

District 5340 Policy on Abuse and Harassment Prevention Development Outline

1. Documents

- *District 5340 Policy on Abuse and Harassment Prevention*
 - *Appendix A: District 5340 Youth Volunteer Affidavit*
 - *Appendix B: District 5340 Abuse and Harassment Allegation Reporting Guidelines*
 - *Appendix C: District 5340 Affidavit of Club Compliance*
 - *Appendix D: Rotary District 5340 Youth Exchange Host Family Application Form*
- *District 5340 Working with Youth Guidelines*
- Program Applications (a unique application/affidavit form may be developed by a youth program if Appendix A is unsuitable)
 - Youth Exchange
 - RYLA
 - Interact
 - Peace Committee "Model UN"

2. Personnel

- District Youth Committee (appointed annually by the District Governor as prescribed by RI policy)
 - Chair - PDG
 - District Governor
 - District Youth Protection Officer
 - Youth Exchange Chair
 - Interact Chair
 - RYLA Chair
 - Model United Nations Chair
 - District Administrator
- District Review Committee (As prescribed by RI policy)
 - Chair - District Youth Protection Officer
 - 3 other members (appointed annually by the District Governor as prescribed by RI policy)

3. Process

- A. Development of Policies and Procedures
- B. Distribution of materials to Clubs and involved personnel
- C. Selection of Club Youth Protection Officer
- D. Training of Club Youth Protection Officer by District
- E. Training Session for those involved at Club Level by Club Youth Protection Officer
- F. Submission of *District 5340 Affidavit of Club Compliance* to District
- G. District certifies Club to participate in Rotary activities involving youth
- H. Volunteers (Rotarian and non-Rotarian) submit *District 5340 Youth Volunteer Affidavit* to District
- I. District review and/or Background Check – level of inquiry is dependent upon the volunteer's degree of involvement with youth
- J. District approves volunteer to work with youth
- K. Compliance Forms, Affidavits, and Background Check records to be retained in a secure manner

4. Time-Line

- 1 July 06 RI Provisional Status of District
- 30 Sept 06 District Policy established
- 30 Oct 06 District Guidelines & Process Finalized
- 30 Nov 06 Policy & Information distributed to Clubs
- 30 Dec 06 Submission of Final Policy to RI
- 2-4 Mar 07 PETS – Discussion with PE's regarding Policy & Info
- 24 Mar 07 District Assembly – Club Youth Protection Officer training
- 30 June 07 Process complete (Club Certification & Member Authorization)