

ROTARY DISTRICT 6110 YOUTH EXCHANGE POLICY

(Including Abuse and Prevention Policy)

Introduction

Beginning with the 2006-2007 Rotary year, all clubs and districts that wish to participate in Youth Exchange are required to be certified by R.I. To apply for certification each district will develop an effective district Sex Abuse and Harassment Policy. Developing an effective district Sex Abuse and Harassment Policy is a critical first step to the certification process. Implementing an effective policy is a tangible demonstration of a district's commitment to protecting youth while offering them an unparalleled opportunity to meet people from other lands and experience other cultures.

Policy Framework

1. STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

District 6110 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses, partners, hosts, and any others to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children, young people, and adults with whom they come in contact.

2. DEFINITIONS:

Volunteer: Any adult involved with Rotary Youth Exchange Activities who has direct interactions with students, either supervised or unsupervised. This category includes, but is not limited to, district and club Youth Exchange Officers, committee members, Rotary counselors, Rotarians and non-Rotarians, their spouses or partners that host students for activities or outings, host parents and other residents in the host home, including siblings and other family members 18 years of age or older

Student: Youth involved in Rotary's Youth Exchange Program, regardless of whether they are of the age of majority.

Sexual Abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age or of the same or 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 advance, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse, and it is a technique used by sexual predators to desensitize or “groom” their victims.

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

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

Neglect: Failure to provide needed age-appropriate care.

Examples of neglect could include, but are not limited to:

Physical neglect

- Refusal of, or extreme delay in, seeking necessary health care
- Inadequate supervision
- Failure to adequately provide for the student’s safety, physical, and emotional needs

Educational neglect

- Allowing student to engage in chronic truancy

Emotional neglect

- Allowing student to use drugs or alcohol
- Refusal or failure to provide needed psychological care
- Withholding of affection

Physical Abuse: Any act of physical contact intended to punish or harass.
Examples of physical abuse could include, but are not limited to:

- Punching
- Hitting
- Slapping
- Pushing
- Beating
- Kicking
- Biting
- Burning or otherwise harming a student

Emotional Abuse: Acts or omissions by the parents or other caregivers that could cause serious behavioral, cognitive, emotional, or mental disorders.

Examples of emotional abuse could include, but are not limited to:

- Humiliating
- Belittling
- Ignoring
- Blaming
- Yelling
- Coldness
- Rejecting
- Terrorizing
- Corrupting

District Abuse Prevention Officer: Districts will appoint a Rotarian who is well versed in RI's and SCRYE's Abuse and Harassment Policy and will be available to consult with clubs and districts and to perform investigations as requested. He or she will act as the District Compliance Officer and be on the District YE Committee.

3. INCORPORATION OF DISTRICT YOUTH EXCHANGE PROGRAMS AND LIABILITY INSURANCE:

Rotary District 6110 Youth Exchange Program is incorporated under SCRYE, which is incorporated under the laws of the state of Missouri.

The District 6110 Youth Exchange Program carries liability insurance under the Rotary International policy.

4. VOLUNTEER SCREENING AND SELECTION:

The following screening steps must be completed prior to participation in Youth Exchange activities. (RI Youth Exchange Volunteer Affidavit form can be found in Appendix A and will be used for the next year.)

District 6110 will maintain all records of criminal background checks, waivers, and screening for adults working with minors for 5 years.

All volunteers interested in participating in District 6110 Youth Exchange programs must:

- Complete a Youth Volunteer Affidavit form (Appendix A) and authorize districts and clubs to screen applicant and perform criminal background checks on the volunteers.
- Undergo personal interview.
- Provide a list of references for the club to check.
- Meet RI and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participants and protection of the accused, additional safeguards must put in place to assure the protection of any youth with whom the individual may have future conduct. 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, this policy, and district guidelines for the Youth Exchange program.
- Must receive training from club or district before participation.

HOST FAMILIES:

Must meet the following selection and screening requirements, in addition to those listed above.

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. This interview should include:
 - Demonstrated commitment to the safety and security of students.
 - Motivation for hosting a student is consistent with Rotary ideals of international 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.
- Host families must complete a written application. Home visits must be conducted for each host family and should include both announced and unannounced visits, both prior to and during the placement. Home visits must be conducted annually, even for repeat host families.
- All residents of the host home, 18 years old and older, must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family that reside in the home either on a full- or part-time basis.

ROTARIAN COUNSELORS:

Must meet the criteria of volunteers, as well as the following:

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

5. STUDENT SELECTION AND SCREENING:

All students interested in participating in District 6110 Youth Exchange programs must:

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

No student may go outbound without club/district interviews and outbound orientation.

All parents or legal guardians of students interested in participating in District 6110 Youth Exchange program must:

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

6. TRAINING

District 6110 will provide abuse and harassment prevention training to all Youth Exchange program participants as a part of their training of students, hosts, counselors, YEO's, volunteers and District and Club level committees. The District Chairman, Child Protection Officer, or District trainer will participate in the training sessions.

District 6110 will:

- Adapt RI's *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, including descriptions of who is to participate, when training would occur, and how the training will be conducted. (To be determined after publishing of training manual and based on availability of resources).
- Conduct specialized training sessions in abuse and harassment prevention and reporting for the following Youth Exchange participants:
 - District Governor
 - District Youth Exchange committee members
 - Club Youth Exchange committee members
 - Rotarian counselors

Other Rotarian and non-Rotarians who participate in Youth Exchange activities, such as local tours and district events

Host families

Students (inbounds and outbounds)

Parents and legal guardians of students.

- Establish guidelines to ensure that all those required to be trained have participated.
- Maintain records of participation to ensure compliance for 5 years.

Host family:

Host families will undergo training and orientation that includes information on program administration and rules and abuse and harassment prevention. This training will be conducted before a student is placed in their homes.

Outbound student:

Outbound students in both the long-term and short-term programs will attend and participate in district orientation and training sessions prior to departure. Content of orientation will include information on program rules, procedures, expectations, abuse and harassment procedures, and awareness training. Outbound students must be provided information on the following contacts before departure:

- Sponsor district YEO Chair and governor
- Sponsor club president
- Sponsor club's Rotarian counselor
- Two non-Rotarian resource persons, one male and one female

Post exchange evaluations are conducted with students and parents.

Inbound student:

Inbound students in both the long-term and short-term programs will attend and participate in district orientation and training sessions shortly after arrival. Content orientation will include information on program rules, procedures, expectations, abuse and harassment procedures, and awareness training.

The content is to include contact information for counselor so that students may report problems, including reports of abuse and harassment, and information on local laws and customs that may apply to young people.

Inbounds must be provided information on the following contacts before or upon arrival:

- Hosting club's Rotarian counselor
- Hosting district's YE chair and governor
- Hosting club's president
- Two non-Rotarian resource persons – one male and one female
- Local medical, dental, and mental health care professionals
- Local law enforcement agencies
- Local social service resources, where applicable.

Post exchange evaluations are conducted with students and host families.

7. ALLEGATION REPORTING GUIDELINES:

District 6110 adopts the policy of zero-tolerance on abuse and harassment. District 6110 is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse and harassment will be taken seriously and must be handled in accord with the *SCRYE Youth Exchange Sexual Abuse and Harassment Allegations Reporting Guidelines*, found in App. B.

8. INVESTIGATION GUIDELINES

D6110 takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. The district will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigation such that it does not interfere with other investigations.

District 6110 presiding District Governor will form an investigation committee consisting of the Current District Governor, 2 Past District Governors. The District YEO or District Committee member and a law enforcement or professional counselor will serve on this committee as non-voting members.

9. OTHER DISTRICT RESPONSIBILITIES

- All students are required to have CISI Bolduc insurance plan B if holding no other insurance from county. All students are required to have Bolduc's personal liability insurance. Insurance company may change but not coverage.
- Provide each student with a list of local services in the district (rape and crisis hotline, alcohol and drug awareness programs for teenagers, proper 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 beginning of the exchange.
- Maintain and provide to Youth Exchange students a multiple phone number list for ensuring that students can contact a district representative by telephone at all times.
- Appoint an independent lawyer or counselor to represent any alleged victim in cases of sexual abuse and harassment.
- Report all criminal allegations to RI and SCRYE within 72 hours.
- Report all serious incidents (accidents, crimes, yearly returns, death) involving Youth Exchange students to RI and SCRYE within 72 hours.
- Evaluate and review this policy and accompanying procedures on a regular basis.
- Request a monthly report from each inbound and outbound student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist students as needed.
- Ensure that, at both the club and district level, long and short term outbound students and their parents will be oriented on the program's rules, procedures, and expectations on sexual abuse and harassment prevention and reporting.
- Ensure that, at both and club and district level, long and short term inbound students attend orientations that include reporting of incidents to the club counselor and information on local laws that may apply to young people.
- Develop procedures for reporting, investigating, and proper handling of non-criminal offenses or cases that law enforcement will not investigate. See Appendix B
- Report criminal allegations and all serious incidents (serious accidents, crimes, deaths) involving Youth Exchange students to SCRYE, RI and the State Department (only by the Responsible Officer) within 72 hours.

10. CLUB COMPLIANCE:

District 6110 will monitor and ensure that all participating clubs within the district comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

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

Participating clubs must agree to:

- Complete and return a signed compliance statement that the club is operating its program in accordance with District 6110 and RI policy.
- Conduct criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to adult, full-time residents of host home, counselor, club chair, an all Rotarians and their spouses or partners with direct unsupervised contact. All volunteers must complete and sign the Youth Volunteer Affidavit found in Appendix A.
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both prior to and during the placement.
- Conduct a follow-up evaluation of students, host families, and school.
- Follow the Youth Exchange Abuse and Harassment Reporting Guidelines found in Appendix B. Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership for investigation. Clubs will follow local laws regarding reporting abuse to authorities.
- Report all serious incidents (including accidents, crimes, early returns, death) involving Youth Exchange students to the district YEO immediately.
YEO or designated person shall report to RI and SCRYE within 72 hours.
Only the DG, club president, Club YEO, District YEO, and the appropriate law enforcement authorities will be informed in order to protect the privacy of victims and the accused.
No contact will be made directly to the victim's parents. Contact will be by host District YEO to sponsor District YEO who will then contact the parents.
- Student will immediately be removed from the situation to a pre-screened back-up family (counselor if possible). The District YEO will be informed of the placement.
- Conduct review of all applicants and applicants' parents or legal guardians.

- Prohibit direct placement of students outside of the D6110 Youth Exchange program structure (e.g. backdoor exchanges).
- Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance).
- Develop contingency plans for hosting that include pre-screened and available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families when possible. Three successful host families are preferable.
- Provide each student with a comprehensive local services list.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Provide the names and contact information of at least three people to contact for assistance with any issues or problems to all Youth Exchange students. These people must include both males and females, not related to each other, and individuals independent of the host family and club counselor.
- Follow RI guidelines for Youth Exchange Websites and usage of the Rotary Marks.

Included, and part of this Policy

Appendix A: Volunteer Affidavit

Appendix B: Sexual Abuse Reporting Guidelines

Please note that this policy is subject to change.

DISTRICT 6110 Abuse Policy
July 1, 2006

Signature: _____ Date: July 1, 2006
District Governor