



ROTARY INTERNATIONAL DISTRICT 5100 Youth Protection Policy REQUIREMENTS AND RESPONSIBILITIES



Background

District 5100 has developed a Youth Protection Policy that will meet the requirements of Rotary International (RI) for the Youth Exchange (YE) Program. In addition, the policy adopted by District 5100 also meets the requirements of new federal regulations which are being applied to all student exchange programs. District 5100 has extended the coverage of its policy to include all District Committees that provide youth service programs and at the time of this revision includes the District Youth Exchange Program and the District Interact Committee. This policy does not apply to the programs and projects of Rotary clubs, however, it is strongly recommended that clubs in the district that engage in youth programs develop and adopt a Youth Protection Policy.

The policy is clearly committed to creating and maintaining the safest possible environment for all participants, both youth and adults, in district Rotary youth service programs. The implementation of the policy will provide protection for the youth involved in district sponsored Rotary programs and requires all club officers and directors to perform due diligence in the selection and supervision of volunteers participating in district sponsored youth service programs.

The District Youth Exchange Committee will assist and cooperate with the District leadership to monitor the YE program to insure compliance with the policy. In addition, there are other requirements specific to Youth Exchange that must be met which are not covered here.

Application of the Policy

The District Youth Protection Policy will apply to all District 5100 Rotary clubs with volunteers participating in the District Youth Exchange Program and to district committees that as part of their responsibilities have direct or regular interaction with youth, in order to provide abuse and harassment prevention training to all youth service program volunteers participating in these programs and committees. At the time of this writing, the district committees include the District Youth Exchange and District Interact Committees.

Club Responsibility

1) Compliance with the policy requires that each club require all volunteers participating in the District Youth Exchange program complete a Youth Volunteer Affidavit and pass a background check. An online form for the background check is available through the district website (preferred) or the form is available for download. A youth volunteer is any individual participating in the District Youth Exchange Program that has regular interaction with one or more students.

- 2) The club will insure that each Youth Exchange volunteer participate in a volunteer training session on the policy. The volunteer training may be conducted in a training session sponsored either by the club or by the district or a district committee or upon individual study of the Training Kit materials, referenced below. A training session shall consist of a review of the policy, the Youth Volunteer Affidavit, the Frequently Asked Questions, and the Allegation Reporting Procedures. Upon completion of the training, the volunteer will sign the Volunteer Training Certification, in which the volunteer certifies they have attended the training session or personally reviewed all of the Training Kit materials.
- 3) The club secretary shall enter all non-Rotarian Youth Exchange volunteer adult family members into the club's section of the district database as Member Type "Y E Host Families". The information entered shall include email address, phone number, home address, and a temporary password. The password shall be forwarded to the volunteer for use in logging in to apply for the background check.
- 4) It is recommended that each club have a cadre of pre-screened volunteers who would be available to serve in the Youth Exchange Program in the event of an emergency.

Club President Responsibility

- 1) Club presidents will inform club members of the requirements of the Youth Protection Policy using club newsletters, announcements at weekly meetings and website announcements, as appropriate.
- 2) Club Youth Exchange chairs will be made aware of the requirements of the policy and will assist in providing the necessary training for each volunteer and in organizing the volunteers to complete the online background check form or the Youth Volunteer Affidavits. It is preferred that volunteers complete the background check form online through the district website, or the volunteers can fax their completed forms of the Youth Volunteer Affidavit and the Payment Vouchers directly to the designated facsimile number.*
- 3) Presidents of clubs that participate in the Youth Exchange Program are required to annually certify to the District Governor that their club will comply with the District Youth Protection Policy before the club receives an inbound youth exchange student, but no later than July 31. Clubs that do not currently have an inbound youth exchange student, but plan to send a student outbound shall certify to the District Governor that their club will comply with the District Youth Protection Policy before the initiation of recruitment of an outbound youth exchange nominee.

District Committee Chair Responsibilities

- 1) Chairs of district committees that provide services to youth and have contact with youth will inform members of their committee of the requirements of the Youth Protection Policy and ensure compliance with the Youth Protection Policy.
- 2) Chairs of district committees that provide services to youth and have contact with youth are required to certify to the District Governor annually and no later than July 31 that the committee will comply with the District Youth Protection Policy.

District Leadership Responsibilities

- 1) The District Governor Elect shall confirm by the date required by Rotary International that the

district will comply with RCP 2.110 and 41.080 and Youth Exchange certification sexual abuse and harassment prevention policies, incorporation, general liability insurance requirements, and any requirements added subsequent to the writing of this document during the year that the District Governor Elect serves as District Governor.

2) The District shall provide for an independent contractor, licensed to provide professional background screening services, to process all background checks. This independent contractor will maintain records of all volunteers for whom background checks are processed under our Youth Protection Policy.

3) Requests for a background check are made by completing the online background application available through the District 5100 website, or submission of the Youth Volunteer Affidavit. There is a processing fee and the background check is valid for three years unless Rotary International or the United State Government modifies the time period for which background checks are valid. Credit card information for payment of the processing fee must be submitted for each volunteer either by facsimile or by making payment online.

4) A District Youth Protection Officer (YPO) shall be appointed by the District Governor. A Youth Protection Compliance Committee may be appointed by the District Governor. The YPO or a person designated by the District Governor receives all background check reports and will promptly send a notice to the club president, club secretary, club Youth Exchange Officer (if known), and the District Youth Exchange Committee secretary indicating that a volunteer applicant is "clear". The YPO will promptly notify the club president if a candidate is "disqualified". No other information will be provided.

5) District 5100 will maintain a list of all individuals whose names have been submitted online or on a Youth Volunteer Affidavit indicating the status of the background check result and maintain a log as to when the affidavit expires.

Training Kit

A training kit has been created to assist in the implementation of the policy. The kit consists of the following documents which are attached to these requirements and responsibilities, and also available on the District 5100 website.

1. The District 5100 Youth Protection Policy and Procedures (Dated August 2, 2008)
2. Youth Volunteer Affidavit
3. Frequently Asked Questions
4. Allegations Reporting Procedures
5. Youth Services Annual Report
6. Volunteer Training Certification
7. Payment Voucher

Any questions concerning the implementation of the Youth Protection Policy, please contact YouthProtection@District5100.org.

*Youth Protection Fax Number: (503) 513-9213