Rotary Eastern States Student Exchange ESSEX

Student Protection Policy

DISTRICT 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 Directors, 11/02

ALLEGATION REPORTING GUIDELINES FOR STUDENTS AND ADULTS

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 Counselor, District Student Protection Officer, ESSEX Student Protection Officer, the chair or any member of the District Youth Exchange Committee, District Governor or ESSEX Hotline 1-866-683-0533
   - ► If you are not comfortable talking to a local person, contact a trusted Rotarian at home.
   - ► Your call will be received in a sensitive and confidential manner. Each of the above individuals has been trained to deal with this type of situation.
   - ► 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

2. If appropriate action is not taken when you report the situation, report it again and continue until someone takes it seriously. Make sure that it is understood that 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 wellbeing 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 wellbeing of students is always first priority.

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 wellbeing 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 his/her fault and that it was 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 to the hosting Club Youth Exchange Counselor, District Student Protection Officer, or ESSEX Student Protection Officer, providing none are the accused individual. This person will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.
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 Student Protection Officer 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.

ESSEX Student Protection Officer: 1-866-683-0533 Department of State: 1-800-383-9090

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

Rotary Eastern States Student Exchange ESSEX

Student Protection Policy

POST REPORT PROCEDURES

YE Counselors, YE Student Protection Officers, YE District Chairs, and Rotary District Governors

1. **Immediately confirm** that the student has been removed from the situation and all contact with the alleged abuser or harasser.
2. **In cases of abuse, contact appropriate law enforcement** immediately. Cooperate with the police or law investigation. *If the law enforcement agency will not investigate, the District Student Protection Officer, with the Club YE Officer/counselor, should coordinate the investigation into the allegations .*
3. **Ensure the student receives immediate support services.**
4. **Arrange for a Rape Counseling Service** 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 the host country or returning home. No student will be sent home unless it is his/her personal desire to return.
6. **Remove the alleged abuser or harasser** from all contact with youth involved in Rotary programs while investigations are conducted.
7. **The ESSEX Student Protection Officer, Rotary International and Dept. of State must be informed** of the allegations by either the District YE Chair or the District Governor within 24 hours, and provided follow up reports of steps taken, outcome of all investigations and resulting actions.

SEXUAL HARRASSMENT REPORTING CHART

Sexual Harassment	Physical or Sexual Abuse and any crimes against person or property
Report to District Youth Protection Officer	Report to District Youth Protection Officer
Investigate	Remove Student from situation
Report to Counselor	Investigate
Report to District Youth Exchange Chair & District Governor	Report to Counselor
If appropriate remove student from situation	Report to District Youth Exchange Chair & District Governor
Report to ESSEX Youth Protection Officer Immediately	Notify natural and host parents
Report Harassment to RI within 72 hrs	Report to ESSEX Youth Protection Officer Immediately
	Report to law enforcement if necessary
	Report to RI and Dept. of State within 24 hrs

District Student Protection Officer:

Name	Tel
Paul Berg	703-338-7191

District Youth Exchange Chair:

Name	Tel
Ashlee Etzweiler	717-578-7250

District Governor:

Name	Tel
Rebecca Zalit	484-241-8341