

STUDENT PROCEDURES

If you are sexually or physically assaulted, abused, or are accused of sexually or physically assaulting or abusing another person, you should follow this procedure:

- 1. Report the situation immediately where you feel most comfortable:**
 - ▶ Local host Club Rotary Youth Exchange (RYE) Counselor, Club RYE Officer, District RYE Committee Chair, District RYE Executive Secretary or Any member of the District RYE Committee.
 - ▶ If you are not comfortable talking to a local person, contact a trusted Rotarian at home.
- 2. If nothing happens when you report the situation, report it again and continue until someone takes it seriously. Make sure we understand you are serious.**
- 3. Intuition is not psychic nonsense. Trust your instincts. It is better to be embarrassed than to be a victim.**

Rotary International is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the guidelines provided herein. The safety and well being of students is always first priority.

DEFINITIONS

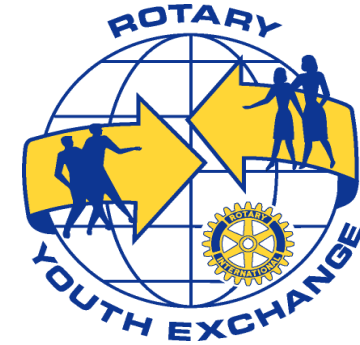
Sexual Abuse: Engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or opposite sex. This includes but is not limited to:

- ▶ Non-touching offenses
- ▶ Indecent exposure
- ▶ Exposing a child to sexual or pornographic material.

Sexual Harassment: Refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse. It is a technique used by sexual predators to desensitize or groom their victims. Examples include, but are not limited to:

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

Prepared by the District 5010
Rotary Youth Exchange Committee
05-11-05



Rotary Youth Exchange District 5010

SEXUAL ABUSE RESPONSE:

POLICY AND PROCEDURES

Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact

Adopted by the Rotary International Board of Governors, 11/02

ALLEGATION REPORTING GUIDELINES

For adults to whom a student reports an incident of abuse or harassment

1. Report from student:

► **Listen attentively and stay calm.**

Acknowledge that it takes a lot of courage to report abuse. Listen and be encouraging. Do not express shock, horror or disbelief.

► **Protect the student.** Ensure the safety and well being of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Reassure the student that this is for his/her own safety and is not a punishment

► **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the student's story to the proper authorities.

► **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not their fault and they were brave and mature to come to you.

► **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.

► **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

2. Report this information. As soon as possible after receiving a report of abuse or harassment from a student, provide the information to the hosting Club Rotary Youth Exchange (RYE) Counselor, Club RYE Officer, and/or District RYE Chair, providing that none are the accused individual. This person will immediately notify the contact person(s) with the appropriate law enforcement agency.

3. Avoid gossip and blame. Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.

4. Do not challenge the alleged offender. The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. *In cases of non-criminal harassment, the District RYE chair and District Governor are responsible for investigating, and will be in contact with the alleged offender after the student has been moved to a safe environment.*

5. Follow-up. After appropriately reporting the allegations, follow up to make sure steps have been taken to address the situation.

Note: More detailed procedures are provided to the Rotarians responsible for the students and available upon request from interested parties.

POST REPORT PROCEDURES

RYE Counselors, RYE Officers, RYE District Chairs, and RYE District Governors

1. **Immediately confirm** that the student has been removed from the situation and all contact with the alleged abuser or harasser.
2. **Contact appropriate law enforcement agency immediately.** Cooperate with the police or law investigation. *If the law enforcement agency will not investigate, the Club RYE Officer or District RYE Chair should coordinate the investigation into the allegations.*
3. **Ensure the student receives immediate support services.**
4. **Arrange for STAR** (Standing Together Against Rape) or another appropriate non-Rotarian professional to counsel the student.
5. **Contact the student's parents.** Give the student the option of either staying in country or returning home. No student will be required to be sent home unless his/her personal safety requires it.
6. **Anyone who is an alleged abuser or harasser will be prohibited from participating in any Rotary youth program while investigations are continued.**
7. Either the District RYE Chair or the District Governor must **inform Rotary International** of the allegations within 72 hours, and provide follow up reports of steps taken, outcome of all investigations and resulting actions.