

**YOUTH
PROTECTION
HANDBOOK
FOR ROTARY YOUTH EXCHANGE
STUDENTS**

**DISTRICT 5495
ARIZONA, USA**

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.

Overview and Policy Statement:

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, Rotary Youth Exchange, and RYLA. In addition, many club and district mentoring programs, immunization efforts, job training programs, literacy projects, and other initiatives 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 them 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 organizations.

Rotary International takes youth protection very seriously. As the subject of sexual abuse has been more widely discussed, Rotarians involved in youth programs have addressed this issue by developing abuse prevention procedures at the district and regional levels. Rotarians contribute to creating safe environments that stop abuse before it happens and respond appropriately in the unfortunate situations when it occurs.

In 2005 the United States of America, Department of State created several significant policies:

- “The safety and security of participants are of paramount importance to the Department. Although participants are generally 17 to 18 years of age, some participants are as young as 15 and often away from home for the first time. Given the vulnerable status of such a population, the Department proposed certain amendments ...”
- All officers, employees, representatives, agents, and volunteers acting on the sponsors' behalf must not only be adequately trained and supervised but, if they have direct personal contact with exchange students, must also pass a criminal background check.
- All adult members of a prospective host family also undergo a criminal background check.

Definitions:

“Sexual abuse: Sexual abuse refers to 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 the opposite sex. Additional examples of sexual abuse could include, but are not limited to:

- Non-touching offenses
- Indecent exposure
- Exposing a student to sexual or pornographic material”

“Sexual harassment: 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 and is a technique used by sexual predators to desensitize or “groom” their victims.

Examples of sexual harassment could include, but are not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral 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
- 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.”

“Sexual exploitation” Sexual exploitation is any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including but not limited to profiting monetarily, socially, or politically from the sexual exploitation of another.

What to do:

Concerns/Situations:

- If you have any questions or need clarification, talk immediately with a person whom you trust, such as your host family, Rotary Counselor, Local Coordinator, home parents, local District Chair, teacher at school, etc.
- Emergency (police, fire, ambulance) number (anywhere in USA) **911**
- Contact District 5495 YE Chair, Donna Goetzenberger 602-469-1293
Outbound Chair, Donna Goetzenberger 602-469-1293
Inbound Chair, Machel Considine 480-235-0814
Youth Protection Officer Stan Mah 602-686-4742

Who should determine if it is abuse or harassment?

Upon hearing allegations, adults should not determine whether the alleged conduct constitutes sexual abuse or sexual harassment. Instead, after ensuring the safety of the student, the adult should immediately report all allegations to appropriate law enforcement authorities. This reporting is required by Arizona State law.

Other Resources:

Hosting District:

- Will maintain and provide to Youth Exchange Students a list of emergency telephone numbers of Youth Exchange Committee members. (Resource list.)

Home District:

- Requires a monthly report from each inbound and outbound student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions.
- Your safety is most important. Please do not wait for this monthly report to ask a question or report abuse—contact us right away.

Reporting:

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.

1. Your Safety is our number one priority!
2. Report:
 - (a) Talk with a person whom you trust, such as your host family or Rotarian Counselor, local District Chair or home District Chair.
 - (b) Report to the Youth Protection Officer – **Stan Mah**
 - (c) If the allegation involves the conduct of the Rotarian Counselor, the District Youth Exchange Chair should be contacted (hosting or home country).
 - (d) Confidentiality – adults must report to appropriate Law Enforcement Authorities, for investigation.
 - (e) Rotarian Counselor has responsibility for seeking the advice of and interacting with appropriate agencies.
 - (f) Cooperate with the police, authorities or legal investigation.

**Do Not Challenge the alleged offender -
the adult to whom the student reports
must not contact the alleged offender.**

Allegation Reporting Guidelines:

The safety of our children is our number one priority! Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

1. Receive the report.

- a) 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.
- b) 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.
- c) 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.
- d) Be non-judgmental 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.
- e) 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.

2. 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.

3. Report the allegations to appropriate authorities — Local Law Enforcement.

Immediately report all cases of sexual abuse or harassment — first to the appropriate law enforcement authorities for investigation and then to the club and district leadership for follow-through. In most situations, the first Rotary contact is the Youth Protection Officer (Stan Mah) - who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of this Rotarian, the District Youth Program Chair (Donna Goetzenberger) or District Governor (David Simmer) should be the first Rotary contact. District 5495 will cooperate with all police investigations.

4. 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. District 5495 will maintain the privacy (as distinct from confidentiality) of any accused person.

5. 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.

Investigation Guidelines:

Rotary International takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. The district will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations, usually after the appropriate authorities have conducted their investigations.

1. The adult to whom the student reports the abuse should follow the allegation reporting guidelines. The first adult to receive an allegation of criminal abuse and harassment must immediately report this complaint to the authorities.
2. Confirm that the student has been removed from the situation immediately and removed from all contact with the alleged abuser or harasser.
3. The District will contact appropriate law enforcement agency immediately (if not already done). If law enforcement agencies will not investigate, the club or district Youth Exchange chair should coordinate an independent investigation into the allegations. At times, a student may report being uncomfortable with conduct that doesn't constitute reportable harassment under state law. Keep in mind that any unwelcome behavior of a sexual nature between a youth and a volunteer, even if the student is legally of age, is inappropriate. The District will ensure the student receives immediate support services.
4. The District will offer the student an independent, non-Rotarian counselor to represent the interests of the student. Social services or law enforcement will be asked to recommend someone who is not a Rotarian or in any way involved with the Youth Exchange program.
5. The District will contact the student's parents or legal guardian. If away from home, provide the student with the option of either staying in country or returning home.
6. The District will remove the alleged abuser or harasser from all contact with the specific student and other youth while investigations are conducted.
7. Cooperate with the police or legal investigation.
8. The student's Rotarian Counselor should inform District 5495's Youth Exchange chair, the Youth Protection Officer and District Governor of the allegation. Either the District Governor or the district Youth Exchange chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, the outcome of all investigations, and the resulting actions.

Key points:

- Most abuse is committed by someone the victim knows and trusts (approximately 90 percent of sex offenders were relatives or acquaintances of their victims)
- Only 1 percent to 4 percent of sexual abuse reports are fabricated.

- The possibility of significant emotional harm is present whenever sexual abuse or harassment occurs. The level of trauma suffered depends on many factors, and “normal” teens can be affected to varying degrees (for example, feeling powerless to stop the situation or confused, ashamed, or isolated).
- Offenders often cultivate an image of being “good with young people” in order to gain trust from the community and victims.
- Poor judgment and inexperience do not mean that a student deserves to be abused.
- Young people who are just growing into their sexuality are often unsure of appropriate behavior and, therefore, may not immediately object if they feel uncomfortable. As a result, teens often feel that they have participated in the activity or “led on” the offender. Social stigmas about sexuality also contribute to feelings of shame. This is especially likely in the Youth Exchange context, where inexperience with the host culture can add to the teen’s confusion.
- Within Rotary’s definition, gossiping about and referring to a person’s sexual attractiveness or deficiency constitute harassment. The gender of the harasser is irrelevant.
- Males can be abused by females. Abuse is “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, if the same sex or the opposite sex.” Among reported cases of sexual abuse against boys, 14 percent were committed by females.
- Exposing a child to sexual or pornographic material is sexual abuse.
- Sexual abuse or harassment can occur without any physical contact. Use of words, gestures, and images can be enough.
- No person involved with Rotary International youth programs should decide whether criminal sexual abuse or harassment has occurred; this must be left to local authorities.

Signs and symptoms of sexual abuse and harassment may include:

- Extreme activity or withdrawal
- Displays of low self-esteem
- Expressing general feelings of shame
- Fear, particularly toward certain individuals
- Declining school performance
- Eating disorder
- Insomnia
- Irritability or angry outbursts
- Difficulty concentrating
- Avoidance of people, places, and things that might remind him or her of the incident
- Anxiety or depression
- Nightmares
- Headache, gastrointestinal distress, or abdominal, back, or pelvic pain
- Suicidal thoughts
- Involvement with drugs or alcohol
- Aggressive/risk-taking behavior or antisocial behavior

Source: American Medical Association, Strategies for the Treatment and Prevention of Sexual Assault

www.ama-assn.org/ama1/pub/upload/mm/386/sexualassault.pdf

Introduction of Compliance Unit And E-Mail Address Requirement

The Office of Exchange Coordination and Designation is pleased to announce the formation of a new Compliance Unit, currently comprised of Chief Hilarion “Lari” Martinez and Compliance Officer Elizabeth Dickerson. Among other things, the Compliance Unit will serve as an information resource for clarification of, guidance regarding, and improvements to the Exchange Visitor Programs.

The Department recognizes that the Exchange Visitor Programs can be most successful if it is aware of the needs, interests and concerns of all parties involved in the Exchange Visitor Program. In order to improve communications among the Department, program sponsors, and program participants (including host families), the Department established an email address by which sponsors, participants, and interested third parties may contact the Compliance Unit.

Under the Department’s regulations, sponsors are required to offer orientation to all exchange visitors. Specifically, pursuant to §62.10(c)(7), this orientation must include the address and telephone number of the Exchange Visitor Program Services of the Department of State. This Compliance Unit Alert is announcing that the Department interprets this regulation to require both the mailing address and the e-mail address of the Exchange Visitor Program Services. Also, pursuant to §62.26(k) and §62.31(i), sponsors must provide this email address to the host families of post-secondary school students and au pairs, respectively.

Accordingly, the Department encourages all sponsors to include the following email address in its Exchange Visitor Program literature and it requires all sponsors to provide the address as part of the required orientation:

JVISAS@STATE.GOV

Please feel free to contact Mr. Martinez or Ms. Dickerson at this email address if you have any questions or concerns.

Rotary Support System Matrix

RESOURCE	WHEN NEEDED	CONTACT FREQUENCY	COMMENTS
Host Family	Every day	Every day	Your first point of contact with day to day needs and problems.
Host Rotary Club	Problem solving, help with goals, involvement in service projects	As often as possible	The Rotarians in your club help make the exchange program possible. Get to know them and get involved in the projects of your club. THANK them for their support and for your allowance each month. Plan to do a presentation. See your club for details.
Host Club Counselor	Problems, Successes, Social Occasions, Club Meetings	Bi-Weekly / Monthly	Establish rapport with your Host Counselor. This is your advocate if you get into trouble or need help and is your main Rotary contact for problems your host family can't solve.
Host Youth Exchange Officers	Reports Event details Problems with your counselor or problems your counselor can't solve	Check email regularly	Main contact for Inbounds, for district events and problems with your counselor or problems your counselor can't handle. Reports are MANDATORY.
Youth Exchange officers in your HOST country.	Quarterly Reports Informative issues/details	Check email regularly	Make sure you complete your Quarterly Reports timely.
Sponsor Rotary Club in Arizona	General support Presentations Involvement in service projects	As often as possible	The Rotarians in your club help make the exchange program possible. Get to know them and get involved in the projects of your club. THANK them for their support and for your allowance each month. Plan to do a presentation upon your return from exchange. See your club for details.
ROTEX	Emotional and YE Support	As often as needed	Rotex will not be able to help you with technical YE problems. They are for your emotional support and mentoring only. Make sure you have contact information for one of them.
Natural Parents	Routine, non-YE problems, health emergencies	As needed but not more than once a month if possible	LIMIT E-MAIL AND PHONE CONTACT. Give yourself a chance to adapt to your new culture. But do share the successes you are having!

Emergency Contact List for Outbound Students

5495 District Contacts

District Governor:

David Simmer, dsimmer9@gmail.com, 928-284-4444

District Chair:

Donna Goetzenberger, rye5495@gmail.com, 602-469-1293

District Outbound Chair:

Donna Goetzenberger, 5495outbounds@gmail.com, 602-469-1293

District Inbound Chair:

Machel Considine, machcon2@gmail.com, 480-235-0814

District Youth Protection Officer:

Stan Mah, mahs50@yahoo.com, 602-686-4742

Host Club

Club Name:		
Club President:		
Club Youth Exchange Officer:		
Club Counselor:		
District Youth Protection Officer:		

CRISIS HOTLINES & CHILD WELFARE AGENCIES

*These numbers are for emergencies only
For routine problems, call your local Rotary Contacts first*

If you are experiencing a medical emergency, are in danger, or are feeling suicidal, call 911 immediately

24-Hour Sexual Assault & Rape Crisis Hotlines:

Nation-wide Abuse Victim hotline: Safe Horizons: 1.800.621.HOPE (4673)

Nation-wide Rape & Sexual Assault Hotline: 212.227.3000

http://www.safehorizon.org/page/rape--sexual-assault-54.html?gclid=CMK05aSSoL8CFQIUfgod_DQAWw

24 Hour Toll Free Rotary YES/SCANEX Emergency Contact Number: 800-5STJOHN

National Hotlines for other services:

- National Drug & Alcohol Treatment Hotline: 1-800-662-HELP
- National Domestic Violence Hotline: 1-800-799-7233
- National Child Abuse Hotline: 1-800-4-A-CHILD
- National Youth Crisis Hotline: 1-800-HIT-HOME
- National Adolescent Suicide Hotline: 1-800-621-4000
- Depression and Bipolar Support 800-273-TALK (8255), Twenty-four hours a day, seven days a week, <http://www.dbsalliance.org>
- National Runaway Hotline: 1-800-621-4000
- Panic Disorder Information Hotline: 1-800-64-PANIC
- NEDA National Eating Disorders (800) 931-2237
<http://www.nationaleatingdisorders.org/information-referral-helpline>
- National Teen Dating Abuse Helpline – loveisrespect (866) 331-9474
Twenty-four hours a day, seven days a week, <http://www.loveisrespect.org>