

# DISTRICT YOUTH PROTECTION POLICY

Developing and implementing an effective youth protection policy demonstrates a district's commitment to protecting Rotary youth program participants. This document provides a basic framework for a district policy for all youth programs. The sections in **blue** follow Rotary's certification requirements for Rotary Youth Exchange; remove these if your district is not certified to participate in Youth Exchange.

Customize this policy to fit your local and legal circumstances.

## DISTRICT \_\_\_\_ YOUTH PROTECTION POLICY

### 1. Statement of Conduct for Working With Youth

District \_\_\_\_ strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

### 2. Definitions

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

*For 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 activities or outings or who transport students to events; and host parents and other adult residents of the host home, including host siblings and other family members.*

**Youth program participant** — Anyone who participates in a Rotary youth program, whether child or adult

### 3. Incorporation and Liability Insurance

The \_\_\_\_ district/district youth program(s) \_\_\_\_ is part of a separate legal entity known as \_\_\_\_\_. This entity has been formed under the laws of the state/province/country of \_\_\_\_\_ on \_\_\_\_\_ and is valid at this time.

The \_\_\_\_ district/district youth program(s) \_\_\_\_ 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.

### 4. Club Compliance

The district governor is responsible for supervision and control of all youth activities in the district, including those associated with Rotary Youth Exchange. District \_\_\_\_ will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements.

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

- A signed compliance statement that the club is operating its program in accordance with District \_\_\_\_\_ and RI policies
- Confirmation that volunteers 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
- All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites
- 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

## **5. Volunteer Selection and Screening**

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

If a person is accused of sexual abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused may have future contact, as well as the accused. A person later cleared of charges may apply to be reinstated as a youth program volunteer. Reinstatement is not a right, and reinstatement to his or her former position is not guaranteed.

All Youth Exchange Rotarian and non-Rotarian volunteers that have direct, unsupervised contact with program participants must:

- Complete a volunteer agreement form
- Undergo a criminal background check (subject to local laws and practices)
- Be interviewed, preferably in person
- Provide a list of personal references with contact information (it's recommended that references include no family members and no more than one Rotarian)
- Comply with RI and district guidelines for the Youth Exchange program

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.

Youth Exchange students 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.

## **6. Participant Selection and Screening**

All students interested in the District \_\_\_\_ 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 or district level to determine the student's suitability for program participation.

## **7. Training**

District \_\_\_\_ and member clubs may provide youth-protection training and information on youth programs. \_\_\_\_\_ will conduct the training sessions.

The District \_\_\_\_ Youth Exchange program must provide youth-protection training and information to all students and volunteers. \_\_\_\_\_ will conduct the training sessions. Specifically, District \_\_\_\_ 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
  - Club 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

## **8. Allegation Handling and Follow-Through**

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

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 \_\_\_\_\_ may appoint a youth protection officer or district review committee to evaluate and review files, policies, and allegations regularly.

## 9. Travel by Youth

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

For all youth travel sponsored by District \_\_\_\_\_ 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

For the travel of Youth Exchange students outside their host communities, either with their host families or to attend Rotary events, District \_\_\_\_\_ 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 \_\_\_\_\_ in advance
- Obtain written permission from the parents or legal guardians for travel outside of the local host community
- Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information

## 10. District \_\_\_\_\_ Youth Exchange Administration

The District \_\_\_\_\_ Youth Exchange program, in collaboration with participating clubs, must also:

- Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies. District \_\_\_\_\_ requires:
  - *[list minimum insurance requirements]*
- Store participant and volunteer records securely at \_\_\_\_\_ [location] for \_\_\_\_\_ 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 to 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.

- Develop contingency hosting plans that include prescreened families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students.
- Ensure that long-term program participants have multiple host families. It is recommended that long-term program participants be placed with three host families during their exchange.
- Conduct follow-up evaluations of both students and host families.
- Request a monthly report from each inbound and outbound program participant that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist program participants as needed.

#### 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, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

*Adopted by the RI Board of Directors, November 2006*

## 地區青少年保護政策

研擬並實施有效的青少年保護政策，乃是地區戮力保護扶輪青少年計劃參與者的具體展現。本份文件為地區所有青少年計劃的政策提供一個基礎架構。**藍色**標示的段落乃是依據扶輪青少年交換的認證要求所作的規定；若您所屬地區並未取得參與青少年交換的認證，請將這些段落刪除。

請視需要修訂本項政策，以符合當地實際情況與法令規定。

### \_\_\_\_ 地區青少年保護政策

#### 1. 從事青少年工作的行為準則聲明

\_\_\_\_地區致力於為所有參與扶輪活動的青少年營造並維護一個安全的環境。所有扶輪社員、社員之配偶與夥伴、以及其他義工在接觸這些兒童與青少年時，均必須盡最大努力保護他們，並防止其受到任何肢體、性或情緒的虐待。

#### 2. 定義

**義工**—任何參與扶輪青少年活動，且與青少年有直接互動的成年人，不論其互動是否受到監督。

就青少年交換而言，**義工**包括扶輪社與地區的青少年交換職員與委員會成員；扶輪輔導顧問；在活動或出遊時以學生為工作對象或開車接送學生參加活動的扶輪社員、非扶輪社員及其配偶與夥伴；以及接待家庭家長及其他同住於接待家庭的成年人，包括接待家庭的子女與其他家庭成員

**青少年計劃參與者**—任何參與扶輪青少年計劃者，不論其是否成年皆然。

#### 3. 法人化與責任保險

地區／地區青少年計劃隸屬於獨立法人\_\_\_\_\_。此法人團體係依\_\_\_\_\_州／省／國家之法律於\_\_\_\_\_設立，現仍為合法登記之法人。

地區／地區青少年計劃已投保具有適當承保範圍與保單限額之責任險。若第三人以該組織、其受雇人或義工有過失為由提起損害賠償請求或訴訟時，該份保單能使該組織免於負擔責任。

#### 4. 扶輪社之規範遵循

地區總監負責監督與管控地區內所有青少年活動，包括與扶輪青少年交換相關的活動。\_\_\_\_\_地區將監督所有參與活動的扶輪社，並確保其遵守青少年保護與扶輪青少年交換認證的要求。

所有參與扶輪青少年交換的扶輪社必須向地區提交下列文件，以供審核批准：

- 一份經簽署的規範遵循聲明書，聲明該社依據\_\_\_\_\_地區與國際扶輪之政策辦理其計劃。
- 確認義工在尚未提出書面申請、進行面談、背景調查、犯罪紀錄調查，且尚未獲准在未受監督情況下接觸計劃參與者前，禁止與計劃參與者有任何接觸的確認函。
- 該社青少年交換計劃之所有宣傳文件資料，包括手冊、申請書、政策與網站。
- 當地各項服務單位名單（性侵與自殺熱線、青少年酒精與毒品認知計劃、相關執法機關、社區服務單位、私人服務單位等）。
- 該社所有關於青少年保護的訓練資料

#### 5. 義工甄選與篩選

所有有興趣從事青少年計劃工作的扶輪與非扶輪義工，均必須符合國際扶輪與地區所規定的資格條件。任何曾於性侵害或性騷擾案件中表示認罪，或曾被控或被判決犯有這些罪行的義工，國際扶輪均禁止其入會並參與計劃。

曾被控性侵害或性騷擾者，但執法機關調查後並無結論，或拒絕對案件進行調查時，對於該名涉嫌人未來可能接觸到的青少年計劃參與者與涉嫌人，應提供額外保護措施，以維護其安全。若涉嫌人的罪嫌稍後獲得澄清，得重新申請擔任青少年計劃義工，復職並非一項權利，亦不保證其能回復原職位。

青少年交換計劃之扶輪與非扶輪義工，若在未受監督情況下與計劃參與人有直接接觸時，均必須：

- 填妥一份義工同意書
- 接受犯罪紀錄調查（依當地法令與實務）
- 接受面談，以親自面談為佳
- 提供一份推薦人名單及其聯絡資訊（建議推薦人不宜為其家屬，且扶輪社員不超過一位）

- 遵循國際扶輪與地區的青少年交換計劃指導方針

青少年交換計劃的接待家庭也必須符合以下甄選與篩選規定：

- 接受一次詳盡的面談，以確認其是否適合擔任接待家庭。面談時其必須證明：
  - 願戮力維護學生的安全
  - 擔任接待家庭的動機符合扶輪對於促進國際了解與文化交流的理想
  - 具有提供學生適足住所（食宿）的經濟能力
  - 有能力適當監督學生並負起家長的責任，以確保學生福祉
- 填妥一份書面申請書
- 於學生安置前及安置期間接受家庭訪視，訪視方式包括預先通知與不預先通知；接待家庭每年均必須接受家庭訪視，即使已重複擔任多次接待家庭者亦然

註：所有同住於接待家庭內的成年人均必須符合全部甄選與篩選的規定，包括固定或部分時間同住於接待家庭內的成年子女、大家庭內的其他成員或僱人。

應為青少年交換學生指派一名扶輪輔導顧問，輔導顧問應符合擔任義工的所有條件。此外：

- 輔導顧問不得為交換學生的接待家庭成員。此外，輔導顧問也不宜由在該名學生的交換計劃中尚具有其他職權者出任（例如校長、扶輪社社長、地區青少年交換主委）。
- 輔導顧問必須有能力處理可能發生的各種問題或憂慮，包括肢體、性或情緒的虐待或騷擾事件。

## 6. 參與者的甄選與篩選

所有對\_\_\_\_\_地區舉辦之青少年交換計劃有興趣的學生均必須符合地區指導方針，並：

- 填妥一份書面申請書
- 接受扶輪社與地區的面談
- 出席並參與扶輪社與地區所舉辦的所有說明會與訓練會

所有青少年交換參與者的父母或法定監護人也必須接受扶輪社或地區的面談，以確定學生是否適合參加計劃。

## 7. 訓練



\_\_\_\_\_地區與其轄下之扶輪社得於青少年計劃中提供有關青少年保護的訓練與資訊。\_\_\_\_\_將舉辦訓練會。

\_\_\_\_\_地區青少年交換計劃必須為所有學生與義工提供有關青少年保護的訓練與資訊。\_\_\_\_\_將舉辦訓練會。具體而言，\_\_\_\_\_地區將：

- 視需要修訂扶輪青少年保護指引，以反映地區的指導方針、當地風俗民情、文化以及法令規定
- 研擬一份訓練時程表，明定接受訓練之人、多久訓練一次與訓練方式
- 為青少年交換計劃相關人士舉辦專門訓練：
  - 地區總監
  - 地區青少年交換職員與委員會成員
  - 扶輪社青少年交換職員與委員會成員
  - 扶輪輔導顧問
  - 其他參與如當地旅遊或地區活動等青少年交換活動之扶輪社員與非扶輪社員
  - 接待家庭  
學生（派遣學生與接待學生）
- 保存出席紀錄，以確認符合規範

## 8. 申訴案之處置與後續處理

\_\_\_\_\_地區慎重看待所有侵害與騷擾申訴案件，並將依據侵害與騷擾申訴處理準則進行處理。

地區將與所有執法機關與兒童保護服務單位合作，並配合司法調查，且地區自行對案件進行獨立審查的同時，不會妨礙官方的調查活動。

\_\_\_\_\_地區得委派一名青少年保護職員或地區審查委員會，定期對檔案、政策與申訴案件進行評估與審查。

## 9. 青少年旅遊活動

若青少年旅遊活動的地點係在當地社區以外時，必須遵守青少年保護政策。

由\_\_\_\_\_地區或其扶輪社贊助的所有青少年旅遊活動，應於出發前完成以下事項：

- 取得計劃參與者父母或法定監護人的書面許可
- 將詳細的旅遊活動內容告知其父母與法定監護人，包括地點、住宿處所、行程表與主辦單位的聯絡資訊
- 當旅遊地點離住所超過 150 英哩或 240 公里時，應確認計劃參與者有適足的保險，包括醫療保險金、緊急醫療救援、遺體運送與責任保險

若青少年交換學生將前往接待社區以外的地點旅遊時，不論其係與接待家庭同遊，或是前往參加扶輪活動，\_\_\_\_\_地區應取得學生家長或法定監護人的書面許可。

青少年交換學生從事任何其他慣例上非屬交換計劃內的旅遊活動時，主辦單位必須：

- 事先取得\_\_\_\_\_地區的許可
- 取得學生家長或法定監護人的書面許可，同意學生赴接待社區以外的地點旅遊
- 將詳細的旅遊活動內容提供予學生家長或其法定監護人，包括地點、住宿處所、行程表與主辦單位的聯絡資訊

## 10. \_\_\_\_\_地區青少年交換計劃之管理

地區青少年交換計劃與參與計劃的扶輪社共同合作，且必須：

- 確認所有接待學生均有保險，且保險保障內容符合或超過扶輪政策彙編的相關規定。\_\_\_\_\_地區要求：

*[列出最低限度的保險要求]*

- 活動後，將參與者與義工的相關紀錄妥善保存於\_\_\_\_\_ [地點]，保存期限至少\_\_\_\_\_年，保存方式應遵守所有隱私權的相關法規。
- 將當地各項服務單位的名單提供給每位學生（性侵與自殺熱線、青少年酒精與毒品認知計劃、相關執法機關、社區服務單位、私人服務單位等）。這份名單必須包括下列地區與扶輪社聯絡人資訊：
  - 接待學生：扶輪輔導顧問、接待社社長、接待地區青少年交換主委與接待地區總監
  - 派遣學生：扶輪輔導顧問、派遣社社長、派遣地區青少年交換主委與派遣地區總監

- 提供每位學生至少兩名可提供資源的非扶輪人士，一位男性、一位女性，當學生有任何問題時能提供協助。前述兩位人士彼此間應無任何關連，且與接待家庭與扶輪輔導顧問也無密切關係。
- 於交換計劃開始前或計劃開始後不久，將接待學生的資料送交國際扶輪。
- 提供學生 24 小時緊急聯絡電話。
- 若有任何涉及青少年交換學生的重大事件發生（侵害或騷擾申訴案、意外、犯罪、提早返國、死亡），應於 72 小時內通報國際扶輪青少年交換工作人員。
- 禁止透過地區青少年交換計劃以外的其他方式安置學生（「走後門」交換）。
- 建立將學生遷離接待家庭的標準與程序，並事先安排暫時性住所。
- 研擬應變接待計劃，包括事先篩選接待家庭。
- 確認接待家庭均出於自願接待交換學生，不得要求派遣學生的父母與扶輪社員必須接待交換學生。
- 確認長期計劃參與者有多個接待家庭，在交換期間宜安排長期計劃參與者寄宿於三個接待家庭。
- 對學生與接待家庭執行後續評估。
- 要求每位派遣學生與接待學生繳交月報告，報告內容應包括目前接待家庭的狀況、感受、顧慮、想法與建議，地區青少年交換主委即可檢視這些報告，並適時提供協助。

### **國際扶輪從事青少年工作的行為準則聲明**

國際扶輪致力於為所有參與扶輪活動之青少年營造並維護一個安全的環境。所有扶輪社員、社員之配偶與夥伴、以及其他義工在接觸這些兒童與青少年時，均必須盡最大努力保護他們，並防止其受到任何肢體、性或情緒的虐待。

2006 年 11 月由國際扶輪理事會通過