

Rotary District 5060 Youth Exchange Abuse and Harassment Prevention Policy

District 5060 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarian 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 participating in District 5060 programs.

1. **Liability Insurance:** Rotary District 5060 shall carry adequate general liability insurance with coverage and limits appropriate for its geographic location.
2. **Volunteer Selection and Screening:** Clubs within Rotary District 5060 will, for seven years, maintain all records of criminal background checks or sex offender list or registration checks, waivers, and screening for adults working with minors.

All volunteers interested in participating in the District 5060 Youth Exchange Program must:

- Complete a *Youth Volunteer Questionnaire Waiver/Consent and Release* form found in *Appendix A of the Inbound Orientation handbook and on the District 5060 YE Web site.*
- Undergo personal interviews.
- Provide a list of references for the participating club in the district to check.
- Meet Rotary International and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context.
- Understand and comply with RI and district guidelines for the Youth Exchange program.

Host families must meet the following selection and screening requirements, in addition to those listed above.

- Host families must undergo a comprehensive interview by the club that determines their suitability for hosting exchange students. This may include:
 - 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
 - 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 Youth Volunteer Questionnaire
- Home visits must be conducted for each family. Home visits must be conducted annually
- 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 that reside in the home.

Rotarian Counselors must meet the criteria for *All Volunteers*, as well as the following:

- Counselors must not be a member of the student's host family.
- Counselors must be provided with and acknowledge the *Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines.*

3. **Student Selection and Screening:** *All students* interested in participating in the District 5060 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 and training sessions.

All parents or legal guardians of students interested in participating in the District 5060 Youth Exchange program must:

- Be interviewed to determine the student's suitability for participation in the Youth Exchange program.
4. **Training:** District 5060 will provide abuse and harassment prevention training to all Youth Exchange program participants. The members of the District Youth Exchange Committee will conduct the training sessions.
District 5060 will:
- 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.
 - Conduct specialized training sessions for the following Youth Exchange program participants:
 - District governor
 - District Youth Exchange Committee members
 - Club Youth Exchange Committee members
 - Counselors
 - Host Families
 - Students (outbound and inbound)
 - Parents and Legal Guardians of outbound students
5. **Allegation Reporting Guidelines:** District 5060 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 or harassment will be taken seriously and must be handled in accord with the *Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines*, found in *Appendix B*.
6. **Investigation Guidelines:** District 5060 takes all allegations of abuse or harassment seriously. The District will cooperate with all law enforcement agencies, child protective services and legal investigations, and will not interfere with investigations.
7. **Other District 5060 Responsibilities:** District 5060 will
- Provide each student with a list of local services in the District (rape and suicide crisis hot line, alcohol and drug awareness programs for teenagers, proper law enforcement agencies community services, private services, etc.)
 - Comply with RI requests for student data request forms for all participating Youth Exchange students and return it to RI in a timely fashion.
 - Maintain and provide to Youth Exchange students a "district hotline."
 - 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 on a regular basis.
8. **Club Compliance:** District 5060 has developed a system to ensure club compliance to our Youth Exchange policies. District 5060 will monitor and ensure that all participating clubs within the District comply with RI and District guidelines for abuse and harassment prevention.