

ROTARY INTERNATIONAL

DISTRICT 5220

Youth Protection and Abuse and Harassment Prevention Policy

Rotary Clubs place great emphasis on their work with people in the community, including young people through its many programs including Rotary Youth Exchange, RYLA, Interact, literacy and mentoring programs. These volunteer efforts are vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For these good works to continue, it is extremely important that our Rotary Clubs protect the interests of everyone involved and create and maintain a safe and respectful environment for all participants in Rotary activities. It shall be the duty of all Rotarians, their spouses or partners, and all other volunteers to safeguard, to the best of their ability, the welfare of every person with whom they come in contact and especially young people. It shall further be the duty of all Rotarians, their spouses or partners, and all other volunteers to prevent, to the best of their abilities, all forms of physical, sexual or emotional abuse to those who may be vulnerable. Fulfilling this duty safeguards the interests of Rotary Clubs and Rotarians by minimizing their risk of liability, including legal liability, should any participant in a Rotary activity become a victim of abuse. Statement of Conduct for Working with Youth (Adopted by the RI Board of Directors, November, 2002)

Rotary International and Rotary District 5220 are committed to creating and maintaining the safest possible environment for all participants in Rotary activities. District 5220 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their abilities, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come in contact with and protect them from physical, sexual, and emotional abuse.

1. Rotary District 5220 Policy Statement

It shall be the responsibility of every Rotarian to safeguard the welfare of every person with whom they come into contact during their activities as a Rotarian. Special attention shall be given to the protection of young people. This responsibility shall include the prevention of physical, sexual or emotional abuse, all forms of harassment or neglect. This policy specifically applies to Rotarians and volunteers involved with Rotary Youth Exchange, RYLA, Interact, literacy and mentoring programs, and more specifically to those adults in those programs involved with any activity in which adults stay overnight with youth, bring students into their homes, make one-on-one contact with youth, provide transportation or other support services for youth, and other similar activities.

Officers and members of District 5220 will make every reasonable effort to ensure that no Rotarian or other participant is subjected to physical, sexual, or emotional abuse in the context of Rotary activities. Harassment or abuse by members or those associated with authorized District

5220 activities will not be tolerated in any form. The District will treat all allegations seriously, and make the protection of children, minors, and all people at risk a fundamental concern, and assist with any investigation initiated as a result of any allegation associated with Rotary activity.

2. **Definitions**

Continued Contact - Persons having continued contact (unsupervised one-on-one contact) are persons assigned to support Rotary functions such as Youth Exchange Officer, Counselor, and Host Families, persons assigned to transport students to and from Rotary meetings and events on a continuing basis; or where a youth will be in the custody of a screened volunteer for 72 hours or more.

Emotional or verbal abuse - Incidents of willful verbal or nonverbal action that threatens, humiliates, harasses, coerces, intimidates, isolates, unreasonably confines, or punishes another. This may include ridiculing, yelling, or swearing.

Harassment - Includes conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, religious persuasion, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability. Types of prohibited behavior that constitute harassment include unwelcome remarks and jokes; displaying or distributing racist, pornographic or other offensive material; practical jokes based on race, sex or other prohibited grounds; verbal abuse or threats; and inappropriate gestures, touching, or physical assault.

Neglect - Failure to provide adequate food, clothing, shelter, or medical care necessary for another person's well-being.

Physical abuse - Physical contact intended to cause pain, injury, or other physical suffering or harm.

Prohibited Person - A person prohibited from participating in a Rotary youth program is anyone who is a registered sex offender, has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse, sexual harassment or neglect.

Rotary Youth Services - All District and club activities involving youth, including but not limited to, Rotary Youth Exchange, Rotary Youth Leadership Award (RYLA), Rotaract, and Interact.

Sexual Abuse - Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone or with another person of any age or gender, through force or coercion or with anyone who is unable to give consent. Any sexual activity between a legal adult and a minor is considered sexual abuse. Sexual abuse can also include non-touching offenses, such as voyeuristic behavior, indecent exposure, or showing a young person sexual or pornographic material.

Sexual Harassment - Sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature that is unwanted or directed at someone unwilling or unable to provide consent. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or "groom" their victims. Examples of sexual harassment include, but are not limited to:

- Sexual epithets or jokes, written or oral references to sexual conduct, gossip about 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 or images;
- Sexual leering or whistling
- Inappropriate physical contact such as brushing or touching
- Obscene language or gestures, and suggestive or insulting comments.

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

Volunteer - Any adult involved with Rotary Youth Service activities who has direct interactions with students, either supervised or unsupervised. This includes, but is not limited to, club and district Youth Exchange officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host students for activities or outings or who might drive students to events or functions, host parents, and other adult residents of the host home (including siblings and other family members).

3. Rotary District 5220 Position Statement on Prevention of Abuse or Harassment

Rotary District 5220 will, insofar as possible:

- a. In accordance with its legal obligation, ensure the young people who are involved with Rotary District's 5220 programs, activities or events, are protected from abuse, harassment or neglect.
- b. Ensure that Rotary District 5220 programs are provided to young people in a safe and caring environment.
- c. Prevent contact by persons who are prohibited by law (see definition of prohibited person), or who are considered by Rotary District 5220 to be inappropriate persons, from working with young people. All individuals connected to the programs listed above or having continued contact with students in connection with Rotary shall submit to a Security Clearance (Live Scan) that will be processed through the California Department of Justice.
- d. Establish, encourage and facilitate a program for the timely reporting of incidents where young people are at risk or harm. District 5220 will treat all allegations seriously, and will do nothing to impede any criminal investigation. Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made will be removed from all contact with youth until the matter is resolved. (Note: The list of behavior or actions that could

be considered as harassment has been deliberately made as inclusive as possible as the goal is to protect students involved in Rotary programs. There are cases of behavior or actions that could be considered reasonable and normal yet could fall under the broadest possible definition of harassment. In such cases, the student will be protected by immediately removing him/her from contact with the alleged offender. It will be up to the District Abuse Prevention Coordinator, together with the District Governor and District Governor Elect, to decide, after examining all the facts and circumstances, as to whether harassment actually took place.)

e. Adopt a program that will ensure the prompt notification of any allegations of abuse, harassment or neglect to young people where such allegations involve a Rotarian or persons associated with Rotary programs.

f. Report any allegations of abuse pursuant to appropriate California state laws.

g. The District will not permit any person to become a counselor, a mentor, host a Youth Exchange student (whether as a home-stay parent or as an adult living in the same home as the Youth Exchange student), participate in activities in which adults stay overnight or provide transportation or other services with youth, or activities in which adults are in a one-to-one relationship with a youth, without a prior determination of the suitability of that person through the District's screening process.

h. In situations where a student reports an incident of sexual abuse or harassment to any adult, that adult should follow the Allegation Reporting Guidelines listed in the "Rotary International Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines" set forth below and the District 5220 Crisis Plan. Those guidelines include sections on how to deal with the report from the student, procedures to protect the student, procedures on reporting to appropriate law enforcement authorities, follow-up and post report procedures. All allegations of abuse or harassment will be taken seriously and must be handled within the established guidelines. The safety and well-being of youth should always be the first priority.

4. District Abuse Prevention Coordinator

The District Governor shall appoint a District Abuse Prevention Coordinator (DAPC) who will be responsible for the implementation and enforcement of this policy. The DAPC shall have experience working with people at risk such as young people, the elderly and people with disabilities, either in their professional capacity or as an experienced Rotary Volunteer. At his or her discretion, the District Governor may also appoint an Assistant District Abuse Prevention Coordinator, who will act as the DAPC, in his or her absence. The ADAPC will have the same duties and responsibilities of the DAPC when acting in that capacity.

a. The appointment of the DAPC will be made for a term of three years.

b. The DAPC must be familiar with the Rotary International Child Protection System, other relevant Rotary International policies, and relevant State and Federal legislation.

c. The DAPC shall review and maintain an archive of Youth Volunteer Affidavits,

Security Clearance forms, and Screening forms submitted in accordance with the requirements of this policy and in compliance with the rules of the California Department of Justice. In the initial year of this Policy, the DAPC will submit an application on behalf of District 5220 to the DOJ requesting authorization to receive CORI (Criminal Offender Record Information). In subsequent years, the DAPC will ensure that the application is renewed, if necessary, and changed when a different DAPC is appointed and assumes the duties and responsibilities of the position.

d. The DAPC shall maintain strict confidentiality of such forms in compliance with State and Federal legislation and with this policy.

e. In the event that the DAPC determines that an individual is not acceptable in one of the positions covered by this policy, he or she shall advise the applicant that, based on the results of the application and/or fingerprint screening report, he or she has been determined to be not acceptable; the DAPC shall not disclose any details of the reason(s) behind the decision. If the DAPC has questions on a specific individual, he or she shall convene a committee made up of the District Governor, the immediate Past District Governor, and the District Governor-elect to review the application and screening report results.

f. The DAPC shall be the first point of contact should any Club Counselor, Club Youth Protection Officer, or other Rotarian receive a complaint of abuse or harassment, and shall be responsible to ensure that such complaint(s) are dealt with according to applicable laws and that the interests of the affected persons are protected to every extent possible.

g. The DAPC and District Governor will work with District Clubs to inform each Rotarian of their obligations under this policy; of all relevant legislation; and ensure that appropriate prevention training is available to each Rotary Club.

5. Club Youth Protection Officer

Each Club President shall designate one member of the club as the Club Youth Protection Officer (CYPO). This individual should have a copy of and be familiar with the District Policy and Guidelines, and know how to contact the District Abuse Prevention Coordinator (DAPC) for assistance and support. Each CYPO will complete the District 5220 Youth Volunteer Affidavit and submit to a Security Clearance. The CYPO is responsible for dealing with allegations or disclosures and should designate at least one alternate to do so when he or she is not available. Members and volunteers should know how to contact the CYPO or the alternate quickly.

The CYPO will be responsible for having volunteers who fall under the guidelines of this policy complete a Youth Volunteer Affidavit and forwarding those forms to the DAPC, assisting those volunteers to meet the fingerprinting requirement, and reporting any allegations or disclosures to the DAPC as quickly as possible after receiving them. The CYPO is also responsible for raising awareness and training all members of the club in the procedures they should follow when concerned with matters of harassment or abuse.

Each Rotary Club in District 5220 shall adopt this Youth Protection Policy, issue guidelines on how to deal with disclosure or discovery of abuse or harassment, introduce a

process where protected persons can talk in confidence and safely with an independent person, prepare Rotarians and volunteers to work effectively with all protected persons, plan club activities so as to minimize situations where abuse or harassment may occur, ensure supervision as a means of protecting youth and vulnerable persons, and reinforce our ethical, moral and legal responsibilities in everything we do.

6. Youth Exchange Club Counselor

Each Rotary Club that participates in the Rotary Youth Exchange Program will have a designated Club Counselor. Each Club Counselor will complete the District 5220 Youth Volunteer Affidavit and submit to a Security Clearance. Each Club Counselor shall read and be familiar with the Rotary Youth Exchange publication "A Primer for Host Families." In addition, each Club Counselor shall be familiar with these District Policies and those of Rotary International with regard to abuse and harassment and must be trained in responding to any problems or concerns which may arise during the exchange.

The Club Counselor will be responsible for having members of potential host families (including any individual 18 years or older living in the home) complete Youth Volunteer Affidavits and complete the Live Scan fingerprinting process. In addition, the Counselor will conduct a personal interview and home visit with the potential host family to determine the suitability of the placement of a Youth Exchange student. Club Counselors must not be members of a Youth Exchange Student's host family.

Prior to any Youth Exchange placement, each Club Counselor will be responsible to hold an orientation/training session for each host family. That session, will involve, among other things, the review of the Rotary International Policy on Abuse and Harassment, the review of this District Policy and a familiarization with the publication, "A Primer for Host Families."

7. Screening Process

Individuals covered by this policy will complete the Youth Volunteer Affidavit and give to either the Youth Exchange Club Counselor (those involved with Youth Exchange Program) or the Club Youth Protection Officer (those involved in activities tied to an individual club) or the individual in charge on the District-level for a youth activity (e.g., the chairperson for RYLA). Those individuals will determine if the applicant (plus applicant's family in the case of a host family for a Youth Exchange student) is suitable for the requested program.

A copy of the completed Youth Volunteer Affidavit will be sent to the District Abuse Prevention Coordinator (DPAC).

If the pre-screening is acceptable, then the applicant must complete a Live Scan application with directions that the results are sent directly to the DPAC. Live Scan technology allows digitally scanned fingerprints to be submitted electronically to the Department of Justice within a matter of minutes and allows criminal background checks to be processed usually within 72 hours.

Fingerprinting services are available at most local police departments, sheriff's offices, or any public applicant Live Scan site. District 5220 will work to provide a list of such sites in or near all of the communities with Rotary Clubs.

The DPAC will review the Youth Volunteer Affidavit and the Security Assessment information and advises the Counselor or CYPO or District Chairperson as to whether the applicant(s) is/are deemed to be acceptable for the proposed placement or position. No Rotarian or other volunteer shall participate in any of the Rotary Youth Services until the District Youth Volunteer Affidavit and the Security Clearance results have been completed and accepted by the District Abuse Prevention Coordinator.

8. Training in the Areas of Sexual Abuse and Harassment

Training in the areas of sexual abuse and harassment will be mandatory for the individuals listed above. The District Governor or designee will designate individuals to conduct this training (e.g., District Abuse Prevention Coordinator, Youth Exchange Committee members, or by other appropriately trained individuals).

For individuals involved in the Youth Exchange Program, training sessions and/or orientations will be provided for Counselors, Host Families, Outbound Students, and Inbound Students. Such training will include a review of the "Rotary International Youth Exchange Sexual and Harassment Allegation Reporting Guidelines" set forth below and the District 5220 Youth Exchange Handbook which includes guidelines for the host club counselor, host family, inbound exchange students and outbound exchange students. This training will be planned and coordinated by the District 5220 Youth Exchange Chairperson.

For Club Youth Protection Officers and individuals involved in other programs, training sessions will be offered at the District Conference and District Assembly (through break-out sessions) and other designated times which will be publicized on the District website. As appropriate, specific activities (such as RYLA, Mexico Interact trips) may arrange to have training sessions conducted specifically for those involved in their programs.

The individuals conducting the training and/or the District Chairperson of the youth activity will provide the DPAC a list of those individuals who have completed training. The District will establish guidelines to ensure that all those required to be trained have participated and will maintain records of participation to ensure compliance.

9. District 5220 Youth Exchange

Rotary District 5220 is a member of WESSEX, which is incorporated as Western Rotary Youth Exchange, Inc., and is incorporated under the laws of the state of California. Rotary District 5220 conducts its program within the scope of the WESSEX multi-district program. All Rotary District 5220 clubs who wish to participate in Youth Exchange must participate within the scope of the District 5220 Youth Exchange program and the WESSEX multi-district program. In addition, participating Rotary District 5220 clubs are required to

maintain good standing with Rotary International.

Rotary District 5220 may incorporate its District, the Youth Exchange Program, or a legal entity for a group of its programs, including the Youth Exchange Program. In such event, all Rotary District 5220 clubs who wish to participate in the Youth Exchange must participate within the scope of the District 5220 Youth Exchange Program. In such case, the clubs would not be required to additionally meet the requirements of WESSEX, unless their services require them to participate within the scope of the WESSEX multi-district program.

Rotary District 5220 Youth Exchange program is covered by the RI insurance policy.

a. Volunteer Selection and Screening. District 5220 will maintain in perpetuity all records of criminal background checks, waivers, and screening for adults working with minors. All volunteers interested in participating in the District 5220 Youth Exchange program must meet the following requirements:

Complete the Youth Volunteer Affidavit form and authorize the District to conduct a criminal background check (subject to local laws and practices).

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 sexual abuse or harassment 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, 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 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 that determines their suitability for hosting exchange 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 wellbeing.

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.

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 trained in responding to any problems or concerns that may arise during the exchange, including instances of physical, sexual, or emotional abuse or harassment.

b. Student Selection and Screening. All students interested in participating in the District 5220 Youth Exchange program must meet these requirements: Complete a written application and be interviewed to determine suitability for participation in the program, attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in the District 5220 Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

c. Training. District 5220 will provide abuse and harassment prevention training to all Youth Exchange program participants. The Youth Exchange Chair or the District Youth Protection Officer will conduct the training sessions. Specifically, the District 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 for the District Governor, District Youth Exchange committee members, Club Youth Exchange committee members, Rotarian counselors and 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.

District 5220 will establish guidelines to ensure that all participants have received the requisite training and maintain records of participation to ensure compliance,

d. Allegation Reporting Guidelines. District 5220 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 and must be handled in accordance with the Sexual Abuse and Harassment Allegation Reporting Guidelines set forth herein.

e. Follow-through and Review Guidelines. District 5220 takes all allegations of abuse or harassment seriously and will 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.

f. Other District 5220 Responsibilities. District 5220 will:

Establish procedures for reporting, investigating, and handling noncriminal offenses or historical cases that law enforcement chooses not to investigate.

Require that all exchange students from the District obtain CISI Bolduc Insurance. District 5220 will 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.).

Provide each student with a list of Rotary emergency contacts, including: sending club counselor, host and sending club presidents, host and sending district governors, host and sending district chairs, and two non-Rotarian resource people (both male and female).

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 Websites.

Appoint an independent lawyer, therapist, or counselor 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.

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 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., and 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, for review and approval.

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 set forth below.
Prohibit direct placement of students outside of the District 5220 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 prescreened, 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, counselors, suicide and rape crisis hotlines, etc.

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 -both males and females who are not related to each other and do not have close ties to the host families or club counselor - 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

g. 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 5220 and RI policies.

If not coordinated by the District, conduct criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to, adult

residents of host home, counselor, 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 Affidavit.

10. Reporting Guidelines

Allegation reporting guidelines are for use by all adults to whom a student reports an incident of abuse or harassment.

- a. Take a report from the Student/Youth Participant. 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.
- b. 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.
- c. 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.
- d. 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.
- e. Make 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.
- f. 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.
- g. 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 most situations, the first Rotary contact is the Rotarian counselor who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian counselor, the District Youth Exchange Chair should be contacted. All allegations must be reported to Rotary International within 72 hours; the person responsible for doing this is the District Governor, or in cases involving a youth exchange student, either the District Governor or District Youth Exchange Chair. The appropriate contact at Rotary International for incidents involving youth is youthprotection@rotary.org. Should the incident involve an adult, the report should be made to the District's contact at Club and District Support.

District 5220 will cooperate with police or legal investigations.

h. 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 5220 maintains the privacy (as distinct from confidentiality) of any accused person.

i. 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.

j. Follow up. After reporting allegations to the Rotarian counselor or District Youth Exchange chair, follow up to make sure steps are being taken to address the situation. Specifically, District 5220 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.

k. Post report procedures for use by Rotarian counselors and District Youth Exchange Chairs. The student's Rotarian counselor and the District Youth Exchange Chair are responsible for ensuring that the following steps are taken immediately following an abuse allegation is reported.

(1) The adult to whom the student reports the abuse should confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.

(2) Contact appropriate law enforcement agency immediately (if not already done). If law enforcement agencies will not investigate, the club or district Youth Exchange chair should coordinate an independent investigation into the allegations.

(3) 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 the Youth Exchange program.

(4) 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.

(5) Remove alleged abuser or harasser from all contact with the specific student and other youth while investigations are conducted.

(6) Cooperate with the police or legal investigation.

(7) The student's Rotarian Counselor must 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. The appropriate contact at Rotary International for incidents involving youth is youthprotection@rotary.org.

1. Respond to the needs of the Student. 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.

m. Prepare an appropriate response for addressing issues within the Rotary Club for allegations made against Rotarians or Non-Rotarians. 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.