit A attached, and authorizes and directs the President to appoint a Club Youth Protection Officer with the associated Job Description, Exhibit B attached, to implement the Policy in the Club.
2. This Resolution shall be effective immediately upon its adoption.

APPROVED AND ADOPTED BY:

President, Board of Directors

Date

Secretary, Board of Directors

Date

Please note that this policy is subject to change. Please contact District Youth Protection Officer to receive the most current copy. Adopted by District 6250 on _____



APPENDIX F



CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM, INC.

SERVING 17 DISTRICTS IN ILLINOIS, INDIANA, MICHIGAN, WISCONSIN AND ONTARIO, CANADA
5580, 6220, 6250, 6270, 6290, 6310, 6330, 6400, 6420, 6440, 6450, 6460, 6490, 6510, 6540 6560, 6580

OUTLINE OF INSURANCE COVERAGES

UNDER ACE-USA POLICY GLMN00060501

Accidental Death & Dismemberment\$20,000

Accident & Sickness Benefits:

Major Medical:

There is a \$100 per year deductible, then the plan will pay 80% of the usual and customary covered expenses up to the policy maximum of \$500,000. There is a special limitation for Chiropractic care.

Accident Benefit:

For accidental injuries there is a \$25 deductible per accident, then the plan pays the next \$5,000 of the usual and customary charges in full. Any expense in excess would then fall under the major medical benefit.

The maximum out of pocket expense due to deductibles and coinsurance is \$2,500.

Repatriation Expense-Accident & Sickness.....\$50,000 Maximum*

Emergency Medical Evacuation.....\$250,000 Maximum*

Emergency Reunion Benefit.....\$,12500 Maximum*

*Excess expenses for these are not eligible under the major medical

Not considered as Medial Expenses are: Normal Health Exams; Sports Physicals; Eye Glasses; Alcoholism; Drug Abuse; Injuries arising out of any employment; Pre-existing conditions; Suicide or Attempted Suicide; elective or non-medical expenses.

Exclusions: please refer to the policy certificate.

There is a coordination of benefits provision, and this policy is excess to any other insurance plan.

As of 01/01/07 for students arriving/leaving on or after January 1, 2007

Personal Liability.....\$100,000 per claim

Aggregate per insured.....\$200,000

This plan covers all students in the Central States Rotary Program, anywhere in the world and is in effect from the time the student leaves home, until the student returns home or 1 year whichever shall first occur. This is a brief outline, and in no way alters or amends the insurance policy. A certificate of insurance is available at www.csrye.org. Be sure to review it. Any questions on this please contact Robert Hosch email: rhosch@wi.rr.com.



APPENDIX G
DISTRICT 6250
MEMBER OF
**CENTRAL STATES ROTARY YOUTH
EXCHANGE PROGRAM, INC.**
HOST HOME APPLICATION



The current version of the Host Home Application can found on the Central States Rotary Youth Exchange website: www.csrye.org

ADDENDUM

To Rotary District 6250 Youth Protection Policy

Wisconsin statutes related to sexual abuse and harassment and legal requirements of volunteers participating in youth programs including statutes that address reporting allegations of abuse and/or harassment.

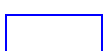
Chapter 948 of Wisconsin Statutes is titled “Crimes Against Children.” It defines the law of Wisconsin related to sexual abuse and harassment of children (persons under age 18). Sections of this statute that address abuse and harassment as defined by RI and District 6250 policy are:

- 948.01 Definitions
- 948.02 Sexual assault of a child.
- 948.03 Physical abuse of a child.
- 948.05 Sexual exploitation of a child.
- 948.005 Causing a child to view or listen to sexual activity.
- 948.07 Child enticement.
- 948.095 Sexual intercourse with a child age 16 or older.
- 948.095 Sexual assault of a child by a school staff person or a person who works or volunteers with children.
- 948.11 Exposing a child to harmful material or harmful description or narrations.
- 948.13 Child sex offender working with children.

Each of these sections defines penalties for violation of the section.

Chapter 48 – Children’s Code of Wisconsin Statutes addresses reporting requirements for persons having knowledge of abuse. Specifically, sections of this statute that address reporting guidelines as defined in RI and District 6250 policy are:

- 48.981 (2) persons required to report. Specifically 48.981 (2) 3 (c).
- 48.981 (3) Reports; Investigation. This section defines who the report is provided to.
- 48.981 (6) Penalty. Defines penalty for failure to report.



Visit: <http://legis.wisconsin.gov/rsb/stats.html> for statute detail.