



ROTARY INTERNATIONAL DISTRICT 9455

Working with Children Manual

**A guide to compliance with the Working with Children Act 2004
(Criminal Record Checking)**

October 2013

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INTRODUCTION - History and Background

The recent introduction of the Western Australian “Working with Children (Criminal Record Checking) Act 2004” (The Act) and its phase-in over 5 years as from 1st January 2008 requires that all volunteers in “Child Related Work” must apply for and hold a “Working with Children Card”.

The Working with Children Check (WWC Check) is a compulsory criminal check for many people who work with children under the age of 18 in Western Australia. The WWC Check aims to help protect children under 18 in Western Australia by:

- deterring people from working with children where they have criminal records that indicate they may harm children; and
- preventing people with such records who do apply for work with children from working in a paid or unpaid capacity.

This manual sets out a structure and procedures by which all Rotary Clubs in District 9455 must comply with to satisfy the intent of the Act and the requirements of Rotary International and their “Abuse and Harassment Prevention Training and Leaders Guide”. Where “the Act” differs from the Rotary International requirements “the Act” has been adopted.

This manual has been reviewed by the Department of Community Development Working With Children Screening Unit and their recommendations have been incorporated into this document.

ROTARY INTERNATIONAL

Rotary International has a long and successful history of providing service to youth. Each year, more than 250,000 young people participate in Rotary International Youth Programs such as Interact, Rotaract, Rotary Youth Exchange, RYPEN and RYLA. In addition, there are many district and club mentoring programs, immunization efforts, job training programs, literacy projects, and other initiatives which are designed specifically to help young people.

In recent years, allegations of sexual abuse and harassment have increased in all programs involving young participants. Any organization that works with youth is vulnerable, as child sex offenders seek out teaching, coaching and other positions that offer easier access to children and teenagers. Many adults committed to working with youth are so focused on helping young people that they find it difficult to believe others will abuse the trust placed in them.

Unfortunately, no organization is invulnerable to abuse and it can and does occur in even the most seemingly positive settings. In fact, the opportunity to work with youth may attract potential abusers to otherwise highly reputable organisations.

Rotary International takes youth protection very seriously.

Developing and implementing an effective abuse and harassment prevention policy tangibly demonstrates a district’s commitment to protecting our youth who participate in Rotary Programs. This manual provides a framework for working with children in keeping with RI Board policy and “The Act”.

Every organization that is working with children has developed policies to ensure that the risk to those under their care is minimized.

Rotary International has produced the “Abuse and Harassment Prevention Training Manual and Leaders Guide” to provide a policy framework for working with children. The Western Australian Government has also enacted the “Working with Children (Criminal Record Checking) Act” to reduce the risk of persons known to be a risk of harming children from working with or obtaining a position within an organization which works with children.

The policies outlined in this document are aimed at not only protecting children in our programmes but reduces the risk to Rotarians from false claims. We are all aware of claims made against several high profile persons in Australia in

recent times and any organization which fails to understand the risks and develop appropriate policies places its members and those under its care at risk.

The material contained in this manual obtained from the RI Abuse and Harassment Prevention Training Manual and Leaders Guide and the Working with Children website is accurate at the time of this manual being produced. Rotarians are encouraged to visit the WWC Check website to obtain the latest information regarding the Working with Children Card.

REFERENCES

The following documents listed below have provided the background material for this manual. This Manual is intended only to provide a framework for Rotary District 9455 and Clubs programs to comply with "The Act".

This manual does not override these documents unless they do not comply with "The Act". These documents should be read in conjunction with this manual by District personnel as required by their usual responsibilities.
Working With Children (Criminal Record Checking) Act 2004

www.checkwwc.wa.gov.au

Rotary International Abuse and Harassment Prevention Training Manual and Leaders Guide

http://www.rotary.org/RIdocuments/en_pdf/775en.pdf

Rotary International Code of Policies

http://www.rotary.org/RIdocuments/en_pdf/code_ri_current.pdf

Rotary Youth Exchange A guide to Club and District Certification February 2006

<http://www.sarotary.org.au/links/ypp/>

SECTION 1 – DEFINITIONS

1.01 Definitions for the purposes of this manual

Volunteer - Any adult involved with Rotary Youth Programs who has direct interactions, either supervised or unsupervised, with students or children less than 18 years of age. Volunteers include, among others: Club and District Youth Exchange Officers and Committee Members; Rotarian Mentors; Rotarians and non-Rotarians and their spouses and partners who host students for activities or outings or who might drive students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

Student - Any individual, still studying fulltime or part-time at school or university, who is participating in a Rotary Youth Program, regardless of whether he or she is of legal age.

Child - Any individual who is under 18 years of age.

Unsupervised Access - Any person who has direct interactions with a Child or Student when not in the company of or in near proximity to another adult. Near proximity refers to being in sight of another adult.

Child-Related Work - Any person who is in an appointed role or whose usual duties involve working with children. An appointed role includes host parents, student mentor, child (youth) protection officer, etc. where their usual duties include physical contact, oral communication (including by telephone) and or electronic communication with a Child. **Casual contact with a Child does not constitute being in Child related Work.**

As example of Child Related Work - A Rotarian, who is requested to or volunteers to pick-up a child from the Host Parent's home weekly, for the purposes of transporting to and from the Rotary Club is undertaking child-related Work.

An Example of casual contact - A Rotarian who responds to a request to take the student home after a meeting because the usual Rotarian cannot or is delayed is not in Child Related Work.

Note that unsupervised access to a Child is to be minimized particularly if the Person does not possess a WWC card.

An example of Appointed Role - The Host Parents of an exchange student together with the student travel to visit relatives in the south west then it is the host parent's responsibility to safeguard the student. The relatives who are not in an appointed role are not undertaking child related work.

Over Night Camp - An overnight camp or trip where accommodation is required regardless of the type of accommodation. Examples include RYPEN and NW Safari.

Counsellor (or Mentor) - Club & District - A Rotarian or approved non-Rotarian who serves on a Youth Exchange Committee, who liaises between the inbound/outbound student, Rotary club, host family, and community at large. The Counsellor plays a crucial role in the success of the student's exchange, and serves as a primary Rotary contact for the student, by way of support and guidance during his/her transition into the country and the community through regular personal contact throughout the year.

SECTION 2 - ROTARY INTERNATIONAL

WHAT IS ABUSE AND HARASSMENT

2.01 ROTARY INTERNATIONAL 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' spouse, 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

2.02 DEFINITIONS OF ABUSE AND HARASSMENT

To increase the awareness of the problem, all Rotarians working with young people should fully understand what constitutes abuse and harassment.

Abuse and harassment refers to any form of harmful treatment described below whether it is sexual, emotional or physical.

Emotional or verbal abuse.

Emotional harassment is any action or comment which unreasonably disturbs the student. This includes but is not limited to repeated comments about a student's social background, home country, language, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the student to whom they were directed.

Physical abuse.

Physical abuse is any physical harm inflicted on a student and includes but is not limited to:

- Providing insufficient nourishment for the student
- Depriving the student of a reasonable amount of sleep
- Requiring the student to do an unreasonable amount of work
- Inflicting physical pain on the student

Neglect

Failure to provide (for no apparent financial reason) adequate food, clothing, shelter, or medical care necessary for a child or students well-being.

Sexual abuse

Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offences, such as indecent exposure or showing a young person sexual or pornographic material.

Sexual Harassment.

Sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or groom their victims. Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing against or touching, obscene language or gestures, and suggestive or insulting comments

2.03 MISCONCEPTIONS

The following misconceptions present obstacles to creating an effective abuse and harassment prevention program:

- **Sexual abuse is about sexuality**
In fact, most sexual abuse and harassment is about power and control.
- **Only girls are at risk.**
Although the majority of victims are girls, boys are also at risk. Some studies have shown that as many as one in six boys under age 16 have experienced unwanted direct sexual contact with an older person.
- **Only men are abusers**
- **Girls are only at risk from men, and boys are only at risk from women**
- **Sexual abuse is always overt**
- **Most abusers are unknown to their victims**
most abusers are known and trusted by their victims

2.04 SIGNS OF ABUSE AND HARASSMENT

Rotarians, their families, non-Rotarian volunteers, and parents of children or students participating in Rotary youth programs should be aware of the following physical and behavioural changes that may be warning signs of abuse:

- Any physical signs of abuse, such as a repeated pattern of injury or an accident for which the explanation doesn't fit the injury
- Changes of behaviour, extreme mood swings, withdrawal, fearfulness, or excessive crying
- Fear of certain places, people, or activities; reluctance to be left alone with a particular person
- High levels of anxiety
- Distorted body image, including or resulting in eating disorders, self-mutilation, or other related behaviours
- Diminished self-esteem
- Overly aggressive behaviour
- Unwillingness to participate in extracurricular activities; difficulties at school
- Repression
- Poor peer relationships; isolation
- Nightmares or night terrors
- Graphic or age-inappropriate knowledge of sex or sexual behaviour
- Suicide attempts or gestures
- Obsessive behaviours
- Self-medicating through drug or alcohol abuse
- Problems with authority or rules

These behaviours should be seen as indicators that abuse or harassment may have taken place, and a Club Protection Officer should spend time with the young person to find out what is really going on.

Active involvement with youth in your care will enable you to observe changes in behaviour, which can be a more accurate indicator of abuse than those on the list above, many of which could also be considered "typical teen behaviour." A normally outgoing and confident young person who becomes withdrawn and quiet may have been abused.

Exchange students who are making cultural adjustments to the host country or experiencing homesickness may exhibit some of the behaviours listed above. Many of the behaviours commonly exhibited by victims of abuse are the same as those that cause problems with a student exchange and result in a student returning home early. A student who has been labelled as "difficult" or "unable to get along with the host family" may have been abused, either by an adult in the host family, a peer, or someone in their home country before their arrival.

SECTION 3 - GUIDELINES AND REQUIREMENTS

3.01 CLUB AND DISTRICT RESPONSIBILITIES

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' spouse, 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.

The Rotary International Statement on Conduct for working with Youth places an obligation on all Rotarians, Spouses and Partners, and Volunteers to safeguard our Youth within our programs. This obligation is consistent with being in an appointed role as defined under the "Working with Children (Criminal Record Checking) Act 2004" (The Act).

3.02 LEGAL FRAMEWORK

Under "The Act" Rotary Clubs in Western Australia are considered to be Volunteer Organizations that are working with children. Therefore all members of the Rotary Clubs and volunteers acting on behalf of Rotary in any of its programmes involving children are required, by law, to adhere to the requirements of "The Act".

All Rotarians and Rotary Volunteers who undertake "Child Related Work" as defined by "The Act" (refer to section 1.01 of this manual under definitions) and are in an appointed role must apply for and hold a Working with Children Card.

"The Act" requires certain people, be they self-employed, paid employees, volunteers or unpaid people, who carry out child-related work to apply for a Working with Children (WWC) Card.

Work is "child related work" if the usual duties of the work involve, or are likely to involve, contact with a child in connection with any of the categories listed in this manual and on the WWC Check Fact sheet 1 - What is child-related work, available from the WWC Check website.

The fact that a person is a Rotarian only does not permit them to apply for a Working with Children Card. Rotarians must be engaged in or be proposed to be engaged in child-related work before they can apply for a Working with Children Card. Certain exemptions may also apply depending on the category of work.

Rotary clubs that have agreements with people who volunteer to be in child-related work in connection with the club are also required to ensure that these volunteers have a current WWC Card, or have a pending application for a WWC Card.

Rotary International has a zero-tolerance policy against abuse and harassment. Upon obtaining information that a club has failed to address an allegation against a member in connection with a Rotary-related youth program for violating applicable laws regarding the protection of youth, the RI Board may suspend or terminate the membership of the club in accordance with RI Bylaws section 3.030.4.

3.03 VOLUNTEER SELECTION AND SCREENING

A key element in any youth protection policy is the selection and screening of adult volunteers. As Rotary Districts in WA and their Rotary Clubs strive to select volunteers who demonstrate an interest in the programs and an aptitude for working with young people, they need a process for screening candidates to ensure that they pose no danger to the youth participants.

RI Board policy requires that all adults (both Rotarian and non-Rotarian) involved in the RYE program (which we would interpret to mean those who may have direct, unsupervised contact with youth through the Youth Exchange program), which may include, but is not limited to district and club committee members, host families, club counsellors, and others, must complete an application, interview, reference, and criminal background checks, and in the case of host families both announced and unannounced home visits must be completed both prior to and during the student placement in the host family home (RCOP, 41.060.16). While the background check that is conducted through the Working With Children Card application meets RI requirements for criminal background checks, and is a key component to offering an objective review of an applicant's record, the application, interview, and reference check offers the district the ability to subjectively review the applicant's record and make a determination of suitability to participate in the program, which may not be apparent from their criminal history record alone.

All Rotarians and Rotary Volunteers in Child Related Work must complete form 6 “Rotary Youth Volunteer Information and Declaration Form” as contained in this manual.

The Rotarian or Volunteer in child related work must also obtain a WWC Card and provide evidence of applying for the Working with Children Check within the statutory time frames ad provided for in the “Act”.

All references shall be thoroughly checked in accordance with Rotary International policies and any decision regarding the Rotarian or Volunteer minuted.

Additional screening and record keeping requirements apply for Host Families and Rotary Volunteers involved in the Rotary Youth Exchange Program. These are contained in Section 4 of this manual.

Reference Checks

Simply requesting references is not sufficient. Contact each reference by phone or in person, and ask a standard set of questions, such as:

- How long have you known this individual? In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve as a _____?
- Can you verify the dates of employment for the following individual?

Record the date of the interview and responses to each question, and keep this information with the volunteer’s application. Strong penalties for giving a false or misleading reference or information could apply under “The Act”.

Rotarian & Volunteer Training

Rotarian and Volunteer training is essential to an effective abuse and harassment prevention program. Refer to the *Rotary International Abuse and Harassment Prevention Training Manual and Leaders Guide* and the *Rotary Youth Exchange: A guide to Club and District Certification February 2006* for details.

Clubs shall develop an effective training program to ensure that Rotarians in Child Related Work are fully briefed on the requirements of this manual.

The District holds training sessions for Club Presidents and Club Protection Officers and it is critically important that these Rotarians attend these training sessions.

The Rotary Youth Exchange Program Committee hold a training session for Club Mentors and these training sessions must be attended by a club representative if your club is involved in the RYEP.

Volunteer Rejection

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 Children or Students 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 Child or Student 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 programs involving Children or Students provided they retain or obtain a WWC-Card. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position. Refer to Section 5 Incident Handling of this manual for greater detail.

“The Act” makes it an offence for a Rotarian or Volunteer who has a Negative Notice or an Interim Negative Notice to carry out “Child Related Work”.

3.04 RECOMMENDATIONS ON RUNNING A ROTARY PROGRAM

Risks exist to Rotarians and Volunteers who participate in any Rotary Programs involving children.

To minimise the risk of false claims or accusations unsupervised contact with a child or student is to be minimised or avoided wherever possible even when the person has a Working with Children Card.

It is **required** that all Rotary programs be designed and organised to minimise unsupervised contact with a child or student.

3.05 WHO REQUIRES A WORKING WITH CHILDREN CARD

Rotarians whose usual duties of work (in this case the voluntary activities conducted with children on behalf of Rotary) involve, or are likely to involve contact with a child, are required to apply for a WWC Check. Usual Duties of Work is considered to be equivalent to being "In an Appointed Role" and any Person in Child Related Work and in an appointed Role must apply for and hold a WWC Card.

'Contact with a child' includes any form of;

- physical contact
- oral communication, whether face to face, by telephone or otherwise, and
- electronic communication

It does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer.

The following persons are deemed to be in "Child Related Work" and are required to apply for a Working with Children Card as defined by the Act:

- Club Protection Officer (refer to Section 3.08 for exemptions)
- Counsellor for Inbound Exchange Student
- Counsellor for Outbound Exchange Student
- Host Father for Inbound Exchange Student
- Host Mother for Inbound Exchange Student
- Host Brother for Inbound Exchange Student if over 18 years old and residing at the same address
- Host Sister for Inbound Exchange Student if over 18 years old and residing at the same address
- Any Rotarian involved in child related work
- Any Volunteer involved in child related work
- Any Rotarian or Volunteer involved in an overnight camp or activity which involves working with children, regardless of the type of accommodation or how many children are involved.
- Mentoring, Counselling or other support services including telephone support for Children and Students.

Child Related Work is as defined in the "Act" and under definitions contained in section 1.01 of this manual.

No person over 18 shall be involved in an overnight camp for Children under 18 (such as RYPEN) unless they have an appointed role within the camp and possess a WWC Card.

Host Parents and their children living at home and who are over 18 years of age are considered to be in "Child Related Work" as they jointly provide for the student including transport. Each adult residing in the household will be the senior adult in charge of the wellbeing of the student at some point during the Hosting period. Refer to Section 6 Confirmation of Appointed Role of this manual for an overview of the responsibilities of Host Parents and their Adult Children. The RYE committee has a detailed manual of responsibilities for all Rotarians, Rotarians Spouses and Adult Children involved in the RYE program.

Any Rotarian providing regular transport for a child is undertaking "Child Related Work"

3.06 DISTRICT PROGRAMMES – WHO REQUIRES A WWC CARD

All District Youth Programmes involving youth under 18, such as RYPEN , RYEP, STEP, RYDA, NYSF, TSE, and INTERACT, shall ensure that all Committee Members and Volunteers over 18 years of age possess a Working with Children Card if they are in "Child Related Work". Some committee members who are in administrative roles only may not require a WWC Card.

Members of these committees who attend an overnight Camp are required to have a WWC Card.

All District Personnel in "Child Related Work shall complete form 6 as contained in this manual.

All RYE program members shall also conform to the requirements of Section 4 of this manual.

The Chairman of these committees shall conform with the reporting procedure to District as it applies to Rotary Clubs and the Club Protection Officer as outlined in this manual.

3.07 OCCASIONAL CONTACT

There are many instances of occasional contact between members of the public in particular and children or students involved in Rotary Youth Programs. Examples of this may be the local shopkeeper or a relative visiting the home of a Youth Exchange Student.

Rotary Clubs conducting youth programmes particularly which involve overnight stays must develop policies and safeguards to limit unsupervised access to any Child or Student by any member of the public who cannot produce a Working with Children Card.

Under “The Act” occasional contact does not require a Working with Children Card.

3.08 CLUB PROTECTION OFFICER

Rotarians of Rotary Clubs **cannot** participate in any youth programs unless their club has formally appointed a Club Protection Officer.

The Club Protection Officer shall be selected on merit and not be suspected of any activities as defined by Rotary International as Abuse or Harassment. The Club Protection Officer shall not be a Host Parent, Student Mentor, or a Director of Youth, New Generations or International Services within the Rotary Club. It is a position that the Club Service Director could fill. A Director of Youth, New Generations or International services may be the Protection Officer if such committees does not direct or otherwise participate in any youth programmes.

Every Club Protection Officer shall apply for and receive a “Working with Children Card” as defined under “The Act” if the Rotary Club is undertaking or participating in any youth programmes where its members are in “Child Related Work”.

Applying for a WWC Card

For the purposes of completing the Working with Children Check Application (refer to pages 17 and 18 of this manual) please note the following:

- In Part 5 - the category of child-protected work is 10 (support service) and applicant’s job title or role is Child Protection Officer.
- In Part 6 - the name of the employer/agency representative shall be that of the Club President.

The District Protection Officer shall be notified of the appointment of the Club Protection Officer by completing Form 2 (included in this manual) and forwarding this form to the District Protection Officer.

Duties

The duties of the Club Protection Officer include establishing the suitability of all the Rotarians and Volunteers involved in Youth Programmes undertaken by that Rotary Club.

It is the Club Protection Officer who has the responsibility to ensure that everyone in “Child Related Work” and requiring to be checked by “The Act” obtains a Working with Children Card.

Application forms are available from major post offices.

The Club Protection Officer shall enquire of any child or student within a Rotary Program such as youth exchange as to their well-being from time to time.

Where an incident of Child Abuse or Harassment is reported to the Club Protection Officer the procedures as contained in Section 5 of this manual shall be complied with by the Club Protection Officer or in their Absence a member of the Rotary Club Board.

Where the Club Protection Officer is concerned about the conduct of a Rotarian or Volunteer in the absence of any complaint the District Governor, Rotary Youth Exchange Chairperson or District Youth Protection Officer shall be notified of this concern.

The Club Protection Officer **shall** complete Form 1 the “Working with Children Record Keeping Sheet” as contained in section 8 of this manual and shall record the following information on Members and Volunteers of the Rotary Club:

- Name of Rotarian or Volunteer
- Position (Appointed Role)
- Participation in Projects involving Children under 18 – Yes/ No
- Unsupervised access to children under 18 – Yes/ No
- WWC Number (Number on WWC card if card is required by this manual otherwise N/A)
- Photocopy of Card Filed and Original Sighted – Yes/ No
- Expiry Date on Card (Cards are valid for 3 years from date of issue unless revoked)
- Dates Validity of card checked. (State Date)

The Record Keeping Sheet **shall** record the names of all Rotarians of the Club.

The Record Keeping Sheet **shall** also record the names of all Non Rotarian Volunteers who are appointed or invited by the Rotary Club to participate in any Rotary Youth Program including non-Rotarians and their spouses and partners who host students for activities or outings or who might drive students to events or functions.

If your Club is involved in Rotary Youth Exchange the names of all Host Family members and other adult residents over 18 living at the same location as the student **shall** be recorded.

It should be noted that most Rotarians who work within a committee structure and who do not undertake child-related work and are in an appointed role will be exempt from requiring to apply for a “Working with Children Card”.

A photocopy of each required “Working with Children Card” shall be kept by the Club Protection Officer and filed with the “Working with Children Record Keeping Sheet” and made available to the Board of that Rotary Club or District Protection Officer when requested.

The validity of each required “WWC-card” should be checked every 6 months by visiting the <http://www.checkwwc.wa.gov.au/default.htm> website and entering the reference number. The date Validity is checked must be entered on the Record Keeping sheet.

A copy of the “Working with Children Record Keeping Sheet” must be presented to the Club Board and noted in the board minutes as approved or not approved subject to changes at maximum 6 monthly intervals. (July and January every Rotary year).

Any Rotary Club which hosts a Student under the Youth Exchange Program shall ensure that the Club Protection Officer undertakes the following additional duties:

- The Host Rotary Club Protection Officer should introduce themselves to the student, and indicate very clearly that the student should regard the Club Protection Officer as his/her confidant.
- If any problems arise at school, with the host family, or with the Mentor in regards to sexual harassment or abuse, the student should inform immediately the Club Protection Officer who will take immediate steps to move the student to an appropriate safe environment. Refer to Section 5 of this Manual.
- Ensure requirements of Section 4 of this manual are complied with.

3.09 PRIVACY AND CONFIDENTIALITY

“The Act” requires that all information about a person’s criminal history must be strictly confidential, stored securely (e.g. lockable filing cabinet or similar) and used only for the purpose of a Working with Children Check.

There are strong penalties for people who breach the confidentiality requirements of “The Act” .

Rotary International requires each Rotary Club to ensure that all records are maintained and retained and establish procedures for confidentiality and limited access.

For Club Programmes all Records relating to WWC Cards and Compliance Forms 1, 2 and 3 shall be retained by the Rotary Club, in a secure place, and must be kept in perpetuity.

For all District Programs all Records relating to WWC-Cards and Forms 2 and 3 must be kept in perpetuity at the designated Rotary District Office.

3.10 MANDATORY REPORTING PROCEDURES

To conform to the Requirements of Rotary International and to ensure that Rotary Clubs who have members and Volunteers who are in “Child Related Work” conform with “The Act” and this manual the following reporting procedure must be complied with.

The Board of each Rotary Club must ensure that these documents and notifications are correctly completed and that statements made are true.

Serious Legal consequences could occur if an instance of Abuse or Harassment Occurs and your Club has failed to ensure compliance with “The Act” or if compliance has been falsely claimed. Please refer to Section 7 of this manual for further details.

Conformity Statement

The President of the Rotary Club shall complete the conformity statement, Form 3 included in Section 8 of this manual, certifying that the Rotary Club Conforms with this manual “District 9455 Working with Children Manual” and forward this certification to the District Protection Officer within 14 days of the Club changeover to enable participation in youth programmes during that Rotary year.

Notification of Appointment of Club Protection Officer

The District Protection Officer shall be notified of the application for a WWC Card by the Club Protection Officer by completing Form 2 included in Section 8 of this manual within 7 days of the application being lodged.

If the Rotarian possesses a WWC card, a photocopy of the card together with the completed Form 2 shall be forwarded, within 7 days of the appointment of this officer, by the Rotary Club to the District Protection Officer.

3.11 FILLING IN WWC APPLICATION FORM

Parts 1-4 Details of applicant

Fill in Parts 1-4 with your personal details

Part 5 – Child Related Employment Details

When filling in Part 5 of the form it is important to note the following:

CATEGORY

- 04 – Coaching a Private Tuition
- 05 – **Hosting of Student** (RYE Program)
- 10 – **Child Protection Officer, Mentor**
- 12 – **Rotary Volunteer**
- 15 – **Overnight Camp** (RYPEN, YEP Safari etc.)
- 16 – Transport Service (picking up student or child on regularly)
- 18 – Children’s Entertainment (Father Christmas or similar)

JOB TITLE

Try to be specific to avoid calls from the Working with Children Screening Unit. Description must match the category selected in this section (ie 05 = Hosting) and generally as follows:

- Host Parent (Category 05)
- Child Hosting Volunteer (Category 05)
- Child Protection Officer (Category 10)
- Manager Youth Programmes (Category 12)
- Volunteer Youth Worker (Category 12)
- Camp Manager (Category 15)
- Camp Volunteer (Category 15)

[\(Refer to Section 6 for details of Appointed Roles\)](#)

NAME OF ORGANISATION

Rotary Club of _____
 Rotary District 9455
 (for District Personnel only)

ORGANISATION’S PHONE

Club Contact Number
 District contact number
 (Chairman of Committee)

Part 6 – Details of Employer or Agency

When filling in Part 6 of the form it is important to note the following:

NAME OF REPRESENTATIVE

Actual name of one of following

- Club President
- Club Secretary
- District Governor
- Club Protection Officer
- District Protection Officer

POSITION OF REPRESENTATIVE

Position of persons name as noted above

- Club President
- Club Secretary
- District Governor
- Club Protection Officer
- District Protection Officer

Applicant and representative cannot be one and same

Part 6: Details of the Employer or Agency

Self employed people, Managerial Officers of body corporates that hold a child care license and people with an exemption letter do not complete this Part.

Name of Employer/Agency Representative (this person must sign the Employer Declaration in Part 7)

Position of Employer/Agency Representative

Street Address of Employer/Agency Representative (must be an Australian address)

Unit Number/Street Number/Street Name (with a gap between words)

Suburb/Town/Locality State Postcode

Postal Address of Employer/Agency Representative (must be an Australian address)

This is also the position and address to which your notice will be sent if your organisation has arranged for notices to go to a central location

Same address as above

Position to whom your notice will be sent

Unit Number/Street Number/Street Name/PO Box (with a gap between words)

Suburb/Town/Locality State Postcode

POSITION TO WHOM
Club Protection Officer
 Or
District Protection Officer
(for District Personnel only)

ADDRESS FOR NOTICES
Club Postal Address
 Or
PO Box 6037
East Perth WA 6892
(for District Personnel only)

STREET ADDRESS CLUB
Actual meeting address of Rotary Club
 Or
1st Floor, 110 William Street
Perth WA 6000
(for District Personnel only)

Part 7 - Employer Declaration

Form must be signed by person whose name appears in Part 6 as **Name of Employer**

Refer to Section 7.01 of this manual for penalties regarding false declarations

SECTION 4 - ROTARY YOUTH EXCHANGE PROGRAM REQUIREMENTS

Rotary Youth Exchange Program has developed guidelines and procedures, which have greater compliance requirements than those required under the Western Australian “Working with Children (Criminal Record Checking) Act 2004” (**The Act**)

This section outlines these requirements only as they relate to certification and the requirements of Rotary International.

Procedure Manuals and other advice are supplied by the District Rotary Youth Exchange Chairperson and their committee and all questions regarding issues other than as outlined in this manual should be directed to that committee.

4.01 CLUB PROTECTION OFFICER DUTIES

The Club Protection Officer shall ensure that the requirements of this section are complied with if the Club is participating in the Rotary Youth Exchange Program.

The Club Protection Officer shall also ensure the following forms are completed and presented to the Board of the Rotary Club.

- Form 4.1 and 4.2 - RYE Host Family Selection Guide
- Form 5.1 and 5.2 - YEP Mentor Selection Guide
- Form 6 - RYE Rotary Youth Volunteer Information and Declaration Form
- Form 7.1 and 7.2 - RYE Host Parent Information and Declaration Form
- Form 8.1 and 8.2 - Inbound and Outbound Check List

The Club Protection Officer shall also complete the following and submit to the District Protection Officer by the End of April

- Form 9 - Club Protection Officer Check List and Declaration
-

All Forms referred to in this Section are included in Section 8 of this Manual

4.02 RYE VOLUNTEER SELECTION AND SCREENING

The Rotary Club shall maintain a register of Rotarians who have received a Working with Children Card as required by this manual (refer to section 3.08).

Rotary Clubs shall keep records of all forms as required by this manual (refer to sections 3.08 and 3.10) and as outlined below. Refer to section 3.09 regarding storage of these records.

All Rotary volunteers interested in participating in the District 9455 Youth Exchange Programs and who are in Child Related Work must meet the following requirements:

- Apply for and obtain a Working with Children Card.
- 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 abuse or harassment from working with youth in a Rotary context. If an individual is accused of 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).

- **The person must be a holder of a WWC Card.**
- Understand and comply with RI and District policies for youth programmes.
- Complete Form 6 - Rotary Youth Information and Declaration Form.

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 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 well-being.
- Host families must complete a written application RYE Form 7.1 which includes three references.
- 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.
- Single parent hosting is not generally recommended however should be determined on the particular circumstances.

Rotarian Counsellor must meet the criteria for all volunteers, as well as the following:

- Counsellor must not be a member of the student's host family.
- Counsellor must be trained in responding to a variety of problems or concerns that may arise during the exchange, including instances of abuse or harassment.
- Counsellor shall complete Form 6 - Rotary Youth Information and Declaration Form.

4.03 CLUB COMPLIANCE

District 9455 will monitor all participating clubs within the district and ensure that they comply with "The Act", this manual and RI guidelines for abuse and harassment prevention.

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 9455 and RI policies.(Refer to Section 3.10 and section 4 of this manual)
- Ensure all Rotarians Rotary Spouses and Rotary Volunteers if in Child Related Work obtain a Working with Children Card. (Refer to Form 1 of this manual and section 3.05)
- 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 Reporting Guidelines as outlined in Section 5.03 of this manual.
- Prohibit direct placement of students outside of the District 9455 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 pre-screened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, mentor, suicide and rape crisis hotlines, etc.
- Ensure that the host mentor for each student is not a member of the student's host family.
- Ensure that the host mentor 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 or attend mandatory training on abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians as conducted by the District Rotary Youth Exchange Committee.
- 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 mentor 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.
- Appoint a club (youth) protection officer. (Refer to section 3.08)
- Ensure that long-term exchange students have multiple host families. Place students in two or more successive host families on long-term exchanges.
- Prohibit volunteers in an appointed role from having unsupervised contact with students until they apply for a Working with Children Card.
- Applications for a Working with Children Check (Card) must be made within 5 days of the appointment of the Volunteer.

4.04 EMERGENCY CONTACT DETAILS

Each Club shall provide each RYE student with comprehensive contact information for the following:

Inbound Student:

Host District Governor, Host District RYE Chair, Host District RYE Placement Officer, Host Club President, Host Club Counsellor, State Emergency Number (Police, Ambulance, Fire).

Outbound Student:

Sponsor District Governor, Sponsor District RYE Chair, Sponsor Club President and Sponsor Club Counsellor.

SECTION 5 - INCIDENT HANDLING

5.01 ABUSE AND HARASSMENT

District 9455 is committed to protecting the safety and well-being of all youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines.

The safety and well-being of young people must always be the first priority.

5.02 ALLEGATION REPORTING GUIDELINES

Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

Receive the report.

- Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.
- Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it doesn't happen to others.
- Get the facts, but don't 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 present the story to the proper authorities.
- Be nonjudgmental and reassure. 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 the situation was not his or her fault and that it was brave and mature to come to you.
- Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what he or she told you.
- Request that the young person read and sign the written record of the conversation.

Protect the young person.

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

Avoid gossip and blame.

Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation.

Do not challenge the alleged offender.

Don't 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 Governor is responsible for follow-through and will contact the alleged offender after the young person has been moved to a safe environment. The District Governor may designate this task to a District Youth Protection Officer or District RYE Committee.

5.03 REPORTING GUIDELINES

Immediately report all cases of sexual abuse or harassment to the District Governor and or District Chairman of Youth Protection and/or District Chairman of Youth Exchange.

The receiving District Officer of the allegation shall report the allegations first to the appropriate law enforcement authorities for investigation and then to the club and district leadership for follow-through.

Contact numbers are as follows:

Police 24 hour Assistance State-wide (Non-Emergency): Tel 131444

Working with Children Screening Unit: Tel 1800 883 979

District 9455 officers will cooperate with police or legal investigations.

5.04 FOLLOW THROUGH PROCEDURES

Either the district youth programs chair or district youth protection officer must ensure that the following steps are taken immediately after an abuse allegation is reported:

1. Confirm that the youth program participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser.
2. If law enforcement agencies will not investigate, the district youth protection officer and/or Youth Program Chairman or district review committee should coordinate an independent review of the allegations.
3. Ensure that the student receives immediate support.
4. Offer the young person an independent, non-Rotarian Mentor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
5. Contact the student's parents or legal guardian. If the student is away from home, the student and his or her parents should decide whether to stay in country or return home. If the student stays in country, written authorization from the student's parents or legal guardian is required. If the student and the student's parents choose for the student to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the student leaving the country.
6. Remove alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
7. Cooperate with the police or legal investigation.
8. Inform the district governor of the allegation. Either the district governor, district youth protection officer, or other district youth program chair must inform RI of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.
9. After the authorities have completed their investigation, the district must follow through to make sure the situation is being addressed. Specifically, District 9455 will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

5.05 POST ALLEGATION REPORT CONSIDERATIONS

Responding to the needs of the youth program participant

District 9455 will adopt a cohesive and managed team approach to supporting a young person after an allegation report. The youth program participant is likely to feel embarrassed or confused and may become withdrawn.

After a report of harassment or abuse, students may have mixed feelings about remaining on their exchange. If they do choose to stay, they may or may not want to continue their relationship with their hosting Rotary club. In some cases, a student may wish to remain in country but change to a different host club.

Although club members and host families may have trouble understanding how the student is feeling, the student would find it helpful to know that the club continues to be reassuring and supportive.

Club members and host families may feel ambivalent about their roles and unclear about their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.

Addressing issues within the club

When addressing an allegation of abuse or harassment, the most important concern is the safety of youth.

Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must not become involved in investigations.

Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and 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.

SECTION 6 - CONFIRMATION OF APPOINTED ROLE

6.01 PROBLEMS WITH APPLICATIONS FOR A WWC CARD

Rotarians have demonstrated a lack of understanding of compliance issues regarding the “Working with Children (Criminal Record Checking) Act 2004” (**The Act**)

During the 2010-11 Rotary Year over 200 applications for a Working with Children Card have been rejected because the applicant failed to demonstrate they were in Child Related Work and in an Appointed Role.

Given the high number of rejections it is apparent that the Working with Children Screening Unit is targeting Rotary and any similar organization which has a large volunteer membership.

The aim of the Confirmation of Appointed Role forms as contained in this section is to quantify the responsibilities of the appointment and provide the necessary information to the Rotarian or Rotary Volunteers to enable them to respond to questions from the Working with Children Screening Unit who administer “The Act”.

Clubs shall develop an effective training program to ensure that Rotarians in Child Related Work are full briefed on the requirements of this manual.

Unless applicants for a WWC Card fully understand their role (appointed Role) the extent of their duties and why they require a Working with Children Card there is a strong likelihood that their application for a WWC Card will be rejected.

It is critically important that applications for a WWC Card be made in accordance with the details contained in this manual.

The Confirmation of Appointed Role provides the following:

Job Title

Duties

Period of Appointment

Working with Children Card Requirement Outline

Rotary Clubs are encouraged to use these confirmation of appointment forms with all Rotarians Rotary Spouses and Rotary Volunteers who are determined to require a WWC Card.

6.02 STATEMENT OF APPOINTED ROLE

Each confirmation of appointed role certificate contains a statement similar to the following.

The Board of the Rotary Club has determined that the applicant will require a Working with Children Card as in their appointed role their usual duties will involve working with children and will include physical contact, oral communication (including by telephone) and or electronic communication with a Child on more than five days during the period of their appointment.

In issuing this confirmation the board or club president must determine (reasonably) that the applicant will be or is in Child Related Work as outlined in section 3.05 of this manual (Refer also to Section 7 Penalties).

There are eight certificates included in this section.

These are:

- **Manager Youth Programmes** – Suitable for New Generations Director and International Director.
- **Volunteer Youth Worker** – Suitable for members of the Rotary Club who belong to the New Generations and International Committees.
- **Host Parent** – Suitable for Rotary Member or their Spouse who are Hosting a RYE or other Student from any Club or District Youth Program.
- **Child Hosting Volunteer** – Suitable for any Adult over 18 residing at the same address as a RYE or other Student in a support role to the Host Parents.
- **Camp Manager** – Suitable for RYPEN Director or NYSF Director.

- **Camp Volunteer** – Suitable for a member of the RYPEN committee RYPEN Facilitator Team or NYSF Hosting Volunteer.
- **Club Protection Officer** – Suitable for Club Protection Officer and Club Youth Exchange Mentor.
- **District Rotary Volunteer** - Suitable for all District Personnel or Non Rotary Volunteer in Child Related Work



CONFIRMATION OF APPOINTMENT

District 9455

Rotary club of hereby appoints

Rotarian in the role of **MANAGER YOUTH PROGRAMS**

Duties:

To be an active member of the Rotary Club and to volunteer your services as agreed in the area of Rotary Youth Projects as undertaken by this Rotary Club. Your Duties include managing all members of your committee, reporting to the board monthly and playing an active role in the organising, management, transporting, interviewing and hosting of students or children on a day basis or overnight in the Clubs Youth Programmes, which include any or all of the following:

Camp Opportunity, Rotary Youth Leadership Award (RYLA), Rotary Youth Program of Enrichment (RYPEN), National Youth Science Forum, Science Experience, Model United Nations Assembly, Storm in the Stage, Interact, Rotaract, Rotary Youth Exchange, Short Term Exchange Program, Roadsafe Youth Driving Awareness (RYDA) and any other youth project or program that the board of the Rotary Club determines is a project or program being supported during the period of your appointment.

Your duty extends to safeguarding to the best of your ability the welfare of and to preventing the physical, sexual, or emotional abuse of children and young people with whom you come into contact in your role as a Manager Youth Programmes.

Period of Appointment: **July 20 until June 20** unless terminated by the Board

Working with Children – Category 12

The Board of the Rotary Club has determined that you will require a Working with Children Card as in your appointed role as Manager Youth Programs your usual duties will involve working with children, and will include physical contact, oral communication (including by telephone) and or electronic communication with a Child on more than five occasions on five days during the period of your appointment.

A copy of your WWC card or receipt from the application form shall be supplied to the Club Protection Officer within five days of this appointment.

Signed:

.....
Club President

.....
Club Secretary

Date:



CONFIRMATION OF APPOINTMENT

District 9455

Rotary club of _____ hereby appoints

Rotarian _____ in the role of **VOLUNTEER YOUTH WORKER**

Duties:

To be an active member of the Rotary Club and to volunteer your services as agreed in the area of Rotary Youth Projects as undertaken by this Rotary Club. Your Duties include managing all members of your committee, reporting to the board monthly and playing an active role in the organising, management, transporting, interviewing and hosting of students or children on a day basis or overnight in the Clubs Youth Programmes, which include any or all of the following:

Camp Opportunity, Rotary Youth Leadership Award (RYLA), Rotary Youth Program of Enrichment (RYPEN), National Youth Science Forum, Science Experience, Model United Nations Assembly, Storm in the Stage, Interact, Rotaract, Rotary Youth Exchange, Short Term Exchange Program, Roadsafe Youth Driving Awareness (RYDA) and any other youth project or program that the board of the Rotary Club determines is a project or program being supported during the period of your appointment.

Your duty extends to safeguarding to the best of your ability the welfare of and to preventing the physical, sexual, or emotional abuse of children and young people with whom you come into contact in your role as a Volunteer Youth Worker.

Period of Appointment: **July 20 until June 20** unless terminated by the Board

Working with Children – Category 12

The Board of the Rotary Club has determined that you will require a Working with Children Card as in your appointed role as Volunteer Youth Worker your usual duties will involve working with children, and will include physical contact, oral communication (including by telephone) and or electronic communication with a Child on more than five occasions on five days during the period of your appointment.

A copy of your WWC card or receipt from the application form shall be supplied to the Club Protection Officer within five days of this appointment.

Signed:

_____ Club President

_____ Club Secretary

Date: _____



CONFIRMATION OF APPOINTMENT

District 9455

Rotary club of hereby appoints

Rotarian or Rotary Volunteer in the role of **HOST PARENT**

Duties:

To be an active member or Rotary Volunteer of the Rotary club and to volunteer your services for the agreed period in the area of Student Hosting.

Your Duties include the care for the student and looking after his/her wellbeing in the same way as if the student was one of your own sons or daughters; to provide room and board for the student and include him/her in all the family activities. To monitor the student’s school and leisure activities, ensuring that problems are recognized and minimised and to ensure you conform to the requirements of the district youth exchange program’s Host Families Manual.

Your responsibilities are also to ensure that the student does not at any time to the best of your ability violate any laws, possess or use illegal drugs, illegal consume alcoholic beverages, drive a motorized vehicle, or obtaining a tattoo or body piercing and attends school regularly and make an honest attempt to succeed.

Your duty extends to safeguarding to the best of your ability the welfare of and to preventing the physical, sexual, or emotional abuse of the student you are hosting.

Period of Appointment: **July 20 until June 20** unless terminated by the Board

Working with Children – Category 05

The Board of the Rotary Club has determined that you will require a Working with Children Card as in your appointed role as Host Parent your usual duties will involve working with children, and will include physical contact, oral communication (including by telephone) and or electronic communication with a Child on more than five occasions on five days during the period of your appointment.

A copy of your WWC card or receipt from the application form shall be supplied to the Club Protection Officer within five days of this appointment.

Signed:

.....
Club President

.....
Club Secretary

Date:



CONFIRMATION OF APPOINTMENT

District 9455

Rotary club of _____ hereby appoints

Rotarian or Rotary Volunteer _____ in the role of

CHILD HOSTING VOLUNTEER

Duties:

As a Rotary Volunteer of the Rotary club you have agreed to volunteer your services for the agreed period as a Child Hosting Volunteer. Your Duties include the care for the student and looking after his/her wellbeing in the same way as if the student was one of your family members and to include him/her in all the family activities. You also agree to conform with the requirements of the district youth exchange program’s Host Families Manual and to assume the responsibilities and duties of Host Parent when you are the senior adult present when caring for the student in your role as Child Hosting Volunteer.

Your responsibilities are also to ensure that the student does not at any time to the best of your ability violate any laws, possess or use illegal drugs, illegal consume alcoholic beverages, drive a motorized vehicle, or obtaining a tattoo or body piercing and attends school regularly and make an honest attempt to succeed.

Your duty extends to safeguarding to the best of your ability the welfare of and to preventing the physical, sexual, or emotional abuse of the student you are hosting.

Period of Appointment: **July 20 until June 20** unless terminated by the Board

Working with Children – Category 05

The Board of the Rotary Club has determined that you will require a Working with Children Card as in your appointed role as Child Hosting Volunteer your usual duties will involve working with children, and will include physical contact, oral communication (including by telephone) and or electronic communication with a Child on more than five occasions on five days during the period of your appointment.

A copy of your WWC card or receipt from the application form shall be supplied to the Club Protection Officer within five days of this appointment.

Signed:

_____ Club President

_____ Club Secretary

Date: _____



District 9455

CONFIRMATION OF APPOINTMENT

Rotary club of hereby appoints

Rotarian or Rotary Volunteer in the role of

CLUB PROTECTION OFFICER / CLUB STUDENT MENTOR

Duties:

To be an active member of the Rotary club and to volunteer your services as agreed in the area of Rotary Club Protection Officer or as a Mentor. Your Duties include ensuring the wellbeing of all participants within the Clubs Youth Programs from time to time and ensuring the requirements of the District Working with Children Manual are complied with.

As Club Protection Officer your responsibilities extend to ensuring that all reports are completed in a timely fashion and that the Board of the Rotary Club is advised on all matters relating to compliance with the Working with Children District Manual.

If a Student Mentor, your responsibilities include carrying out such duties as are set out in the District Youth Exchange Student Mentor Manual, gain the student’s confidence and respect and to be in a position to provide assistance and advice.

Your duty extends to safeguarding to the best of your ability the welfare of and to preventing the physical, sexual, or emotional abuse of children and young people with whom you come into contact in your role.

Period of Appointment: **July 20 until June 20** unless terminated by the Board

Working with Children – Category 10

The Board of the Rotary Club has determined that you will require a Working with Children Card as in your appointed role as Club Protection Officer or Club Student Mentor your usual duties will involve working with children, and will include physical contact, oral communication (including by telephone) and or electronic communication with a Child on more than five occasions on five days during the period of your appointment.

A copy of your WWC card or receipt from the application form shall be supplied to the Club Protection Officer within five days of this appointment.

Signed:

.....
Club President

.....
Club Secretary

Date:

.....



District 9455

CONFIRMATION OF APPOINTMENT

DISTRICT hereby appoints

Rotarian in the role of

CAMP MANAGER

Duties:

To be an active member of the District New Generations Committee and to volunteer your services as agreed in the area of Rotary Youth Projects as undertaken by this Committee. Your Duties include managing all members of your committee, reporting to the board monthly and playing an active role in the in all aspects of organizing and managing the Camp including, transporting, interviewing, and hosting of students overnight in the Districts Youth Camp Programmes which include any or all of the following - Rotary Youth Program of Enrichment, National Youth Science Forum, and any other youth project or program that the District Board determines is a project or program being supported during the period of your appointment.

Your duty extends to safeguarding to the best of your ability the welfare of and to preventing the physical, sexual, or emotional abuse of children and young people with whom you come into contact in your role as a Camp Manager.

Period of Appointment: **July 20 until June 20** unless terminated by the Board

Working with Children – Category 15

The District Board has determined that you will require a Working with Children Card as in your appointed role as Camp Manager your usual duties will involve working with children, and will include physical contact, oral communication (including by telephone) and or electronic communication with a Child on more than five occasions on five days during the period of your appointment.

A copy of your WWC card or receipt from the application form shall be supplied to the District Protection Officer within five days of this appointment.

Signed:

.....
New Generation Director

.....
Program Chair

Date:



CONFIRMATION OF APPOINTMENT

District 9455

DISTRICT _____ hereby appoints

Rotarian or Rotary Volunteer _____ in the role of

CAMP VOLUNTEER

Duties:

To be an active member of the District New Generations Committee and to volunteer your services as agreed in the area of Rotary Youth Projects as undertaken by this Committee. Your Duties include assisting the manager and playing an active role in all aspects of the Camp including, transporting, interviewing, and hosting of students overnight in the Districts Youth Camp Programmes which include any or all of the following;

Rotary Youth Program of Enrichment, National Youth Science Forum, and any other youth project or program that the District Board determines is a project or program being supported during the period of your appointment.

Your duty extends to safeguarding to the best of your ability the welfare of and to preventing the physical, sexual, or emotional abuse of children and young people with whom you come into contact in your role as a Camp Volunteer.

Period of Appointment: **July 20 until June 20** unless terminated by the Board

Working with Children – Category 15

The District Board has determined that you will require a Working with Children Card as in your appointed role as Camp Volunteer your usual duties will involve working with children, and will include physical contact, oral communication (including by telephone) and or electronic communication with a Child on more than five occasions on five days during the period of your appointment.

A copy of your WWC card or receipt from the application form shall be supplied to the District Protection Officer within five days of this appointment.

Signed:

New Generation Director

Program Chair

Date: _____



CONFIRMATION OF APPOINTMENT

District 9455

DISTRICT _____ hereby appoints

Rotarian or Rotary Volunteer _____ in the role of

DISTRICT ROTARY VOLUNTEER

Duties:

To be an active member of the District and to volunteer your services as agreed in the area of Rotary Youth Projects as undertaken by this District. Your Duties include playing an active role in the organizing, management, transporting, interviewing, and hosting of students or children on a day basis or overnight in the District Youth Programmes which include any or all of the following:

Camp Opportunity, Rotary Youth Leadership Award, Rotary Youth Program of Enrichment, National Youth Science Forum, Science Experience, Model United Nations Assembly, Storm in the Stage, Interact, Rotaract, Rotary Youth Exchange, Short Term Exchange Program, Roadsafe Youth Driving Awareness and any other youth project or program that the board of the District determines is a project or program being supported during the period of your appointment.

Your duty extends to safeguarding to the best of your ability the welfare of and to preventing the physical, sexual, or emotional abuse of children and young people with whom you come into contact in your role as a Volunteer Youth worker.

Period of Appointment: **July 20** **until June 20** unless terminated by the Board

Working with Children – Category 12

The Board of the District has determined that you will require a Working with Children Card as in your appointed role as Volunteer Youth Worker your usual duties will involve working with children, and will include physical contact, oral communication (including by telephone) and or electronic communication with a Child on more than five occasions on five days during the period of your appointment.

A copy of your card or receipt from the application form shall be supplied to the District Protection Officer within five days of this appointment.

Signed:

New Generation Director

Program Chair

Date: _____

SECTION 7 - PENALTIES FOR NON COMPLIANCE

This section of the manual contains information which is reproduced from the RI Code of Policies and the Working with Children Website.

This Section does not provide a complete range of penalties nor should it be relied upon as being accurate for any purpose other than as an outline of penalties known to the authors of this Manual.

The intention of this Section is only to make Rotarians aware of a Range of Penalties that could apply if the requirements of "The Act" and RI Legislation are not complied with.

7.01 ROTARY INTERNATIONAL

Failure to Comply with Youth Protection Laws

Upon obtaining information that a club has failed to address an allegation against a member in connection with a Rotary-related youth program for violating applicable law regarding the protection of youth, the board may suspend or terminate the membership of the club in accordance with RI Bylaws section 3.030.3. *(June 2007 Mtg., Bd. Dec. 226)*

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' spouse, 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. *(November 2006 Mtg., Bd. Dec. 72)*

Sexual Abuse and Harassment Prevention

All Rotarians, clubs and districts should follow the statement of conduct for working with youth and RI guidelines for abuse and harassment prevention established by the general secretary. The guidelines include the following requirements:

1. RI has a zero-tolerance policy against abuse and harassment.
2. An independent and thorough investigation must be made into any claims of sexual abuse or harassment.
3. Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
4. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy.
5. A 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. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. **(Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian, the RI Board will take steps to have the Rotarian's membership terminated, including action to terminate the club's charter for failure to comply).**
6. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. A person who is accused but 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. *(November 2006 Mtg., Bd. Dec. 72)*

7.02 APPLICATION FOR WORKING WITH CHILDREN CHECK

The Employer in signing the application for a Working with Children Check commits an offence if he signs the declaration knowing that the applicant is not in Child Related Work

The Board of a Rotary Club which has a policy that all members must be holders of a Working with Children Card may be committing an offence under the “Act”.

Excerpt from the Working with Children (Criminal Record Checking) Act of 2004

Part 4 — General

35. False or misleading information

A person must not give information for the purposes of this Act that the person knows to be false or misleading in a material particular to

- a) a person who employs, or proposes to employ, the person in child-related employment; or
- b) the CEO; or
- c) if the person is a student, the person’s education provider.

Penalty: a fine of \$24 000 and imprisonment for 2 years.

(CEO means the Chief Executive Officer of the Department)

7.03 WORKING WITH CHILDREN – THE “ACT”

Excerpt from the Working with Children (Criminal Record Checking) Act of 2004

Part 2 — Assessment notices and negative notices

Division 5 — Prohibitions relating to child-related work

22. Employers not to employ certain people in child-related employment

(1) In this section —

employer means a person who employs, or proposes to employ, another person in child-related employment.

(2) An employer must not employ a person in child-related employment if —

- (a) The employer —
 - (i) is aware of a Class 1 offence or a Class 2 offence of which the person has been convicted; or
 - (ii) is aware that the person has a pending charge in respect of a Class 1 offence or a Class 2 offence; and

(b) The person does not have a current assessment notice and has not made an application for an assessment notice that is pending.

Penalty: a fine of \$60 000 and imprisonment for 5 years.

(3) An employer must not employ a person in child-related employment if the employer is aware that a negative notice or an interim negative notice has been issued to the person and is current.

Penalty: a fine of \$60 000 and imprisonment for 5 years.

(4) An employer must not employ a person in child-related employment in connection with a child care service if the person does not have a current assessment notice and has not made an application for an assessment notice that is pending.

Penalty: a fine of \$12 000 and imprisonment for 12 months.

(5) An employer must not employ a person in child-related employment if the employer is aware that the person has withdrawn an application for an assessment notice.

Penalty: a fine of \$12 000 and imprisonment for 12 months.

(6) An employer must not employ a person in child-related employment if —

- (a) the person has been employed by the employer in that employment for more than 5 days in a calendar year; and
- (b) the person does not have a current assessment notice and has not made an application for an assessment notice that is pending.

Penalty: a fine of \$12 000 and imprisonment for 12 months.

(7) Subsection (6) does not apply in relation to the employment of a person if subsection (2), (3), (4) or (5) applies in relation to that employment.

(8) A person charged with an offence under this section may be convicted of another offence under this section if that offence is established by the evidence.

23. People issued with negative notice or interim negative notice not to carry out child-related work

If a negative notice or an interim negative notice has been issued to a person and is current, the person must not

- (a) be employed in child-related employment; or
- (b) carry on a child-related business.

Penalty: a fine of \$60 000 and imprisonment for 5 years.

24. People without current assessment notice not to carry out child-related work

A person who does not have a current assessment notice must not —

- (a) be employed in child-related employment; or
- (b) carry on a child-related business.

Penalty: a fine of \$60 000 and imprisonment for 5 years.

Part 3 — Changes in criminal record and criminal record checks

Division 1 — Relevant changes in criminal record

30. Relevant change in criminal record of people carrying on child-related business

A person carrying on a child-related business must give the CEO written notice of a relevant change in the person's criminal record as soon as is practicable after the change occurs.

Penalty: a fine of \$60 000 and imprisonment for 5 years.

31. Relevant change in criminal record of other people

(1) This section applies to a person if —

- (a) the person has a current assessment notice and is not employed in child-related employment or carrying on a child-related business; and
- (b) there has been a relevant change in the person's criminal record since the assessment notice was issued to the person.

(2) A person to whom this section applies must not be employed in child-related employment or carry on a child-related business unless —

- (a) the person has been issued with a further assessment notice; or
- (b) the person has applied for a further assessment notice and the application is pending.

Penalty: a fine of \$60 000 and imprisonment for 5 years.

(3) A person to whom subsection (2) (b) applies who is offered child-related employment must give the person's proposed employer written notice that —

(a) there has been a relevant change in the person's criminal record since the person's current assessment notice was issued; and

(b) the person has applied for a further assessment notice and the application is pending.

Penalty: a fine of \$60 000 and imprisonment for 5 years.

(4) A person to whom this section applies must give written notice to the CEO of a relevant change in the person's criminal record as soon as is practicable after the change occurs.

Penalty: a fine of \$60 000 and imprisonment for 5 years.

7.04 WORKING WITH CHILDREN – LIST OF OFFENCES

A list of Class 1 and Class 2 offences is available from the Working with Children Website

<http://www.checkwwc.wa.gov.au/checkwwc/Publications+and+Forms/Legislation.htm>

SECTION 8 - FORMS

8.01 FORM 1

Form 1 is a record keeping form for use by the Rotary Club in managing compliance with this manual and “The Act”.

All Rotarians who are members of the Club shall be listed on Form 1 as shall all Rotary Spouses and Rotary Volunteers who are in “Child Related Work”.

The Club Protection officer shall determine which Persons listed on Form 1 require a WWC Card. (Refer to Section 3.08 of this manual)

8.02 FORM 2

Form 2 is a notification form of the appointment of a Club Protection Officer and must be forwarded to the District Protection officer within 7 days of the appointment being made.

(Refer to Section 3.10 of this manual)

8.03 FORM 3

Form 3 is a certification that the Rotary club conforms to the requirements of this manual.

This form is to be forwarded within 14 days of changeover to the District Protection Officer Refer to Section 3.10 of this manual.

Penalties apply under the “Act” if a person is in Child related Work and is not the holder of a WWC Card. Refer to Penalties Section 7.02 Part 22 (4) and Part 22 (6).

8.04 FORM 4 - RYE

Form 4 is a record of the interview of a Potential Host Families and record of the suitability of the Home.

8.05 FORM 5 - RYE

Form 5 is a record of interview of a potential Club Counsellor.

8.06 FORM 6 - RYE

Form 6 is an Information and Declaration Form to be completed by all Club and District Members in Child Related Work. Form 7 for RYE program members is an alternative to this form.

8.07 FORM 7 - RYE

Form 7 is an Information and Declaration Form including references, for all Host Parents District Committee Members and Club mentors of the RYE program.

8.08 FORM 8 - RYE

Form 8 is a checklist of compliance for Inbound and Outbound Rotary Youth Exchange Students and Club Counsellors.

8.08 FORM 9 – RYE

Form 9 is a Checklist to be completed by the Club Protection Officer and forwarded to the District Protection Officer by end of April.

FORM 2 – Working with Children – DISTRICT NOTIFICATION SHEET

ROTARY CLUB OF _____

CLUB PROTECTION OFFICER DISTRICT NOTIFICATION SHEET

Name	Position	WWC Number Number on WWC Card	Photocopy of Card Filed And Original sighted Yes / No	Expiry Date on Card (Cards are valid for 3 years from date of issue unless revoked)	Dates Validity of card checked
	CLUB PROTECTION OFFICER				

This Form needs to be submitted to the current District Protection Officer after Application for the WWC Card.

If the Rotarian possesses a WWC Card a photocopy of the card together with this form shall be forwarded within 7 days of the appointment of this officer by the Rotary Club to the District Protection Officer

Signed Club President

Date

Signed Club Secretary

Date

FORM 3 – CLUB CONFORMITY STATEMENT

ROTARY CLUB OF

CONFORMITY CERTIFICATION – DISTRICT NOTIFICATION SHEET

Is the Rotary Club “in child related work” in undertaking any of its Clubs activities? Yes No

The President of the Rotary Club on behalf of the Board certifies that the Rotary Club Conforms with the current edition of the Districts “Working with Children Manual”

Signed by

Dated

Club President

Club Secretary

Post to District Protection Officer

This form needs to be submitted to the current District Protection Officer within 14 days of the Rotary Club Changeover irrespective of whether the Club is or is not engaged in “Child Related Work” in any of its activities or programs

FORM 4.1 – RYE Host Family Selection Guide

Potential Host families should be interviewed at their place of residence as an opportunity to assess the suitability of the home. It is recommended that the interview be carried out by a male and female representative of the club.

Family Assessment Categories

Was the Family enthusiastic? Yes No

Was the family keen to learn of their obligations and commitments including applying for a Working with Children Check? Yes No

Were you satisfied that the bedroom and bathroom facilities were suitable? Yes No

Could satisfactory arrangements be made for the student to travel to and from school? Yes No

Were you satisfied that the student would be accepted as part of the family? Yes No

COMMENTS:

Referee Assessment Categories

Did the referees enthusiastically support the family’s application to host? Yes No

Did the referees consider the family to have the ability to ensure that the student would obey family rules and requirements? Yes No

Were there any issues in relation to the family’s attitude particularly to those of opposite sex? Yes No

Did the referees consider that the family would offer a stable environment? Yes No

Were the referees satisfied that the family wanted to host for the correct reasons? Yes No

Were there any negative responses in relation to any aspect of the potential host family’s ability or willingness to host? Yes No

COMMENTS:

Result of interview:

Family Surname

Family Suitable Yes No

Date

Names of Interviewers

FORM 4.2 – RYE Host Family Selection Guide

Record of Assessment Checks

Name of Assessor: _____

ENTHUSIASM: _____

APPRECIATION OF ROLE RESPONSIBILITIES: _____

HOME ASSESSMENT (BEDROOM & BATHROOM): _____

SCHOOL TRAVEL ARRANGEMENTS: _____

WHOLE FAMILY SUPPORT: _____

Relevant Working with Children (WWC) Check documentation sighted:

Yes No

Signed _____

Authorised Club Officer

Date _____

Name of Authorised Club Officer _____

I, _____ Club Protection Officer from RC of _____

Verify that the _____ Family has complied with the declaration requirements, reference and relevant WWC documents have been examined, and the club finds the applicant(s) to be a suitable Host Family.

Signed: _____ CPO

Date: _____

FORM 5.1 – RYEP COUNSELLOR (MENTOR) Selection Guide

All Counsellors will provide a Volunteer Declaration and evidence of obtaining a Working with Children Card and undergo a personal interview carried out by authorised male and female representative of the club

The duties of a counsellor commence upon the intent to select an outbound student, or the acceptance by a club of an inbound student.

Candidate Assessment Categories

Was the Candidate enthusiastic? Yes No

Was the candidate keen to learn of their obligations and commitments including applying for a Working with Children Check? Yes No

Were you satisfied that the candidate has the ability to interact with young people? Yes No

Did the candidate demonstrate an understanding of Rotary's ideals in relation to the Youth Exchange Program? Yes No

Does the candidate have the support of the club Yes No

COMMENTS:

Referee Assessment Categories

Did the referees enthusiastically support the candidate's suitability? Yes No

Did the referees consider the candidate was genuinely prepared to undertake this role? Yes No

Were there any issues in relation to the candidate's attitude particularly to those of opposite sex? Yes No

Were the referees satisfied that the candidate wanted to volunteer for the correct reasons? Yes No

Were there any negative responses in relation to any aspect of the candidate to undertake the role of a Mentor? Yes No

COMMENTS:

Result of interview:

Family Surname

Counsellor Suitable Yes No

Date

Names of Interviewers

FORM 5.2 – RYEP COUNSELLOR (MENTOR) Selection Guide

Candidate Assessment Category Interview Notes

Name of Assessor: _____

ENTHUSIASM: _____

APPRECIATION OF ROLE RESPONSIBILITIES: _____

ABILITY TO INTERACT WITH YOUNG PEOPLE: _____

UNDERSTANDING OF RI'S YOUTH EXCHANGE PROGRAM OBJECTIVES AND EXPECTATIONS: _____

CLUB SUPPORT: _____

Relevant Working with Children (WWC) Check documentation sighted: Yes No

Signed _____ Date _____
Authorized Club Officer

Name of Authorised Club Officer _____

<p>I, _____ Club Protection Officer from RC of _____</p> <p>Verify that _____ has complied with the declaration requirements, reference checks have been examined, and the club finds the applicant to be a suitable Mentor (Counsellor).</p> <p>Signed: _____ CPO Date: _____</p>
--

FORM 6.1 – RYEP Rotary Youth Volunteer Information and Declaration Form

(Mandatory Requirement)

PERSONAL DETAILS:

Name: _____ E-mail: _____

Phone: Work: _____ Home: _____ Mobile: _____

Address: _____

Period at this Address (Years): _____ Are you a Rotarian: Yes No

If yes, Name of Club: _____ Date Joined: _____

What will be your role in the Program?

- District Committee member Club Committee Member
- Club Counsellor (Mentor) Other, please specify: _____

Occupation _____ Employer _____

Previous involvement with Youth: _____

POLICE CHECK:

Working with Children Card Number _____ Expiry Date _____

PERSONAL REFERENCES: (Only one referee may be a Rotarian and none may be family members)

1. Name: _____

Phone: Work: _____ Home: _____ Mobile: _____

2. Name: _____

Phone: Work: _____ Home: _____ Mobile: _____

3. Name: _____

Phone: Work: _____ Home: _____ Mobile: _____

I certify the following:

- All statements and information given on this form are true and correct to the best of my knowledge
- I have never committed or been guilty or been accused of a crime against a child or young person of which I have not been cleared
- I give my full permission for any of the people I have listed on this Form to be contacted by an authorised Rotary Officer to confirm my suitability as a Youth Volunteer
- I certify that I have contacted my referees and all are happy for Rotary to contact them
- I agree to abide unreservedly by the decision of the District’s Rotary club reviewing my applications to my suitability as a Youth Volunteer.

In consideration of my acceptance and participation in the youth programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of the negligence of any of the indemnities or may be suffered or claimed by me as a result of any investigation of my background in connection with the declaration.

I have read and understood the above declaration and sign this form voluntarily.

Signed _____ Date _____
Applicant

Name of Applicant _____

Signed _____ Date _____
Rotary Witness

Name of Rotary Witness _____

FORM 6.2 – Record of Reference Checks

Name: _____

Referee 1: _____ **Contact Date** _____

Comments: _____

Referee 2: _____ **Contact Date** _____

Comments: _____

Referee 3: _____ **Contact Date** _____

Comments: _____

Signed _____ Date _____
 Authorised Club Officer

Name of Authorised Club Officer _____
 Print name

<p>I, _____ President, Rotary Club of _____</p> <p>Verify that _____ has complied with the declaration requirements, reference and police checks have been examined, and the club finds the applicant to be a suitable Volunteer.</p> <p>Signed: _____ Club President Date: _____</p>

**FORM 7.1 – RYEP Rotary Host Parent Information and Declaration Form
(Mandatory Requirement)**

Personal Details:

Name: _____ E-mail: _____

Phone: Work: _____ Home: _____ Mobile: _____

Address: _____

Period at this Address (Years): _____ Are you a Rotarian: Yes No

If yes, Name of Club: _____ Date Joined: _____

What will be your role in the Program?

Member of Host Family Other, please specify: _____

Occupation _____ Employer _____

Previous involvement with Youth: _____

WORKING WITH CHILDREN	Card Number	Expiry Date
------------------------------	-------------	-------------

Personal References (Only one referee may be a Rotarian and none may be family members)

1. Name _____

Phone: Work: _____ Home: _____ Mobile: _____

2. Name _____

Phone: Work: _____ Home: _____ Mobile: _____

3. Name _____

Phone: Work: _____ Home: _____ Mobile: _____

I certify the following:

- All statements and information given on this form are true and correct to the best of my knowledge
- I have never committed or been guilty or been accused of a crime against a child or young person of which I have not been cleared
- I give my full permission for any of the people I have listed on this Form to be contacted by an authorised Rotary Officer to confirm my suitability as a Youth Volunteer
- I certify that I have contacted my referees and all are happy for Rotary to contact them
- I agree to abide unreservedly by the decision of the District's Rotary club reviewing my applications to my suitability as a Youth Volunteer.

In consideration of my acceptance and participation in the youth programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of the negligence of any of the indemnities or may be suffered or claimed by me as a result of any investigation of my background in connection with the declaration.

I have read and understood the above declaration and sign this form voluntarily.

Signed _____ Date _____
Applicant

Name of Applicant _____

Signed _____ Date _____
Rotary Witness

Name of Rotary Witness _____

FORM 7.2 – RYEP Rotary Host Parent Information and Declaration Form

Record of Reference Checks

Name of Host Parent _____

Referee 1: _____ Contact Date _____
Comments: _____

Referee 2: _____ Contact Date _____
Comments: _____

Referee : _____ Contact Date _____
Comments: _____

Signed _____ Date _____
Authorized Club Officer

Name of Authorised Club Officer _____
Print Name

I, _____ President, Rotary Club of _____
Verify that _____ has complied with the declaration requirements, reference and police checks have been examined, and the club finds the applicant to be a suitable Volunteer.
Signed: _____ Club President Date: _____

FORM 8.1 – Inbound YEP Student Club Check List and Compliance Statement

Host Families Check

	YES	NO
All Host Families will be visited, briefed and interviewed in their homes and their suitability confirmed.	<input type="checkbox"/>	<input type="checkbox"/>
All Host Family members over the age of 18 years will be reference checked by way of a Volunteer Declaration and Police clearance as applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Club Counsellor (Mentor)

	YES	NO
Has applied for a Working With Children Check. References have been checked confirming suitability.	<input type="checkbox"/>	<input type="checkbox"/>
Is of the same gender as the student, or alternatively a suitable assistant has been appointed	<input type="checkbox"/>	<input type="checkbox"/>
Is aware of, and understands their duty and responsibility towards the student and agrees to carry out these duties.	<input type="checkbox"/>	<input type="checkbox"/>
Agrees to attend required District YEP training sessions	<input type="checkbox"/>	<input type="checkbox"/>
Will not be a member of a Host Family	<input type="checkbox"/>	<input type="checkbox"/>
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

FORM 8.2 – Outbound YEP Student Club Check List and Compliance Statement

The Student

	YES	NO
Has completed and submitted a club application form	<input type="checkbox"/>	<input type="checkbox"/>
Has been interviewed by the club separately from parents and/or guardian.	<input type="checkbox"/>	<input type="checkbox"/>
If successful and with parental support will attend District Interview. (may be conducted with VoIP if distance to great)	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Club Counsellor (Mentor)

	YES	NO
Has completed a Volunteer Declaration and obtained a Working with Children Card. References have been checked confirming suitability.	<input type="checkbox"/>	<input type="checkbox"/>
Is of the same sex as the student, or alternatively a suitable assistant has been appointed.	<input type="checkbox"/>	<input type="checkbox"/>
Is aware and understands their duty and responsibility towards the student and has agreed to carry out these duties whilst the student is on exchange overseas	<input type="checkbox"/>	<input type="checkbox"/>
Has agreed to attend required District YEP training sessions	<input type="checkbox"/>	<input type="checkbox"/>
Has agreed to assist the student upon their return	<input type="checkbox"/>	<input type="checkbox"/>
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Completed by: _____ Signature _____
Club Protection Officer

Date: _____

FORM 9 – Club Protection Officer Check List and Declaration

To be forwarded to District by the end of April

Outbound Student Check

	YES	NO
The club applied for, and received certification from District to sponsor an exchange student	<input type="checkbox"/>	<input type="checkbox"/>
The student and student’s parents/guardians separately received a thorough briefing by the club	<input type="checkbox"/>	<input type="checkbox"/>
The club selected a suitable counsellor (mentor) in accordance with certification requirement	<input type="checkbox"/>	<input type="checkbox"/>
The counsellor (mentor) communicated regularly with the student, and was of support in respect of the student’s preparation prior to departure.	<input type="checkbox"/>	<input type="checkbox"/>
The counsellor (mentor) maintained regular communication with the student whilst overseas and reported the student’s activities to the club.	<input type="checkbox"/>	<input type="checkbox"/>
The student attended the district debrief upon return	<input type="checkbox"/>	<input type="checkbox"/>
If the student claimed that they had suffered a molestation occurrence, did the club handle the matter in accordance with the District Guidelines as contained in the Working With Children Manual?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Inbound Student Check

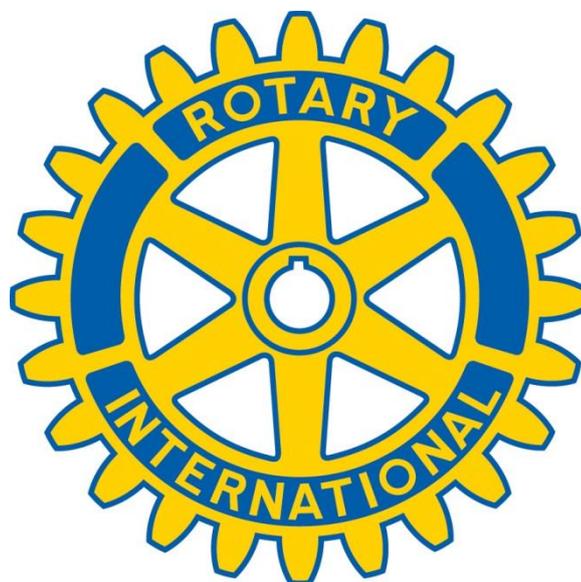
	YES	NO
The club applied for, and received certification from District to hosting an exchange student from overseas	<input type="checkbox"/>	<input type="checkbox"/>
The club selected, briefed, checked and approved suitable host families in accordance with certification requirements and was satisfied that they were happy to host.	<input type="checkbox"/>	<input type="checkbox"/>
The club has received and filed a copy of the Host Family Declaration and Working With Children Cards.	<input type="checkbox"/>	<input type="checkbox"/>
The club selected a suitable counsellor (mentor) in accordance with certification requirements	<input type="checkbox"/>	<input type="checkbox"/>
The club has received and filed the counsellor’s (mentor’s) Volunteer Declaration and copy of the Working With Children Card.	<input type="checkbox"/>	<input type="checkbox"/>
The counsellor (mentor) has been in regular contact and support to the student	<input type="checkbox"/>	<input type="checkbox"/>
If the student claimed that they had suffered a molestation occurrence did the club handle the matter in accordance with the District Guidelines as contained in the Working With Children Manual?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Declaration

<p>I, _____ Club Protection Officer (CPO) from RC of _____</p> <p>Declare that I have carefully checked the tasks relating to the listed statements in this document and confirm that they have been satisfactorily completed.</p> <p>Signed: _____ CPO Date: _____</p>
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This document was produced by PP Franziska Forrer. August 2012.

This document was revised by Joanne Bowen, Secretary, Rotary Youth Exchange Committee District 9455, with the assistance of Mr Erwin Biemel, District Governor, District 9465. October 2013.



ROTARY INTERNATIONAL DISTRICT 9455