



Youth Protection Policies and Procedures

1. Introduction

The purpose of this document is to provide specific policies and procedures for the protection of youth that apply to the membership of Rotary International District 7610 (hereinafter referred to as “District 7610”, or “the District”) and anyone else acting in conjunction with, or on behalf of, District 7610 when interacting with youth in connection with District and Rotary Club authorized activities. These activities include, but are not limited to, Rotary Youth Exchange, Interact, EarlyAct, and Rotary Youth Leadership Awards (RYLA). These policies and procedures are written in accordance with the Rotary International Youth Protection Guide.

Strong support and effective management of youth programs throughout the District are essential to ensuring that all youth protection policies, including Rotary International (RI) policies, and local laws and regulations, are followed. All District, and club-level volunteers and program officers, must understand RI, and District policies, and promptly communicate all youth protection concerns to District leaders and/or local law enforcement.

Those who have admitted to or been convicted of a crime related to sexual abuse or harassment are ineligible for Rotary membership — even if these crimes were committed long ago or against other adults.

Current documents can be obtained from the District 7610 website at: <https://rotary7610.org/> under Youth Programs and the Youth Exchange sections.

2. Statement of Conduct for Working with Youth

District 7610 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their abilities, Rotarians, Rotaract members, their spouses and/or partners, and other volunteers must safeguard the children and young people they encounter and protect them from physical, sexual, and emotional abuse.

3. Policy

Officers and members of District 7610 will make every reasonable effort to ensure that no child, Rotarian, or other participant is subjected to physical, sexual, or emotional abuse in the context of Rotary activities. Sexual harassment or abuse, as well as physical emotional, or verbal abuse, by any person associated with authorized District 7610 activities will not be tolerated in any form. The District will treat all allegations seriously, make the protection of

children, minors, and all people at risk a fundamental concern, and assist with any investigation initiated because of any allegation associated with Rotary activity.

4. Definitions

Casual Contact - Defined as persons not directly responsible for the youth, but having incidental and infrequent group contact where a regular pattern is not developed. Casual contact must take place in a group setting with no reasonably foreseeable risk of abuse or harassment. Such activities may include delivering dictionaries, school assemblies, incidental transportation or chaperoning a youth to an event such as dinner, movie, sports event, weekend activity, or travel approved by the Host Family and Youth Exchange Officer (YEO) if the youth is a Rotary Youth Exchange Student.

Overnight Travel (within the District 7610 boundaries and adjacent states) - These include occasions that may include trips of up to 96 -hours duration, such as ski weekends, or RYLA in which the youth will be in the care and custody of an adult screened volunteer. For travel outside of these boundaries, refer to the Rotary Youth Protection Guide and the Rotary Code of Policies, Sections 2.120 and 41.050.

Continued Contact - Persons having continued contact (significant and 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.

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 has not been authorized to so act under the application and screening process set forth below.

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

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

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.

Youth Program Participant - Anyone who participates in a Rotary youth program, whether child or adult.

Volunteer - Any adult involved with Rotary youth activities who interacts directly with youth, whether supervised or unsupervised.

For Rotary Youth Exchange, volunteers include, among others, club and District Youth Exchange officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who work with students during Rotary activities or outings or who transport students to Rotary events; and host parents and other adult residents of the host home, including host siblings and other family members. All Volunteers must participate and be approved under the application and screen process set forth below.

5. Incorporation and Liability Insurance

District 7610 is incorporated within the state of Virginia and its youth program carries liability insurance with appropriate coverage and policy limits. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

6. Club Compliance

The District Governor is responsible for the supervision and control of all youth activities in the district, including those associated with Rotary Youth Exchange. District 7610 will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements and complete and submit the District 7610 Annual Club Certification of Youth Protection Policy Implementation in Appendix E.

All clubs that participate in Rotary Youth Programs must provide the District with a copy of the following for review and approval:

- A signed certification statement in Appendix E that the club is operating its program in accordance with District 7610 and RI policies,
- Confirmation that volunteers in contact with youth, not acting in a casual contact capacity as defined above, will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted, and clearance for unsupervised contact with program participants has been issued and required youth protection training has been

completed.

- For Clubs participating in Rotary Youth Exchange:
 - All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites;
 - A list of services in the area (rape and suicide hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.);
 - Any club Youth Protection training materials.

7. Responsibilities

Club President:

- Operates and coordinates all club youth activities, with the support of club committee members. Other specific responsibilities are included below.
- Serves as the Club Youth Protection Officer (YPO) until another Club YPO is appointed and certified and on the recommendations of the Club YPO approves members of the Youth Protection Committee. Members of the Youth Protection Committee are as follows:
 - Club YPO (Chair),
 - Youth Exchange Officer (if the Club participates in Youth Exchange),
 - Youth Exchange counselors (if the Club participates in Youth Exchange),
 - Two “at large” club representatives (may include the Youth Services Chair and the Interact or EarlyAct Chair(s)).
- Submits Annual Certification of RI/District 7610 Youth Protection training and policies. (Appendix F)

Club President and Youth Committee Chairs:

- Know RI and District youth protection policies and program operations that apply to the club’s youth involvement, and ensure that the club programs meet policy requirements,
- Implement required training, screening, program logistics, and risk management procedures,
- Engage regularly with youth program participants to get feedback on the club’s youth programs,
- Coordinate with District 7610 YPO to respond immediately and thoroughly to all allegations of abuse, harassment, and other crises involving the club’s youth programs.

Club YPO:

- Chair the Club Youth Protection Committee.
- Ensure club youth volunteers perform RI and District Youth Protection Training.
- Maintain liaison with the Rotary District 7610 YPO.
- In coordination with the District YPO monitor screened youth volunteers and their current documentation status (training certification and if necessary, background checks).
- Conduct and document an annual Club Youth Protection training session at a regular Club meeting at least once per year.

Club Youth Protection Committee:

- Provide oversight to the Club youth protection program-related activities to ensure day-to-day compliance with program policies and procedures.
- Identify the need for new or modified youth protection policies and procedures.
- Develop and review the Club youth protection policy and procedures,
- Identify, develop, and facilitate youth protection policy training for Club participants,
- Evaluate Club youth protection policy compliance with District 7610 and Rotary International youth protection policy requirements,
- Solicit advice from psychologists, social workers, law enforcement, attorneys, or other professionals as required to advise the Youth Protection Committee.

District YPO:

- Maintain a database of all District youth program volunteers' youth protection training certification and background check clearances.
- If a volunteer applies and is screened and vetted through ESSEX in YEAH (Youth Exchange Administrative Hub), they should be entered into the District Youth Protection Database/System, but their status will be monitored in YEAH.

8. Procedures

Volunteer Selection, Screening, Training, and Certification.

All Rotarian and non-Rotarian volunteers interested in working with youth program participants must meet RI and District eligibility requirements. RI prohibits membership and participation of any volunteer who has admitted being convicted of, or otherwise been found to have engaged in sexual abuse or harassment.

In addition to the District Youth Protection Powerpoint administered by the Rotary Clubs, all Rotarian and non-Rotarian Youth Protection Officers, Youth Coordinators, and Youth Program Directors must complete the online [RI Protecting Youth Program Participants and the Preventing and Addressing Harassment courses](#) and provide a copy of the completion certificate to the District 7610 Youth Protection Officer that the required training was completed. Supervisors will in conjunction with District guidance in Appendix F determine whether youth volunteers must submit a background check waiver. If so, the volunteer will complete a Background Check Waiver form (Appendix C) and submit it to the District YPO to process with "One Source" the district background check agent.

All volunteers who will be working with Rotary Youth Exchange must meet the following requirements:

- Complete the ESSEX online youth program volunteer application form.
- Undergo a criminal background check –
 - The District Youth Exchange Officer will ensure criminal background checks are processed for all volunteers and Rotary Youth Exchange host family members who are 18 or older.
- Be interviewed, preferably in person.
- Youth Exchange Volunteers must provide a list of personal references with contact

information - Personal references will be reviewed by YEAH Administrators.

- Comply with RI and District guidelines for Rotary Youth Programs

Youth Exchange host families must also meet these selection and screening requirements:

- Undergo a comprehensive interview that determines their suitability, demonstrating:
 - Commitment to the safety and security of students,
 - Appropriate motives for hosting a student that are 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,
- Complete a written application,
- Undergo home visits with and without notice, both before and during the placement; home visits must be conducted annually, even for repeat host families,

Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.

For those who are involved in Rotary Youth Exchange (RYE) records will be retained in the YEAH system. For those involved in all other Rotary Youth Programs (non-RYE), the records will be maintained in the District Youth Protection Database/Administration System. Non-RYE records should be retained for a minimum of 10 years, while records of incidents and investigations should be retained for 20 years.

Youth Exchange students (both Inbound and Outbound) must be appointed a Rotarian counselor who meets the criteria for all volunteers. Also:

- A counselor must not be a member of the student's host family. It is also recommended that counselors not hold another role of authority with respect to the student's exchange (e.g., school principal, club president, District Youth Exchange chair).
- Counselors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or emotional abuse or harassment.

9. Participant Selection and Screening

All students interested in the District 7610 Youth Exchange program must meet District guidelines and:

- Complete a written application,
- Be interviewed at the club and District levels,
- Attend and participate in all club and District orientation and training sessions,

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club and/or District level to determine the student's suitability for program participation.

Casual Contact Policy

Club members who will be involved with youth, but whose activities fit the definition of casual contact are not required to submit Youth Volunteer Affidavits or undergo reference and criminal

background checks. Those activities may include a school mentoring program where the school solicits a background check on club members involved.

Managing the Screening Process

The Club YPO will ensure completion of the volunteer screening processes identified herein, with the assistance of members of the Club Youth Protection Committee that he/she may designate, and will ensure that no “prohibited person,” as defined herein, is authorized to work with youths in any Club sanctioned activities. If a non-Rotarian candidate host family is recruited, the volunteer screening process will be performed by someone other than the person who recruited the family as designated by the Club YPO.

An individual cannot perform a background check or screening on themselves or their families; the screening must be done by another trained and certified individual. For Host Families, an individual cannot both perform and approve any process.

10. Training

District 7610 and member clubs will provide youth protection training and information on youth programs. (see appendix G, Youth Protection Training Certifications and Clearances, for additional YP training information)

Club Training - All Club Members will be made aware of RI, District, and Club Youth Protection policies. Club Members will also be provided training regarding the Youth Protection Program components and requirements, including the recognition of sexual abuse and harassment, and reporting procedures. This will be done at least once per year as a regular club meeting program. These training documents are located on the District Website under Youth Protection.

District Youth Protection Training –The Club Youth Exchange Officer, counselors, and other youth protection committee members will participate in youth protection training offered by District 7610. This training includes online RI Protecting Youth Program Participants and the Preventing and Addressing Harassment courses. Club YPOs will complete this online RI Protecting Youth Program Participants and the Preventing and Addressing Harassment courses upon assuming the position and at least, every three years thereafter. Until the new YPO is trained, the prior Club YPO or a trained adjacent Club YPO must perform this function.

The District 7610 Youth Exchange program must provide youth protection training and information to all students and volunteers. Youth Exchange Committee members will conduct the training sessions. Specifically, District 7610 will:

- Adapt Rotary’s Youth Protection Guide to reflect District guidelines, information on local customs and culture, and legal requirements,
- Develop a training schedule that specifies who will be trained, how often, and how,
- Conduct specialized training for those involved in Youth Exchange:
 - District Governor
 - District Youth Exchange Officer and committee members
 - Rotarian counselors
 - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events,
 - Host families

- Students (outbound and inbound)
- Maintain records of participation to ensure compliance.

11. Allegation Handling and Follow-Through

District 7610 takes all allegations of abuse or harassment seriously and will handle them in accordance with the Abuse and Harassment Allegation Reporting Guidelines in Appendix A.

The District will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

District 7610 may appoint a youth protection officer or District review committee to evaluate and review files, policies, and allegations regularly.

12. Travel by Youth

Youth travel outside of the local community must comply with youth protection policies.

For all youth travel sponsored by District 7610 or its clubs, the following will be done before departure:

- Obtain written permission from the parents or legal guardians of program participants,
- Give parents and legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information,
- When traveling more than 150 miles, or 240 kilometers, from the residence, verify that program participants have adequate insurance, including benefits for medical services, emergency medical evacuation, repatriation of remains, and legal liability,
- All adults who supervise youth at overnight Rotary events must be screened and vetted volunteers.

For the travel of Youth Exchange students outside their host communities, either with their host families or to attend Rotary events, District 7610 shall obtain written permission from the students' parents or legal guardians.

For all other Youth Exchange student travel that is not customarily a part of the exchange program, organizers must:

- Receive authorization from District 7610 in advance,
- Obtain written permission from the parents or legal guardians for travel outside of the local host community as defined in the District 7610 Youth Exchange Travel Policy,
- Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information,

13. District Youth Exchange Administration

The District 7610 Youth Exchange program, in collaboration with participating clubs, must :

- Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies.
- Store participant and volunteer records securely in the Youth Exchange Administrative Hub (YEAH) for 20 years after participation, in accordance with all

applicable privacy laws.

- Provide each student a list of local services (rape and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must include the following District and club contacts:
 - For inbound students: Rotarian counselor, host club president, host District Youth Exchange chair, and host District Governor
 - For outbound students: Rotarian counselor, sponsor club president, sponsor District Youth Exchange chair, sponsor District Governor
- Provide each student with the names and contact information of at least two non-Rotarian resource people — one male and one female, who are not related to each other and do not have close ties to the host families or Rotarian counselor — who can help the students with any problems.
- Submit inbound program participants' data to RI before or shortly after the exchange begins.
- Provide a 24-hour emergency contact phone number for students.
- Report all serious incidents (abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to RI Youth Exchange staff within 72 hours.
- Prohibit placement of students outside of the District Youth Exchange program structure ("backdoor" exchanges).
- Establish criteria and procedures for a student's removal from the host family and arrange for contingent temporary housing in advance.

14. Conflict Resolution

Conflicts or disagreements that may occur between parties responsible for the implementation of this policy or these procedures contained herein shall be arbitrated by the District Youth Protection Officer or other individual designated by the District Governor

ROTARY INTERNATIONAL'S STATEMENT OF CONDUCT FOR WORKING WITH YOUTH
Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotary members, their partners, and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual, and psychological abuse.

Adopted by the RI Board of Directors, October 2019

Changes to This Procedure

Changes to this procedure will only be made with the District Governor's approval.

Sarah R Laws

District Governor

June 28, 2024

Curtis M. Anderson

District Secretary

June 26, 2024

Appendix A - District 7610 Abuse and Harassment Allegation Reporting Guidelines

District 7610 is committed to protecting the safety and well-being of all youth program participants and will not tolerate abuse or harassment. All allegations will be taken seriously and must be handled within the following guidelines.

The safety and well-being of program participants must always be the top priority.

RECEIVING AN ALLEGATION REPORT

Any adult to whom a program participant reports abuse or harassment must:

Listen attentively and stay calm. Acknowledge that it takes courage to report abuse or harassment. Be encouraging, but remain neutral; do not express shock, horror, or disbelief.

Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse or harassment to make it stop and ensure that it does not happen to others.

Get the facts, but do not 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 report this information to the proper authorities.

Be nonjudgmental and reassured. 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 it was not his or her fault and that it was brave and mature to come to you.

Document the allegation. Record the conversation, including the date and time, as soon after the report as you can. Try to record the young person’s exact words.

ALLEGATION RESPONSE

The following steps must be taken immediately after alleged abuse or harassment is reported. Some of them may be performed by any program volunteer, while a District officer should perform others, as specified.

1. Protect the young person.

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

Take immediate action to ensure the young person’s health and well-being, and get him or her medical or psychological care, if necessary.

2. Report the allegations to appropriate authorities.

Immediately report all cases of abuse or harassment — first to the appropriate law enforcement authority for investigation and then to club and district leaders for follow-through. Interrogations related to allegations of abuse or harassment must be left entirely to law enforcement agencies.

Most people are not trained professionals with expertise in determining the gravity or legal implications of an allegation. No Rotarian or volunteer should ever determine whether an allegation constitutes criminal behavior; that should be left to qualified youth protection agency personnel or law enforcement professionals. After ensuring the safety of the youth involved, immediately report all allegations to the appropriate youth protection agency or law enforcement. This helps ensure an objective review of the allegations.

In most situations, the first Rotary contact is the District Youth Protection Officer, who is responsible for seeking advice from and interacting with appropriate agencies. If the allegation involves the conduct of the District Youth Protection Officer, then the District Governor should be the first Rotary contact.

District 7610 will cooperate with police or legal investigations.

District 7610 has researched local, state, and national laws related to youth protection, including reporting allegations, and notes the following legal requirements of which all volunteers must be aware: **the law requires that any claim of sexual impropriety must be immediately reported to the proper authorities.**

Remove the accused person from contact with youth.

District 7610 will remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved.

Follow established criteria and procedures for removing a Rotary Youth Exchange student from a host family if they report a problem with, or make an allegation against, a host family member. If appropriate, move the student to the temporary housing that was screened in advance.

3. Avoid gossip and blame.

Don't tell anyone about the allegation other than those who need to know. Be careful to protect the rights of both the victim and the accused during the investigation.

District 7610 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures: Information is only shared with those who are either in a supervisory position that requires such information or who are directly involved in the investigation regarding an allegation.

4. Follow through.

All allegations of sexual abuse or harassment must be reported to RI by a District Officer, (in the following order (District Governor, Chief of Staff, District Youth Services Chair, and the District Youth Protection Officer) and (in the case of Inbound Youth Exchange Students to the ESSEX Responsible Officer). These reports must be made within 72 hours (within 24 hours in the case of serious incidents). The District Officer will also provide ongoing status reports.

If the allegation involves a Youth Exchange Student, the complaint must also be reported immediately to the District 7610 Youth Exchange Chair or a Country Officer on the District Youth Exchange Committee.

District 7610 will ensure that the program participant's parents or legal guardians have been notified and offer the young person an independent, non-Rotarian counselor to represent his or her interests. If law enforcement agencies will not investigate, or if the investigation is

inconclusive, the District Governor will appoint a district review committee to coordinate an independent review to ensure that district youth protection policies were followed, confirm that youth safety was the highest priority, and determine any necessary modifications to district procedures. This review is not responsible for determining the validity of any allegations; that can only be done by youth protection agency personnel or trained law enforcement professionals.

If law enforcement has found the allegations to be noncriminal, the District Governor is responsible for contacting the alleged offender. The District Governor may delegate this task to a District Youth Protection Officer or District review committee. The District Governor shall have the discretion to take such actions as the District Governor deems to be appropriate to deal with any allegations that are found to be noncriminal.

District 7610 will document all accusations of inappropriate behavior and the actions taken to resolve the situation so that patterns of inappropriate behavior are identified and addressed.

After making an allegation, the program participant is likely to feel embarrassed or confused. He or she may become withdrawn and have mixed feelings about continuing in the program. For example, Youth Exchange participants who make an allegation may want to stay in the program but not continue their relationship with their host club. Although Rotarians and other volunteers may have trouble understanding the participant's feelings, it is necessary to continually reassure them.

After the investigation, it may be necessary to enhance the District's Youth Protection Policy to prevent recurrences.

The Club must terminate the membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment. Non-Rotarians who fall into this category must be permanently prohibited from working with Rotary youth program participants.

If a law enforcement investigation is inconclusive, or if law enforcement declines to investigate, the accused person may be reinstated as a program volunteer at the district's discretion. However, additional safeguards are necessary to protect both the person named in the allegation and any program participant who may have future contact with him or her.

Additional safeguards for program volunteers can include limiting or suspending their roles, depending on the allegation's circumstances. For example, the Club may allow the volunteer to participate in the program only when other volunteers can monitor their behavior and determine whether further prohibitions are appropriate. The district should consider the local standard of care and review the practices of other youth-serving organizations in its area to determine what safeguards are necessary.

Reinstatement is not a right and is not guaranteed. Subsequent claims of sexual abuse or harassment against the same person will prohibit him or her from working with program participants, even if criminal charges are not brought.

5. Best practices for ensuring child safety

The following practices should be followed by all Volunteers when interacting with youth and

other vulnerable persons:

- a. There should always be two adults present for any interaction involving only one youth, or one vulnerable person.
- b. The entrances to enclosed spaces should be, where practicable, open, or, at the least, other persons should have the ability to observe what is happening in the room.
- c. One-on-one interactions between an adult and a child should only occur within the sight or sound of another adult, to the extent that it is possible.
- d. If a child or other vulnerable persons requests a one-on-one interaction with an adult, the adult must inform the other adults about the interaction and where it will take place.
- e. Without prior approval, photographs, videos, and films of children and other vulnerable persons may only be produced with the permission of their parents, guardians, or other responsible persons and, generally, may not be posted on social media.
- f. Adults are prohibited from showering or bathing with children, or other vulnerable persons unless they are assisting a person who is incapable of showering or bathing by themselves. In such a case of adult assistance, more than one adult should be present.

Appendix B - Listing of Rotary Youth-related Activities

The following is a listing of Rotary youth-related activities requiring scrutiny under this Youth Protection Policy.

1. Youth Exchange Program
2. Early Act
3. Interact Clubs
4. Anti-Bullying Programs
5. School Tutoring Programs (where not screened by the school or host agency)
6. Foster Care Volunteer and Mentoring Programs
7. Rotary Youth Leadership Awards (RYLA) Seminar
8. All other club sponsored youth programs

Appendix C – District 7610 Application To Initiate A Background Check

CHECK for non-RYE Youth Volunteers

I am applying for a volunteer position with Rotary Youth Programs and I understand that Rotary, and/or its subdivisions or districts (hereinafter "Rotary") may/will deny a volunteer position to anyone deemed, in the sole and absolute discretion of Rotary, to be unacceptable or unsuitable, either now or at any time in the future, and that Rotary may terminate my volunteer position at any time, with or without cause. I hereby certify that any information I will provide on the Background Check Waiver application will be truthful and that I will disclose all pertinent information. I hereby agree to complete the Background Check waiver application that will be sent to me from One Source, the background check agent for Rotary District 7610. I also agree to report to Rotary District 7610, any events or changes which might affect this application as soon as possible after such events or changes occur.

I hereby give my permission for Rotary to submit my name and email to One Source to receive the background check waiver to begin the process to investigate and verify all the information I will provide by whatever means Rotary District 7610 and its agent One Source deem suitable and/or appropriate including, but not limited to, searching public records, criminal background checks, and sexual abuse registries, and I hereby indemnify and hold harmless Rotary and One Source, and all persons involved with, or working with or for Rotary and one Source, from any, and all liability for any, and all loss or consequences I may sustain as a result of such investigation and/or verification. Further, I hereby give my permission for any such investigation and/or verification to be repeated at any time, and as often as necessary, for so long as I may remain a volunteer, or at any time in the future that I might reapply to be a volunteer.

I further agree to conform to the rules, regulations, and policies of Rotary International, and its subdivisions or district, or affiliates, always during my service as a volunteer.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE CONSENT, AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

>>> Please print or type all information clearly and legibly <<<

Legal First Name _____ Middle Name _____ Last Name _____

Email _____

Telephone _____ Cell _____

Rotary Club of _____ Rotary District 7610

Signature _____

Submit this form to District 7610 Youth Protection Officer (DYPO) Phil Rusciollelli at PBRusciollelli@aol.com If you have questions feel free to email or call: 703-431-3859

The District YPO will submit your name and email to “One Source”, and you will receive by email the Background Check (BC) Waiver form from One Source.

Please complete all the information requested on that form and submit it to One Source as directed, as soon as possible.

If for some reason you do not receive the BC form from One Source within 7 days of your submission of this Application to Complete a Background Check, contact the District YPO. The District YPO will notify applicants of final clearances/approvals.

Appendix D - Evaluating and Interpreting Criminal Background Checks (CBCs)

Overall process

The District Youth Exchange Officer is responsible for reviewing reported information, including industry standard CBCs, self-disclosures, and reference reports for Volunteers and Host Family members over the age of 18 who are associated with Rotary Youth Exchange.

The Club YPO is responsible for reviewing reported information, including industry standard CBCs, self-disclosures, and reference reports for all other Rotary Youth Program volunteers.

The term “applicant” used throughout this document refers to those applying to become Rotarians or those applying or already serving as Rotary youth program volunteers.

Applicants may be automatically disqualified for certain convictions related to themselves or other household members; other offenses and/or charges may warrant further review.

Background Check Results

If adverse information is returned from a background check, each case will be considered individually on its merits or demerits with the following criteria:

1. **Type of information.** Types might include (not all-inclusive)
 - a. Felonies
 - b. Misdemeanors
 - c. Business ethics violations
 - d. Traffic and/or behavior incidents
2. **Seriousness of the adverse information.** Seriousness might include the type of felony or misdemeanor or abuse of power in business situations.
3. **Recurrence of adverse actions or events.** For example: Is infraction a recurring event such as multiple speeding tickets or multiple intoxication events?
4. **Timing of adverse action or events.** Greater weight should be given to incidents that have occurred in the near past versus isolated incidents that may have occurred in the distant past.

Presumptive Rejection of a Candidate

Some adverse information shall be considered as grounds for presumptive rejection of a candidate.

These are and include but are not limited to:

1. Aggravated murder.
2. First or second-degree murder.
3. First or second-degree kidnapping.
4. First, second-, or third-degree assault.
5. Fourth-degree assault.
6. First, second-, or third-degree assault of a child.
7. First, second-, or third-degree rape.
8. First, second-, or third-degree rape of a child.
9. First or second-degree robbery.
10. First-degree arson.
11. First-degree burglary.
12. First or second-degree manslaughter.
13. First or second-degree extortion.
14. Indecent liberties.

15. Incest.
16. Vehicular homicide.
17. First-degree promoting prostitution.
18. Communication with a minor.
19. Unlawful imprisonment.
20. Simple assault.
21. Sexual exploitation of minors.
22. First or second-degree criminal mistreatment.
23. Endangerment with a controlled substance.
24. Child abuse or neglect.
25. First or second-degree custodial interference.
26. First or second-degree custodial sexual misconduct.
27. Malicious harassment.
28. First, second-, or third-degree child molestation.
29. First or second-degree sexual misconduct with a minor.
30. Commercial sexual abuse of a minor.
31. Child abandonment.
32. Promoting pornography.
33. Selling or distributing erotic material to a minor.
34. Custodial assault.
35. Violation of child abuse restraining order.
36. Child buying or selling.
37. Prostitution.
38. Felony indecent exposure.
39. Criminal abandonment.
40. Conviction of a crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.
41. Conviction for first-, second-, or third-degree extortion.
42. First, second-, or third-degree theft.
43. First or second-degree robbery.
44. Forgery.

Non-Automatic Rejection

Misdemeanor criminal offenses, business ethics or business practices reputation, civil lawsuits, (depending upon issues involved), public behavior, relationships, time in business, location of residence and/or business, family and/or travel requirements, or illegal drug possession/use (not an all-inclusive list). Any of the preceding may provide reasons to reject a candidate.

For all non-Youth Exchange Volunteers, the results of the additional review will be provided to the associated Club President. The Club President will make final approval of any applicant.

For all Rotary Youth Exchange Volunteers and Host Family members who are eighteen or older, the results of the additional review will be provided to the District Youth Exchange Chair. Final approval of any

applicant will be made by the District Youth Exchange Chair.

Appendix E: Annual Club Certification of Youth Protection Policy Implementation

Rotary International District 7610

Post Office Box 4142

Fredericksburg, Virginia 22402

DISTRICT 7610 Annual Club Certification of Youth Protection Policy Implementation

The Rotary Club of _____ understands the Rotary International and Rotary District 7610 Youth protection policy and implementation requirements and will, conduct club activities to ensure the safety and protection of youth participating in club programs and activities.

The club has appointed a Club Youth Coordinator and/or Youth Protection Officer and will post this information on the Club page of the district database.

The club has conducted annual Rotary Youth Protection (YP) Training for club members and additional RI YP training for the Club Youth Protection Officer and Youth Coordinators as specified in District 7610 Youth Protection Training and Certifications Document.

The club has identified its youth-related events and programs and the event supervisors and/or volunteers who work with youth in a position of trust and in accordance with district policy are in youth program positions that require the completion of the District 7610 Application to Complete a Background Check (see below, Background Check application process).

This affidavit is signed at _____, Virginia, on _____, 202_ and is effective from that date through the current Rotary year or until it is revoked in writing by either District 7610 or the:

Rotary Club of _____,

Club President _____

Signed: _____

Email: _____ Phone: _____

Background Check application process:

(Send Application to Complete Background Check (BC) form to District Youth Protection Officer (DYPO), Phil Rusciollelli, PB Rusciollelli@aol.com, Cell: 703-431-3859 (BC costs are paid by District 7610). The DYPO will submit the application information to One Source, the BC agent for District 7610, and One Source will provide the applicant with their BC waiver form to complete and submit. The DYPO will advise when the applicant has been approved.

SEND THIS COMPLETED CLUB CERTIFICATION/AFFIDAVIT FORM TO:

District7610YouthProtection@gmail.com

Appendix F: District 7610 Determination Whether Youth Volunteer Requires a Background Check

Who Needs a Background Check?

LEVEL	ROLE	CONTACT	Back-ground Check	Training Requirements
I	Volunteer I	Casual contact w/youth -- Rotarians participate in <u>non-Rotary youth programs</u> where parents, School officials are present and responsible for youth.	NO	No background check; Awareness training for - Ri Youth Abuse and Harassment Prevention Guidelines
I	Volunteer II	Casual contact with youth in <u>Rotary sponsored youth program in a supervised situation/setting</u> . No one on one individual contact; no youth program supervisory responsibilities.	NO	No background check; Awareness training for - Ri Youth Abuse and Harassment Prevention Guidelines
II	Event Coordinator, Camp Counselor, Event Supervisor, Rotary Volunteer, Driver of Youth to Rotary Sponsored events	Works with youth in a position of trust; Supervises youth and other Rotarians participating in Rotary sponsored youth activities.	YES	Screening for selection, references, annual background check & completion of District approved Youth Abuse and Prevention Training.
III	District Youth Program Director/Coordinator/Supervisor, or, selected District Officers	Supervises youth program development and implementation; supervises Rotarian and non-Rotarian volunteers and youth, may serve on DYPC	YES	Screening for selection, references, annual background check & completion of District approved Youth Abuse and Prevention Training.
IV	DYPO, District YE Chair, YE Coordinators & Counselors, YE Host Families	District Youth Protection Program Administration; Rotary Youth Exchange Program Administration; Youth Hosting; Individuals serving on DYPC	YES	As required by Essex: Screening for selection, background checks (3), reference checks, homes visits and interviews, Dept of State Training

Appendix G: District 7610 Youth Protection Training Certification and Clearances

District 7610 and member clubs will provide youth-protection training in accordance with the District 7610 Youth Protection (YP) Training PowerPoint and several Rotary International Training Modules as described below:

Club Youth Protection Training – It is the responsibility of club presidents to make all club members aware of RI, District, and Club Youth Protection policies. Club Members will be provided training regarding the Youth Protection Program components and requirements, including the recognition of sexual abuse and harassment, and reporting requirements. The YP training Power Point, can be found at the District website at Youth Programs along with an outline to assist with this training. This training will be completed at least once per year, preferably at the beginning of each new Rotary Year at a regular club meeting, documented, and Club Presidents will report completion of this training to the District Youth Protection Officer (District7610YouthProtection@gmail.com) using the Annual Club Certification of Youth Protection Policy Implementation form.

Club Youth Protection Officers (YPOs), District Youth Committee Members, Youth Coordinators and Counselors are required to obtain individual certifications of youth protection training. These certifications can be obtained on the RI My Rotary website by applying and taking the Protecting Youth Program Participants (30 minutes) and Preventing and Addressing Harassment (45 minutes) Training Courses. These courses can be found at the My Rotary website under Knowledge and Resources, the Learning Center, and at the General Topic View. Following completion of these training courses, volunteers will receive a certificate and should provide said certification documentation to the District Youth Protection Officer (District7610YouthProtection@gmail.com). The Club YPOs must complete this online RI Protecting Youth Program Participants and the Preventing and Addressing Harassment courses upon assuming their position and at least, every three years thereafter. For youth volunteers designated as needing Background Checks (BC), they will submit the Application to Complete a Background Check in accordance with instructions found at the District Youth Program website and Appendix C.

References

Rotary Youth Protection Guide - <https://my-cms.rotary.org/en/document/rotary-youth-protection-guide>

Rotary On-line Course – Protecting Youth Program Participants -
<https://learn.rotary.org/members/learn/course/422/protecting-youth-program-participants>

Rotary Code of Policies, Section 2.120 - <https://my-cms.rotary.org/en/document/rotary-code-policies>