



**ROTARY DISTRICT 9800 YOUTH ABUSE AND  
HARASSMENT PREVENTION POLICY  
&  
CERTIFICATION REQUIREMENTS**

**( OPERATIVE ONLY FOR THE DISTRICT YOUTH  
EXCHANGE PROGRAM )**

Updated AUGUST 2016

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## ROTARY DISTRICT 9800 YOUTH ABUSE AND HARASSMENT PREVENTION POLICY & CERTIFICATION REQUIREMENTS (OPERATIVE ONLY FOR THE DISTRICT YOUTH EXCHANGE PROGRAM )

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District 9800 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.

District 9800 is also committed to Aboriginal cultural safety, culturally and/or linguistically diverse cultural safety and the safety of children with a disability

### 1. **Definitions**

#### **Volunteer:**

Any adult involved with Rotary District 9800 Youth Exchange Program activities that has direct interactions, either supervised or unsupervised, with youths/students. Volunteers include, among others: club and district Youth Exchange officers and committee members; Rotarian counsellors; Rotarians and non-Rotarians and their spouses and partners who host youths/students for activities or outings or who might drive students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members. This person will have been police checked or formally reference checked in accordance with (Insert State/s) legislation.

#### **Responsible Adult:**

A responsible adult is any adult who, in a family or group situation for a short period of time, is responsible for caring for a youth/exchange student.

This person shall be in a position to offer the youth/student an educational, cultural or recreational experience.

This person will not have been police checked or formally reference checked because either there was insufficient time to do so before the experience, or the experience is such that there is virtually no opportunity for misconduct to occur.

The youth/student's host family and/or club counsellor needs to be satisfied, in the same way a conscientious parent would be satisfied, that this person is suitable for their own underage son or daughter to stay with for a short period of time.

#### **Youth/Student:**

Any individual who is participating in a Rotary District 9800 Youth Exchange Program, regardless of whether he or she is of legal age of majority.

#### **Sexual Abuse:**

Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite gender. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

**Sexual Harassment:**

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

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of 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.

**Emotional Harassment:**

Emotional harassment is any action or comment which unreasonably disturbs the youth/student. This includes but is not limited to repeated comments about a youth/student's social background, home country, language, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the student to whom they were directed.

**Physical Abuse:**

Physical abuse is any physical harm inflicted on a youth/student and includes but is not limited to:

- Providing insufficient nourishment for the youth/student
- Depriving the youth/student of a reasonable amount of sleep
- Requiring the youth/student to do an unreasonable amount of work
- Inflicting physical pain on the youth/student

**Abuse & Harassment:**

Abuse and harassment refers to any form of harmful treatment described above whether it is sexual, emotional or physical.

**Travel:**

Travel refers to Youth Exchange students' movements away from their usual hosted address. All travel which is more than overnight, away from their usual address and outside the immediate area of the community, must be approved and authorized by all parties upon the completion of the relative "Travel Request Form". Interstate or overseas travel always requires authorization by the District Chair.

This definition excludes normal day to day local activities in accordance with inter district agreements.

**Transportation:**

Refers to the conveyance of youths/students by private transport. It is important to recognize that the following guideline is given to assist Rotary clubs and volunteers when a youth/student is being transported in a vehicle with the driver only, and common sense should be applied in all circumstances. It should be understood that these guidelines are to the benefit of both youth/student and driver alike.

This definition excludes normal day to day local activities.

*It is recommended practice that in the circumstances where there is just youth/student and driver only in a vehicle, that such transport is restricted to the immediate area of the community, and such person shall be an approved driver with no less than one year's driving experience.*

*In the event that the journey is a tour, sightseeing or the like, it is recommended that a third person or more be present.*

## **2. Incorporation of District YEP Committee and Liability Insurance**

\*Rotary District 9800 Youth Exchange Committee is incorporated as Rotary District 9800 Youth Exchange Committee Incorporated, under the laws of the state of Victoria, Australia.

Rotary Districts of Australia have liability insurance provided under the National Australia Liability Insurance policy with an indemnity limit of \$50,000,000. The policy also provides molestation cover with an indemnity limit of \$2,000,000.

## **3. Volunteer Selection and Screening**

District 9800 shall maintain a register of Volunteer Declarations and Police checks, waivers, and screening for adults working with minors for 5 years in keeping with Australian privacy laws.

*All volunteers* interested in participating in Rotary District 9800 Youth Exchange Programs must meet the following requirements:

- Complete the Youth Volunteer Declaration Form authorising the district to obtain a Police clearance.
- Undergo personal interviews.
- Provide a list of references for the district to check.
- Meet RI and district eligibility requirements for working with students. **(RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in abuse or harassment from working with youth in a Rotary context. If an individual is accused of abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact as well as for the protection of the accused. 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 policies for youth programs.

*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 students.
- Host families must demonstrate:
  - Commitment to the safety and security of students.

- Motivation for hosting a student 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.
- Host families must complete a written application.
  - Home visits must be conducted for each family and should include announced and unannounced visits, both before 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 who are permanent or part-time residents in the home.
  - Single parent hosting is not generally recommended however should be determined on the particular circumstances.

*Rotarian counsellors* must meet the criteria for all volunteers, as well as the following:

- Counsellors must not be a member of the student's host family.
- Counsellors must be trained in responding to a variety of problems or concerns that may arise during the exchange, including instances of abuse or harassment.

#### 4. **Youth/Student Selection and Screening**

*All students* interested in participating in the Rotary District 9800 Youth Exchange Program must meet these requirements:

- Complete a written application and be interviewed by Club and District to determine suitability for participation in the program.
- Attend and participate in all district orientation and training sessions.

*Parents or legal guardians of students* interested in participating in the District 9800 Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

Youths/students applying for other Rotary youth programs must meet the requirements as determined by the relevant program committee.

#### 5. **Training**

District 9800 will provide abuse and harassment prevention training to all clubs. The District Trainer and/or District Compliance/Protection Officer will ensure the training sessions are conducted.

Specifically, District 9800 will:

- Adapt the Abuse and Harassment Prevention Training Manual and Leader's Guide to incorporate specific district guidelines, information on local customs and cultural issues, and legal requirements.
- Develop a training calendar that defines the participants, frequency of training required for each volunteer position, and training methods to be used.

- Conduct specialized training sessions on the Rotary District 9800 Youth Exchange Program for:
  - District governor.
  - Assistant governors.
  - District Youth Exchange committee members.
  - Club Youth Exchange committee.
  - Club counsellors.
  - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events.
  - Host families.
  - Students (outbound and inbound).
  - Parents and legal guardians of students.
- Establish guidelines to ensure that all participants have received the requisite training
- Maintain records of participation to ensure compliance.

## **6. Allegation Reporting Guidelines**

District 9800 is committed to protecting the safety and well-being of Youth Exchange students and will not tolerate abuse or harassment. All allegations of abuse or harassment will be taken seriously. Sexual Abuse and Harassment allegations must be handled in accordance with the Sexual Abuse and Harassment Allegation Reporting Guidelines. (Appendix1)

## **7. Follow-through and Review Guidelines**

District 9800 takes all allegations of abuse or harassment seriously and shall ensure that each allegation is investigated thoroughly. The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with other investigations when conducting its own independent reviews.

## **8. Other District 9800 Responsibilities**

- Establish procedures for reporting, investigating, and handling non-criminal offenses or historical cases that law enforcement chooses not to investigate.
- Recommend that all **inbound** Youth Exchange students maintain insurance at the following minimums levels:
  - Overseas Medical US\$1,000,000
  - Accidental Death US\$25,000
  - Capital Benefits US\$100,000
  - Emergency Evacuation US\$100,000
  - Legal Liability US\$5,000,000
- Provide each student with a list of local services in the district (rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.).
- Complete a student data request form for all participating Youth Exchange students and return it to RI one month before the exchange begins.
- Provide a 24-hour emergency contact phone number to Youth Exchange students.
- Follow RI guidelines for Youth Exchange Web sites.
- Appoint an independent lawyer, therapist, or counsellor to represent any alleged victim in cases of sexual abuse and harassment.

- Report all criminal allegations to RI within 72 hours.
- 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 regularly.
- Appoint a district review committee to evaluate and review files, policies, and allegations annually.
- Appoint a District Compliance/Protection Officer.
- Require a monthly report from each inbound and outbound exchange 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.
- Consider designating a mobile phone as a permanent district hotline. Assign a Rotarian in the district to be on-call for a given period and carry the phone 24 hours a day. (Rotary Information Line 9654 5872)

## 9. **Club Compliance**

District 9800 will monitor all participating clubs within the district and ensure that they 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:

- All materials produced in the club to promote and support the Youth Exchange program, including promotional materials and brochures, applications, policies, Web site links, etc.
- List of services in the area (rape and suicide crisis hotlines, alcohol and drug Awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)
- Club abuse and harassment prevention training program materials

Participating clubs must agree to carry out the following:

- Complete and return a signed compliance statement that the club is operating its program in accordance with District 9800 and RI policies.
- If not coordinated by the district, conduct Police checks and reference checks for all volunteers involved with the program, including, but not limited to, adult residents of host home, counsellor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth. All volunteers must complete and sign the Youth Volunteer Declaration.
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines.
- Prohibit direct placement of students outside of the District 9800 Youth Exchange program structure (so-called backdoor exchanges).
- Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.
- Develop contingency hosting plans that include pre-screened, 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, including information for dentists, doctors, places of worship, counsellors, suicide and rape crisis hotlines, etc.
- Ensure that the host counsellor for each student is not a member of the student's host family.
- Ensure that the host counsellor 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 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 — both males and females who are not related to each other and do not have close ties to the host families or club counsellor — who can help the students with any issues or problems.
- Follow RI guidelines for Youth Exchange Web sites.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately.
- Conduct interviews of all applicants and applicants' parents or legal guardians.
- Appoint a club youth protection officer.
- Place students in two or more successive host families on long-term exchanges.
- Establish a system of club recertification that requires each club to provide copies of all information for review and approval.
- Prohibit volunteers from having unsupervised contact with students until a background check has been conducted and clearance for unsupervised contact with students has been issued.

## **Sexual Abuse and Harassment Allegation Reporting Guidelines**

Rotary International is committed to protecting the safety and well-being of all youth program participants 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 young people must always be the first priority.

### **Definitions**

#### **Sexual abuse:**

Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

#### **Sexual harassment:**

Sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims. Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of 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

#### **Who should determine if it is abuse or harassment?**

Upon hearing allegations, adults should not determine whether the alleged conduct constitutes sexual abuse or sexual harassment. Instead, after ensuring the safety of the student, the adult should immediately report all allegations to appropriate child protection or law enforcement authorities. In some countries, this reporting is required by law.

### **Allegation Reporting Guidelines**

Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

#### **1. *Receive the report.***

- Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. 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 in order to make it stop and ensure that it doesn't happen to others.
- Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.

- Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.
- Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what he or she told you.

## ***2. Protect the young person.***

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

## ***3. Report the allegations to appropriate authorities — child protection or law enforcement.***

Immediately report all cases of sexual abuse or harassment – first to the appropriate law enforcement authorities for investigation and to the VRQA and then to the club and district leadership for follow-through.

In most situations, the first Rotary contact is the Rotarian counsellor who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of this Rotarian, the district youth program chair or district governor should be the first Rotary contact.

District 9800 will cooperate with police, VRQA and legal investigations.

## ***4. Avoid gossip and blame.***

Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation.

## ***5. Do not challenge the alleged offender.***

Don't contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of noncriminal harassment, the district governor is responsible for follow-through and will contact the alleged offender after the young person has been moved to a safe environment. The district governor may designate this task to a district youth protection officer or district review committee.

## **Follow-through Procedures**

Either the district youth programs chair or district youth protection officer must ensure that the following steps are taken immediately after an abuse allegation is reported.

1. Confirm that the youth program participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser.
2. If law enforcement agencies will not investigate, the district youth protection officer or district review committee should coordinate an independent review of the allegations.
3. Ensure that the student receives immediate support services.
4. Offer the young person an independent, non-Rotarian counsellor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
5. Contact the student's parents or legal guardian. If the student is away from home, the student and his or her parents should decide whether to stay in country or return home. If the student stays in country, written authorization from the student's parents or legal guardian is required. If the student and the student's parents choose for the student to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the student leaving the country.

6. Remove alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
7. Cooperate with the police or legal investigation.
8. Inform the district governor of the allegation. Either the district governor, district youth protection officer, or other district youth program chair must inform RI of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.
9. After the authorities have completed their investigation, the district must follow through to make sure the situation is being addressed. Specifically, District 9800 will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

### **Post allegation Report Considerations**

#### **Responding to the needs of the youth program participant**

District 9800 will adopt a cohesive and managed team approach to supporting a young person after an allegation report. The youth program participant is likely to feel embarrassed or confused and may become withdrawn.

After a report of harassment or abuse, students may have mixed feelings about remaining on their exchange. If they do choose to stay, they may or may not want to continue their relationship with their hosting Rotary club. In some cases, a student may wish to remain in country but change to a different host club.

Although club members and host families may have trouble understanding how the student is feeling, the student would find it helpful to know that the club continues to be reassuring and supportive.

Club members and host families may feel ambivalent about their roles and unclear about their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.

#### **Addressing issues within the club**

When addressing an allegation of abuse or harassment, the most important concern is the safety of youth.

Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must not become involved in investigations.

Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and 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.

## YEP Host Family Selection Guide

Potential Host families should be interviewed at their place of residence as an opportunity to assess the suitability of the home. It is recommended that the interview be carried out by a male and female representative of the club.

### Family Assessment Categories

Was the family enthusiastic?	YES / NO
Was the family keen to learn of their obligations and commitments including the completion of the Volunteer Declaration and Police clearance?	YES / NO
Were you satisfied that their financial situation was such that they could afford to host an exchange student?	YES / NO
Were you satisfied that the bedroom and bathroom facilities were suitable?	YES / NO
Could satisfactory arrangements be made for the student to travel to and from school?	YES / NO
Were you satisfied that the student would be accepted as part of the family?	YES / NO
COMMENTS:	

### Referee Assessment Categories

Did the referees enthusiastically support the family's application to host?	YES / NO
Did the referees consider the family to have the ability to ensure that the student would obey family rules and requirements?	YES / NO
Were there any issues in relation to the family's attitude particularly to those of opposite sex?	YES / NO
Did the referees consider that the family would offer a stable environment?	YES / NO
Were the referees satisfied that the family wanted to host for the correct reasons?	YES / NO
Were there any negative responses in relation to any aspect of the potential host family's ability or willingness to host?	YES / NO
COMMENTS:	

### Result of interview

Family Name: \_\_\_\_\_

Family Suitable: YES / NO

Date: \_\_\_\_\_

## Record of Reference Checks

Name: \_\_\_\_\_

<b>Enthusiasm:</b>
<b>Appreciation of Role Responsibilities:</b>
<b>Home Assessment (Bedroom &amp; Bathroom):</b>
<b>School Travel Arrangements:</b>
<b>Whole Family Support:</b>

Relevant Working With Children (WWC) check documentation sighted: YES / NO

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
                        Authorised Club Officer

Name of Authorised Club Officer: \_\_\_\_\_

I \_\_\_\_\_ President, RC of \_\_\_\_\_  
verify that the \_\_\_\_\_ family has complied with the declaration  
requirements, reference and relevant WWC documents have been examined, and the club finds the  
applicants to be a suitable Host Family.

Signed: \_\_\_\_\_ Club President     Date: \_\_\_\_\_

## YEP Counsellor Selection Guide

All Counsellors will provide a Volunteer Declaration and evidence of the Police clearance in accordance with State and Territory legislation and undergo personal interviews carried out by authorized male and female representatives of the club.

The duties of a counsellor commence upon the intent to select an outbound student, or the acceptance by a club of an inbound student.

### Candidate Assessment Categories

Was the candidate enthusiastic?	YES / NO
Was the candidate keen to learn about their role and responsibilities?	YES / NO
Were you satisfied that the candidate has the ability to interact with young people?	YES / NO
Did the candidate demonstrate an understanding of Rotary's ideals in relation to the Youth Exchange Program?	YES / NO
Does the candidate have the support of the club?	YES / NO
COMMENTS:	

### Referee Assessment Categories

Did the referees enthusiastically recommend the candidates suitability?	YES / NO
Did the referees consider the candidate was genuinely prepared to undertake the role?	YES / NO
Were there any issues in relation to the candidate's attitude particularly to those of opposite sex?	YES / NO
Were the referees satisfied that the candidate wanted to volunteer for the correct reasons?	YES / NO
Were there any negative responses in relation to any aspect of the candidate to undertake the role of a Counsellor?	YES / NO
COMMENTS:	

### Result of interview

Name: \_\_\_\_\_

Suitable: YES / NO

Date: \_\_\_\_\_

## Candidate Assessment Category Interview Notes

**Enthusiasm:**

**Appreciation of Role Responsibilities:**

**Ability to Interact with Young People:**

**Understanding of RI's Youth Exchange Program Objectives and Expectations:**

**Club Support:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised Club Officer

Name of Authorised Club Officer: \_\_\_\_\_

I \_\_\_\_\_ President, RC of \_\_\_\_\_  
verify that \_\_\_\_\_ has complied with the declaration  
requirements and reference checks have been examined, and the club finds the applicant to be a  
suitable Counsellor.

Signed: \_\_\_\_\_ Club President      Date: \_\_\_\_\_



# Rotary Youth Volunteer Information and Declaration Form

(Mandatory Requirement)

## Personal Details

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

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Period at this Address (Years): \_\_\_\_\_ Are you a Rotarian: Yes / No

If Yes, Name of Club: \_\_\_\_\_ Date Joined: \_\_\_\_\_

What will be your role in the Program?

District Committee Member  
 Club Counselor

Member of Host Family  
 Other, please specify \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Previous involvement with Youth: \_\_\_\_\_

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

1. Name: \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

3. Name: \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Police Check:** Working With Children Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Prohibited Employment Declaration (NSW) Signed Y/N

### ***I certify the following:***

- All statements and information given on this form are true and correct to the best of my knowledge.
- I have never committed or been guilty or been accused of a crime against a child or young person of which I have not been cleared.
- I give my full permission for any of the people I have listed on this Form to be contacted by an authorised Rotary Officer to confirm my suitability as a Youth Exchange Volunteer.
- I certify that I have contacted my referees and all are happy for Rotary to contact them.
- I agree to abide unreservedly by the decision of the District's Rotary club reviewing my applications to my suitability as a Youth Exchange Volunteer.
- I have read the attached Code of Conduct and agree to adhere to its terms.

In consideration of my acceptance and participation in the youth programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of the negligence of any of the indemnities or may be suffered or claimed by me as a result of any investigation of my background in connection with this declaration.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Rotary Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Name printed: \_\_\_\_\_

+

# Code of conduct

## 1. Overview

Victoria has compulsory minimum standards that will apply to organisations that provide services for children to help protect children from all forms of abuse. The Child Safe Standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry of 2015.

The Child Safe Standards require organisations that provide services for children to have a code of conduct that establishes clear expectations for appropriate behaviour with children.

This code of conduct outlines the expected standards for appropriate behaviour with and in the company of children, including online conduct.

## 2. The code

### (i) Code requirements

All members of the Rotary District 9800 Youth Exchange Committee (*YEC*) and all other volunteers involved in the Rotary District 9800 Youth Exchange program, who are all collectively called for the purposes of this code of conduct "YEX Members", are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as set out in this code.

All YEX Members are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- taking all reasonable steps to protect children from abuse.
- treating everyone with respect.
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- promoting the cultural safety, participation and empowerment of children with Aboriginal, culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination), in addition to the safety of children with a disability
- ensuring as far as practicable that adults are not left alone with a child.
- reporting any allegations of child abuse to the YEC Chairman and ensure that any allegation is reported to the police.
- reporting any child safety concerns to the YEC Chairman.
- if an allegation of child abuse is made, ensure as quickly as possible that the child is safe.

- encouraging children to “have a say” and participate in all relevant organisational activities where possible, especially on issues that are important to them.

## **(ii) Code prohibitions**

All YEX members shall not

- develop a relationship with children that could be interpreted as favouritism.
- exhibit behaviour with children which may be construed as unnecessary physical contact.
- put children at risk of abuse.
- engage in open discussions of a mature or adult nature in the presence of children.
- use inappropriate language in the presence of children.
- express personal views on cultures, race or sexuality in the presence of children.
- discriminate against any child, including because of culture, race, ethnicity or disability.
- ignore or disregard any suspected or disclosed child abuse.

## **(iii) What to do when an allegation of child abuse is made**

### **Allegation Reporting Guidelines**

Any adult to whom a student reports an allegation of sexual abuse or harassment must follow these reporting guidelines which replicate Appendix 1 of the Rotary District 9800 Youth Abuse and Harassment Prevention Policy (Sexual Abuse and Harassment Allegation Reporting Guidelines)

### **Receive the report**

- Members must listen attentively; stay calm and acknowledge that it takes a lot of courage to report abuse or harassment. Members must be encouraging; not express shock, horror, or disbelief.
- Members must assure privacy but not confidentiality and explain that the member will have to tell someone about the abuse/harassment in order to make it stop and ensure that it doesn't happen to others.
- Members must obtain all facts, but not interrogate, by asking questions that establish facts: who, what, when, where, and how. Members must reassure the student that he or she did the right thing in reporting the incident. Members must avoid asking “why” questions, which may be interpreted as questioning the student's motives. The Member's responsibility is to present the story to the proper authorities.
- Members must be nonjudgmental and reassuring and avoid criticising anything that has happened or anyone alleged to be involved. It is especially important that Members not blame or criticise the

student. Members must emphasise that the situation was not the student's fault and that it was brave and mature to report the alleged incident.

- Members must document the allegation in a written record of the conversation, including the date and time, as soon as possible after the member received the report. Members must try to use the student's words and record only what the student informed the Member.

### **Protecting the student**

- Members must ensure the safety and well-being of the student by removing the student from the situation immediately and preventing all contact with the alleged abuser or harasser.
- Members must reassure the student that this is being done for the student's safety and is not a punishment.

### **Report the allegations to appropriate authorities; child protection or law enforcement**

- Members must immediately report all cases of sexual abuse or harassment; first to the appropriate law enforcement authorities for investigation and to the VRQA and then to the host club and district leadership for follow-through.
- In most situations, the first Rotary contact is the student's counsellor who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of this Rotarian, the YEC Chairman or District Governor should be the first Rotary contact.
- District 9800 must cooperate with police, VRQA and legal investigations.

### **Avoid gossip and blame**

- Members must not talk to anyone about the report other than those required by this Code of Conduct and the D9800 Policy. Members must take care to protect the rights of both the alleged victim and the accused during the investigation.

### **Do not challenge the alleged offender.**

- Members 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 Governor is responsible for follow-through and will contact the alleged offender after the student has been moved to a safe environment.
- The District Governor may designate this task to a District Youth Exchange Protection Officer or District Protection Committee.

### **Follow-through Procedures**

Either the YEC Chairman or District Youth Exchange Protection Officer must ensure that the following steps are taken immediately after an abuse allegation is reported.

1. Confirm that the student has been removed from the situation immediately and has no contact with the alleged abuser or harasser.
2. If law enforcement agencies will not investigate, the District Youth Exchange Protection Officer or District Protection Committee should coordinate an independent review of the allegations.
3. Ensure that the student receives immediate support services.
4. Offer the student an independent, non-Rotarian counsellor to represent the student's interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
5. Contact the student's parents or legal guardian. If the student is away from home, the student and the student's parents should decide whether to stay in country or return home. If the student stays in country, written authorisation from the student's parents or legal guardian is required. If the student and the student's parents choose for the student to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the student leaving the country.
6. Remove alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
7. Cooperate with the police or legal investigation.
8. Inform the District Governor of the allegation. Either the District Governor, District Youth Exchange Protection Officer, or District Youth Program Chair must inform RI of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.
9. After the authorities have completed their investigation, D9800 must follow through to make sure the situation is being addressed. Specifically, District 9800 will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

### **Post allegation report considerations**

#### **Responding to the needs of the youth program participant**

District 9800 will adopt a cohesive and managed team approach to supporting a student after an allegation report. The student is likely to feel embarrassed or confused and may become withdrawn.

After a report of harassment or abuse, students may have mixed feelings about remaining on their exchange. If they do choose to stay, they may or may not want to continue their relationship with their

hosting Rotary club. In some cases, a student may wish to remain in country but change to a different host club.

Although club members and host families may have trouble understanding how the student is feeling, the student would find it helpful to know that the club continues to be reassuring and supportive.

Club members and host families may feel ambivalent about their roles and unclear about their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.

### **Addressing issues within the Host Club**

When addressing an allegation of abuse or harassment, the most important concern is the safety of the student and Host Club members must not speculate or offer personal opinions that could potentially hinder any police or criminal investigations; members must not become involved in investigations.

Making comments about an alleged victim in support of an alleged abuser violates both the Statement of Conduct for Working with Youth and Rotary ideals. Comments made against an alleged abuser could lead to legal proceedings against a Rotarian or Host Club.

By observing these standards the Member acknowledges his or her responsibility to immediately report any breach of this code to the YEC Chairman or if that is not appropriate, the District Governor of District 9800 .

## Record of Reference Checks

Name: \_\_\_\_\_

Referee 1:	Contact Date:
Comments:	

Referee 2:	Contact Date:
Comments:	

Referee 3:	Contact Date:
Comments:	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
                        Authorised Club Officer

Name of Authorised Club Officer: \_\_\_\_\_  
  Print Name

I \_\_\_\_\_ President, RC of \_\_\_\_\_ verify that \_\_\_\_\_ has complied with the declaration requirements, reference and police checks have been examined, and the club finds the applicant to be a suitable Volunteer.

Signed: \_\_\_\_\_ Club President      Date: \_\_\_\_\_

## **Inbound YEP Student Club Check List and Compliance Statement**

### **Host Families**

### **Check**

All Host Families will be visited, briefed, and interviewed in their homes and their suitability confirmed.	Yes / No
All Host Family members over the age of 18 years will be reference checked and checked by way of a Volunteer Declaration and Police clearance as applicable.	Yes / No
Comments:	

### **Club Counsellor**

Has completed a Volunteer Declaration and obtained a Police clearance as applicable. References will be checked confirming suitability.	Yes / No
Is of the same sex as the student, or alternatively a suitable assistant has been appointed.	Yes / No
Is aware of and understands their duty and responsibility towards the student and agrees to carry out these duties.	Yes / No
Agrees to attend required District YEP training sessions.	Yes / No
Will not be a member of a Host Family.	Yes / No
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family.	Yes / No
Comments:	

## **Outbound YEP Student Club Check List and Compliance Statement**

### **The Student**

Has completed and submitted a club application form.	Yes / No
Has been interviewed by the club separately from parents and or guardian.	Yes / No
If successful and with parental support will attend a District Interview.	Yes / No
Comments:	

### **Club Counsellor**

Has completed a Volunteer Declaration and obtained a Police clearance as applicable. References have been checked confirming suitability.	Yes / No
Is of the same sex as the student, or alternatively a suitable assistant has been appointed.	Yes / No
Is aware and understands their duty and responsibility towards the student and has agreed to carry out these duties whilst the student is on exchange overseas.	Yes / No
Has agreed to attend required District YEP training sessions.	Yes / No
Has agreed to assist the student upon their return.	Yes / No
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family.	Yes / No
Comments:	

Completed by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Club Officer

Date: \_\_\_\_\_



## Club Protection Officer Check List and Declaration

(To be forwarded to District by end April)

### Outbound Student

### Check

The club applied for, and received certification from District to sponsor an exchange student	Yes / No
The student and student's parents/guardians separately received a thorough briefing by the club.	Yes / No
The club selected a suitable counsellor in accordance with certification requirements.	Yes / No
The counsellor communicated regularly with the student, and was of support in respect of the student's preparation prior to departure.	Yes / No
The counsellor maintained regular communication with the student whilst overseas and reported the student's activities to the club.	Yes / No
The student attended the district debrief upon return.	Yes / No
If the student claimed that they had suffered a molestation occurrence, did the club handle the matter in accordance with Rotary International's "Sexual Abuse and Harassment allegation Reporting Guidelines"?	Yes / No
<b>Comments</b>	

### Inbound Student

The club applied for, and received certification from District to host a student from overseas.	Yes / No
The club selected, briefed, checked and approved suitable host families in accordance with certification requirements and was satisfied that they were happy to host.	Yes / No
The club has received and filed the host family Volunteer Declaration and Police clearance.	Yes / No
The club selected a suitable counsellor in accordance with certification requirements.	Yes / No
The club has received and filed the counsellor's Volunteer Declaration and Police clearance.	Yes / No
The counsellor has been in regular contact and support to the student.	Yes / No
If the student claimed that they had suffered a molestation occurrence, did the club handle the matter in accordance with Rotary International's "Sexual abuse and Harassment allegation Reporting Guidelines"?	Yes / No
<b>Comments</b>	

### Declaration

I, \_\_\_\_\_ the Club Protection Officer of the  
 Rotary Club of \_\_\_\_\_

Declare that I have carefully checked the tasks relating to the listed statements in this document and confirm that they have been satisfactorily completed.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

## LOCAL & NATIONAL ASSISTANCE SERVICES

<b>Rape Hotline .....</b>	<b>1800 806 292</b>
<b>Suicide Crisis Hotline .....</b>	<b>131114</b>
<b>Alcohol Awareness Programs .....</b>	<b>1800 812 804</b>
<b>Drug Awareness Programs .....</b>	<b>1800 812 804</b>
<b>Police .....</b>	<b>000</b>
<b>Ambulance .....</b>	<b>000</b>
<b>Fire .....</b>	<b>000</b>
<b>Community Service/Help Lines</b>	<b>131114</b>

Add as many services as you feel are available within your district and nationally.