



**Rotary District 9520 Guide**  
**to Protecting Youth Involved**  
**in Short Rotary Programs**  
**&**  
**The Elderly and Infirm when Being**  
**Assisted by Rotary**

**July 2015**

## Document Control

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### Rotary International 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 RI Board of Directors, November 2002*

### 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.

*Enactment of the Council of Legislation, April 2007*

**ROTARY INTERNATIONAL IS NOW PROVIDING SIMILAR PROTECTION FOR THE  
ELDERLY AND INFIRM**

# THE DISTRICT 9520 PROTECTION POLICY FOR YOUTH INVOLVED IN SHORT ROTARY PROGRAMS AND FOR THE ELDERLY AND INFIRM WHILE BEING ASSISTED BY ROTARY

## 1. Policy Framework

Rotary has many wonderful programs designed to assist our youth, many of whom are destined to become future community leaders and some to fill important positions in Australia and overseas. Programs such as Youth Exchange involve students for lengthy periods of time in foreign countries and Rotary International has put in place systems and rules to protect and guide these young people. The details relating to the care of youth exchange students is covered in separate youth exchange manuals. There are, however, many short Rotary programs involving our youth where participation is for a much shorter period of time and entirely within Australia.

Rotary in all Australian Districts is committed to creating and maintaining the safest possible environment for all participants in Rotary youth activities. Rotary at all levels is also committed to ensuring the safety of any elderly or infirm people while being assisted by Rotary. It is the duty of all Rotarians, Rotarians' spouses, partners and other "Registered Volunteers" and "Responsible Adults" to safeguard to the best of their ability the welfare of and to prevent the physical, sexual and emotional abuse of children, young people and the aged and infirm with whom they come into contact.

RI Policy prohibits any person who has admitted to, been convicted of or otherwise been found to have engaged in abuse or harassment from working with youth, the elderly and infirm in a Rotary context. If the police have thoroughly investigated an abuse or harassment claim in our district, they will advise the Rotary District Protection Officer of the accused's guilt or innocence. In instances where the police decide not to thoroughly investigate a claim, perhaps through lack of evidence or because it is deemed not sufficiently serious, Rotary District 9520 Protection Committee is required to make a thorough investigation enlisting the help of an experienced professional protection expert if there is no such person on the committee. Guidance can be obtained from Rotary International's Adam Doty [Adam.Doty@rotary.org](mailto:Adam.Doty@rotary.org) or Kate Hoeppe [Kate.Hoeppe@rotary.org](mailto:Kate.Hoeppe@rotary.org) or by phone to Jennifer Coburn in R.I.'s office in Parramatta, Australia (02) 8894 9800.

If the result from the police or the Protection Committee is inconclusive, District 9520 policy requires, for the protection of both the accused and the vulnerable person, the accused will be prohibited from any direct involvement with vulnerable people in a Rotary context. A person later cleared of charges may apply to be reinstated to participate in vulnerable persons programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

For further requirements and guidance on these matters refer to DI 3 "RI Sexual Abuse and Harassment Allegation Reporting Guidelines" and the RI "*Abuse and Harassment Training Manual and Leaders Guide*" page 10.

This manual has been produced to set out the requirements which must be adhered to in the various short Rotary youth programs, programs from two days to two weeks' duration where any of this policy's requirements apply, e.g. RYLA or RYPEN and any programs designed to assist elderly or infirm people for a short period or for short periods on a regular basis over a lengthy period of time, eg visiting people in an aged care facility on a regular basis. The implementation of this policy shall be carried out by any district committees or clubs responsible for these programs and district committees or clubs involved in programs can obtain guidance from the District Protection Officer or Committee.

All District 9520 clubs must adhere to the Rotary International requirement that any Rotary “Registered Volunteer” or “Responsible Adult” who had admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment have their membership terminated.

NOTE: THE FOLLOWING DIRECTIVES COMPLY WITH ROTARY INTERNATIONAL REQUIREMENTS TOGETHER WITH SA AND NSW LEGISLATIVE PROTECTION REQUIREMENTS FOR THOSE INVOLVED IN ROTARY CONTROLLED PROGRAMS AND ASSISTANCE. VICTORIAN LEGISLATION REQUIRES ADDITIONAL “WORKING WITH CHILDREN CHECK CARDS” FOR SOME “RESPONSIBLE ADULTS” LOOKING AFTER CHILDREN UNDER 16 YEARS OF AGE. (See page 15) IF, HOWEVER, ROTARY IS RUNNING A PROGRAM ASSISTING VULNERABLE PEOPLE UNDER THE CONTROL OF ANOTHER ORGANISATION, E.G. SCHOOL, SPORTS ORGANISATION, NURSING HOME OR HOSPITAL, THIS ORGANISATION’S PROTECTION REQUIREMENTS MAY BE MORE STRINGENT AND MUST BE ESTABLISHED AND ADHERED TO.<sup>1</sup>

The Main Duties of the District Committees Responsible for these Programs are -

- organising the event or program or organising the participation of vulnerable people involved where the event is run by others
- ensuring whether a Rotary District Committee or others run the event or program, all reasonable steps have been taken to keep the participants safe
- if another organization runs an event or program where Rotary in our district is involved in selecting participants or in another peripheral role, the Rotary District Committee must satisfy itself the organisation is qualified, able and dedicated to looking after the participants
- the careful selection of young people for the program where this is applicable
- ensuring, in conjunction with the District Protection Committee, that adequate training has been given to
  - the participants
  - their leaders
  - any people a participant may be likely to approach if seriously harassed or abused
- when applicable preparing a list of contacts to be given to participants to inform them whom to approach for help in instances of sexual, physical or psychological harassment or abuse or other serious problems
- circularising any people whom they feel a vulnerable person is likely to approach if sexually harassed or abused with copies of YP 2 clauses 1-6
- where applicable at the completion of an event run by Rotary, organising a debriefing to be held during which the organisers can endeavour to ascertain if participants have any concerns of sexual or other misconduct. This debriefing should also endeavour to establish if a participant has been sexually or otherwise harassed or abused.
- in an instance where sexual harassment or abuse has occurred or is suspected the matter is to be handled in accordance with YP 2
- to direct all nominees wishing to assist in a vulnerable person program either as committee or as leaders to complete the declaration form YP 6 and then to screen them as “Responsible Adults”
- to see if any Rotarians or people assisting Rotary who may act as leaders could be in a situation where they may be on their own with a vulnerable person such that there is an opportunity for abuse to occur. If there are any such people, the district committee must

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<sup>1</sup> Unfortunately, as a reaction to a large number of awful instances of abuse which have occurred in government organisations, instead of taking on the more difficult task of genuinely endeavouring to do what is needed to prevent recurrences of these crimes, the reaction in some instances in individual organisations, has been to add useless additional regulations which do not assist in preventing further offences but only make assistance to worthy recipients more difficult to give.

ensure these leaders fill out the application form YP 7 to be screened as “Registered Volunteers”.

- to be the body which screens other Rotarians and non-Rotarians involved in a Rotary vulnerable person’s program either as “Responsible Adults” or as “Registered Volunteers” in accordance with the requirements outlined above using YP 4 or YP 5
- completing the YP 8 declaration form and forwarding it to the District Protection Committee
- ensuring the chair irrespective of his or her direct involvement with people, be screened as a “Registered Volunteer” by the district protection committee
- where the program is run by a district committee ensuring the committee maintains an appropriate number of suitably qualified members by the introduction of new members as others retire. The District Governor will nominate Rotarians or approve the nomination of Rotarians whom the committee selects.

The Main Duties of the Participating Rotary Cubs in any Programs are -

- the careful selection and/or sponsorship of vulnerable people for the program where this is applicable
- where applicable the guidance of these vulnerable people prior to the event
- monitoring the benefits the program has rendered these vulnerable people by for example in the case of young people having them speak at a club meeting after the event has concluded
- where applicable giving participants a list of people they may approach for help or assistance in instances of sexual, physical or psychological harassment or abuse or other serious problems

The Main Duties of the District Protection Officer or Committee are –

- ensuring any incidents of sexual or other harassment or abuse are correctly dealt with in accordance with Rotary International “Vulnerable Persons Sexual Harassment and Abuse Reporting Guidelines” as amended for our use in District 9520
- arranging an independent qualified non-Rotary counsellor as needed for any vulnerable person who has been sexually or otherwise harassed or abused
- investigating all allegations of sexual or other abuse or harassment not investigated by the police. This investigation will, as needed, involve the advice or and assistance of outside experts in this field.
- reporting all allegations of sexual harassment or abuse to the District Governor, Rotary International through the Parramatta manager and the appropriate district committee or club
- see Section 2 Investigation Guide Lines for more detail relating to handling allegations
- training or confirming that training is carried out in accordance with RI “Abuse and Harassment Prevention Training Manual and Leaders Guide”
- assessing Chairmen of district committees of Rotary vulnerable person’s programs as “Registered Volunteers”
- on receipt of YP 8 forms, check that district committees and clubs involved in vulnerable person’s programs have agreed to conform to the requirements of this manual.

The Main Duties of the Club Protection Officer are –

- to ensure the club, if involved in a youth program or programs assisting the elderly or infirm, fulfils its responsibility in caring for the young person(s) or others with whom it is involved. This care must be done in a manner such that the safety of the participant(s) is protected as far as is reasonably possible.
- To ensure the responsible club officer has completed and submitted a YP 8 form.

## 2. Definition of Terms in the Context of this Policy

A Responsible Adult<sup>2</sup> A “**Responsible Adult**” is an adult, male or female, Rotarian or non-Rotarian

- who is responsible for caring for vulnerable person involved in a Rotary program in a group situation (Note a group may be (a) a group of vulnerable people, (b) a group of carers, (c) a combination of both) or is always under the supervision of a “Registered Volunteer”
- whose role is such that there is virtually no opportunity for a vulnerable person to be placed at risk of abuse by that person
- who has filled out the “Responsible Adult Information and Declaration Form” YP 6
- who the investigating Rotarian, acting as conscientious parents would in protecting their own children when of a similar age or if the person was looking after one of their own aged or infirm parents, would establish the “responsible adult” candidate to be a suitable and caring person
- who has **not had** a criminal history check or been formally reference checked.

A Registered Volunteer A “**Registered Volunteer**” is an adult, male or female, Rotarian or non-Rotarian who

- may, at times be alone with a young person or a very small group of young people for a period long enough for grooming and then abuse to occur or who may be alone with a person who is physically, emotionally or mentally handicapped for abuse to occur.
- has filled out the “**Registered Volunteer Information and Declaration Form**” YP 7
- has been thoroughly investigated to ensure their suitability for their role working with vulnerable people with
  - a careful interview
  - three diligent reference checks
  - ongoing monitoring of their attitude and approach to their work with vulnerable people
- has received the Criminal History Check relevant to the state where they will be assisting the vulnerable (see YP 3 for details of obtaining **Criminal History Checks**)

### Youth

- Young people of both sexes up the age of 25 years either under or over the age of majority (the age of majority varies among Australian states and territories. See details under Criminal History Checks pages 15 & 16.)
- Irrespective of the age of any youth involved in a short Rotary program, Rotary at all levels is committed to doing everything reasonably possible to protect all applicants and participants.

Note: In the eyes of the law different criteria apply to some forms of sexual molestation depending on whether the victim is under or over the age of majority.

### Young Person

- This definition is synonymous with the definition of youth

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<sup>2</sup> It is realised that nothing Rotary or anyone does can guarantee the complete safety of our applicants and participants in short Rotary youth programs or in help given to the elderly or infirm. We have introduced the classification of “Responsible Adult” to offer the maximum possible protection while still maintaining a degree of flexibility in using people to assist as leaders in programs. This will ensure in situations of very low risk all leaders have filled out a declaration form and been assessed and approved.

### The Elderly and Infirm

- Adults (over the age of 25) who either because of their age or a physical or mental deficiency may be unable to prevent harassment or abuse of either a physical, mental or sexual nature to themselves by others.

### A Vulnerable Person

- A young person under the ages of 25 or an elderly or infirm person

### Applicant

- A young person who has applied to join a short Rotary youth program but who as yet has not been accepted or
- An elderly or infirm person who has requested assistance or whose carers have requested but not yet received assistance on their behalf from Rotary.
- These people are entitled to the same protection as those who are accepted into a short Rotary program as participants.

### Participant

- Participant – a participant is an
- who is now involved in or is in the six-month period following the completion of a short Rotary youth program or following assistance given to an elderly or infirm person. Should a participant be involved in a sexual harassment or abuse incident, they shall continue to be classified as a participant until such time as all matters relating to the incident are resolved.

### Leader

- A Rotarian on a district committee who assists in the organisation of short Rotary youth programs
- A Rotarian or non-Rotarian who has been selected to guide and look after a group of applicants or participants in a short Rotary youth program or the senior person responsible for the care of elderly or infirm people Rotary is assisting
- A leader is a person who must be classified as either a “**Responsible Adult**” or a “**Registered Volunteer**”.

Grooming: This is the process whereby a sexual predator through false expressions of love or kindness gradually introduces a young person or small group of young people to increasingly lurid sexual images, touching, etc. desensitising their victim(s) into acceptance of sexual acts

Sexual Abuse: Sexual abuse refers to engaging in sexual acts with a vulnerable person or forcing or encouraging a vulnerable person to engage in sexual actions 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 offences

Indecent exposure

Exposing a vulnerable person to sexual or pornographic material

Sexual harassment: Sexual harassment refers to 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 desensitise, confuse or groom their victims.

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

- Sexually motivated advances including comments to the effect that the adult in a position of trust finds the vulnerable person sexually attractive
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comment about an individual's sexual activity, deficiencies, or prowess
- verbal abuse of a sexual nature
- displaying sexually suggestive objects, pictures or drawings, videos and internet images
- sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

Emotional Harassment: Emotional harassment is any action or comment which would disturb any reasonably emotionally stable vulnerable person. This includes but is not limited to repeated comments about a person's social background, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the person to whom they are directed.

Physical Abuse: Physical abuse is any physical harm inflicted on a vulnerable person and includes but is not limited to -

- providing insufficient nourishment for the student
- depriving the vulnerable person of a reasonable amount of sleep
- requiring the vulnerable person to do an unreasonable amount of work
- inflicting physical pain on the vulnerable person

### 3. The Law and Insurance

- All short Rotary youth programs are subject to the law of the state in which the programs are held. (Note: some laws applicable to young people vary from state to state.)
- In cases of conflict state laws override Rotary rules.
- People participating in Rotary vulnerable person programs are covered under the Rotary District 9520 insurance policy. It is essential therefore that those Rotarians responsible for these programs ensure the programs comply in all respects with insurance policy requirements.
- Also covered by Rotary district insurance are Rotarians assisting the elderly or infirm in a Rotary capacity
- Rotary district insurance cover is conditional on the Rotary district committee, club or individual Rotarian responsible filing with the District Insurance Officer and District Risk Management Officer a Risk Management Plan carefully compiled giving full details and the timing of the event or assistance being given. This must be done a minimum of two weeks prior to the commencement of the event or assistance given.

### 4. Rules

- All applicants must agree to be bound by the Rotary rules of any program they apply for.
- All participants must agree to abide by the directions of their leaders.
- All successful applicants must agree to attend any briefing organised before or at the beginning of a short Rotary youth program outlining the rules and other requirements of the program.
- Any participant found to have sexually abused another participant in the program will be immediately removed from the program and will be subject to the full weight of the law in the state in which the abuse occurred. If the offence is deemed by the police not to be a breach of the law, the matter will be investigated by the District Protection Committee.
- All short Rotary youth programs will organise either before or at the beginning of a program a briefing for all participants covering "abuse and harassment prevention" and what to do should it occur. Their briefings shall be based on the information and procedures in the "Rotary International Abuse and Harassment Prevention Training Manual and Leaders Guide".

## 5. Who is classified as a “Responsible Adult” and who needs to be a “Registered Volunteer”?

- All Rotarians and non-Rotarians applying or nominated for a leader’s position in a youth program or who are assisting the elderly or infirm must be classified as either a “Responsible Adult” or a “Registered Volunteer”. They will be known as the **Applicant**.
- From the requirements in Section 1 it will be seen the **majority of people** assisting in Rotary programs will be classified as “Responsible Adults”. They are to complete the YP 6 form. Only those who are in a position to abuse those they are assisting as defined in Section 2 need to be “Registered Volunteers”. They are to complete a YP 7.
- For those applying or nominated to assist on a district program it is the chair of that program who will decide the applicant’s classification as “Responsible Adult” or “Registered Volunteer”. The chair will be known as the **Assessor**.
- In a club based program it is the club president who will be known as the **Assessor**.

## 6. The Procedure for becoming a “Responsible Adult

- The Assessor will decide the suitability of the Applicant’s becoming a “Responsible Adult” as follows
  - After the Applicant has completed and signed a YP 6 form giving details of themselves and confirmed they will abide by the requirements set down in the manual as it applies to them, their Assessor will carefully look over the completed form.
  - The Applicant is to be interviewed by the Assessor to ascertain they are a suitable person to carry out the tasks they will be allotted.
  - The Assessor will talk to people who know the Applicant to further ascertain their suitability to carry out the tasks they will be allocated.

## 7. The Procedure for becoming a “Registered Volunteer”

- The Assessor will thoroughly carry out the following tasks and only then if fully convinced the applicant is a suitable person to work with vulnerable people on their own as set out in Section 1 will the Assessor grant the applicant “Registered Volunteer” status.
  - After the Applicant has completed and signed a YP 7 form declaring information about themselves, providing formal referees and confirming they will abide by the requirements set down in this manual as it applies to them, the Assessor will carefully look over the completed form.
  - They are to be carefully interviewed by their Assessor discussing in detail their previous involvement with young people, family members and work colleagues.
  - The Assessor will diligently talk to the referees to ascertain the Applicant is a suitable person in all respects to carry out the tasks they may be performing on their own with vulnerable people.
  - They will have a criminal investigation check. If working in SA a “DCSI Check, in Victoria a “Working with Children Check Card” and in New South Wales a “Working with Children Check. In the case of a DCSI check, their Assessor will carefully examine any comments on the check to again confirm the candidate’s suitability.

## 8. A list of Contacts for Youth Involved in Short Youth Programs

Experience has shown victims of sexual abuse often feel guilty themselves and are reluctant to speak out about crimes committed on them. We must reassure vulnerable people, particularly young people, before a program commences, that Rotary will listen and act to protect and support them if they are molested. In addition it is important we give all young people involved in short Rotary youth programs a list of people they can come to in cases of abuse. The list will vary depending on the program, but must include non-Rotary as well as Rotary people. The following list is a guide for program organisers.

The District Chair of the particular program  
Leaders directly involved in running the program  
The District Governor  
In programs where other organisations are involved, a suitable person or persons from that organisation  
The local rape crisis centre  
The club president

It is important where possible to have a mix of males and females in the list as often a vulnerable person will feel more comfortable in coming to someone of the same sex.

## **7. Maintenance of Information**

Personal information records about any applicant or participant in a program run by Rotary in our district or where our Rotarians are assisting another organisation must be kept by a Rotarian classified as a “**Registered Volunteer**”. Appropriate segments of the information can only be disseminated to others on a need-to-know basis for a participant’s health, safety, or wellbeing. In keeping with Australian privacy laws and Rotary District 9520’s privacy policy all documents relating to vulnerable people must be

- kept in a secure place and only accessed by the Rotarians deemed responsible for their safekeeping
- kept and destroyed in accordance with the instructions given at the end of each document

## Rotary International Vulnerable Person's Sexual Abuse and Harassment Allegation Reporting Guidelines Adapted for District 9520 Use

Rotary International is committed to protecting the safety and well-being of young people and the aged and infirm in Rotary programs 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 any vulnerable people must always be the first priority.**

### Definitions

**Sexual abuse:** Sexual abuse refers to engaging in sexual acts with a vulnerable person or forcing or encouraging a vulnerable person to engage in 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 offences
- indecent exposure
- exposing a child to sexual or pornographic material.

**Sexual harassment:** Sexual harassment refers to 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 desensitise 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 comment about an individual's sexual activity, deficiencies, or prowess;
- verbal abuse of a sexual nature;
- displaying sexually suggestive objects, pictures or drawings; and
- sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

### Is it abuse or is it harassment?

Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the vulnerable person, all allegations must be immediately reported as required by law in Australia to the police.

### Allegation Reporting Guidelines

*For use by all adults to whom a vulnerable person reports an incident of abuse or harassment*

Any adult to whom a young person or an aged or infirm person reports an incident of sexual abuse or harassment is responsible for following these **Allegation Reporting Guidelines**. It is strongly recommended a copy of the first two pages (to paragraph 6) of these reporting guidelines be given to any leader or other person it is felt an abused vulnerable person may approach with an allegation of sexual abuse or harassment.

### 1. **Upon hearing a report of abuse or harassment from a vulnerable person**

- a. **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and 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 to make it stop and to ensure that it doesn't happen to other vulnerable people.
- c. **Get the facts, but don't interrogate.** Ask the vulnerable person questions that establish what was done and who did it. Reassure the vulnerable person that she/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the vulnerable person's story to the proper authorities.
- d. **Be non-judgmental and reassure the vulnerable person.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticise the vulnerable person. Assure the vulnerable person that the situation was not their fault and that they were brave and correct in coming to you.
- e. **Record.** Keep a written record of the conversation with the vulnerable person as soon after the report as you can, including the date and time of the conversation. Use the vulnerable person's words, and record only what has been told to you.

### 2. **Protect the vulnerable person**

Ensure the safety and well-being of the vulnerable person. Remove the vulnerable person from the situation immediately and all contact with alleged abuser or harasser. Reassure the vulnerable person that this is for his or her own safety and is in no way a punishment.

### 3. **Report to Appropriate Law Enforcement Authorities**

- a. Immediately report all cases of sexual abuse and harassment to the police. In Australian capital cities contact the "Police Response Call Centre". In country areas contact the local "CIB".
- b. If the police wish to interview the vulnerable person or arrange for a forensic medical examination, accompany the vulnerable person or arrange for the police to come to them.
- c. As soon as possible in the case of a vulnerable person in a District Rotary program advise the District Committee Chair of the accusation (unless the chairman is involved in the accusation). In the case of a vulnerable person who is not in a Rotary District program advise the senior person responsible for that person's care. In all cases the District Protection Officer or a member of the District Protection Committee must be promptly informed.

**4. 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.

**5. Do not challenge the alleged offender.** The adult to whom the vulnerable person 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 Protection Officer or Committee is/are responsible for investigating, with the assistance of the relevant District Committee Chairman as needed. The District Protection Officer will be in contact with the alleged offender after the vulnerable person has been moved to a safe environment or their environment made safe. The District Governor must be notified.*

## 6. Follow-up

After reporting allegations to the appropriate District Committee Chair or District Protection Officer, follow up to make sure steps are being taken to address the situation.

### Post Report Procedures

#### *For Use by the District Protection Officer or Committee*

The vulnerable person's Program Chairman and the District Protection Officer or Committee are responsible for ensuring that the following steps are taken following an abuse allegation report. Unless otherwise specified, these steps must be taken immediately following the report.

- a. Ensure the adult to whom the vulnerable person reported the abuse has followed the *Allegation Reporting Guidelines*.
- b. Confirm that the vulnerable person's environment is safe and all contact with the alleged abuser or harasser has ceased.
- c. Contact the police immediately (if not already done). If the law enforcement agency **will not** investigate, the District Protection Officer or Committee with the assistance, if appropriate, of the district committee shall coordinate an independent investigation into the allegations.
- d. Ensure the vulnerable person receives immediate support services.
- e. If the vulnerable person was in a Rotary program, offer an independent, non-Rotarian counsellor or solicitor to represent the interests and help the vulnerable person. If necessary ask social services or the police to recommend someone who is not a Rotarian or in any way involved with the Rotary program.
- f. Contact the vulnerable person's next of kin. If vulnerable person was in a Rotary program which is still in progress, provide the person with the option of either completing the program or returning home.
- g. Remove alleged abuser or harasser from all contact with the specific vulnerable person and others in the program until investigations are concluded.
- h. Cooperate with police or legal investigation.
- i. The District Protection Officer or Committee must inform the District Governor of the allegation. Either the District Governor or the District Protection Officer must inform Rotary International of the allegation via Frank Pezzimenti the regional head of the Parramatta Office (phone 02 8894 9811) ([Frank.Pezzimenti@rotary.org](mailto:Frank.Pezzimenti@rotary.org)). This **must be done within 72 hours**. Provide follow-up reports of steps taken and the outcome of all investigations and resulting actions.

### Post Allegation Report Guidelines

#### ***Appropriate response for addressing issues within Rotary for allegations made against Rotarians or non-Rotarian "Responsible Adults" or "Registered Volunteers"***

When addressing an allegation of abuse or harassment, the most important concern is the safety of vulnerable people. Rotarians must not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or 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.

## The Procedure for Obtaining a Criminal History Check

In the case of a person required to become a “Registered Volunteer” they must comply with the following in addition to filling out a YP 7 form and being reference checked.

### Residents of SA

In South Australia the age of consent is 17 years. New legislation in SA is phasing out POLICE CHECKS for people looking after children and the elderly and infirm and replacing them with the improved DCSI Checks. People who currently have a police check issued before 31/10/2013 can continue to use them until three years after the issue date.

Everyone involved in Rotary Programs where Rotary specifically requires they be checked as a “Registered Volunteer” must now get a DCSI (Department of Community and Social Inclusion) Check.

At this point a volunteer will get a DCSI Check at the reduced cost of \$55 (incl. GST). (In all other states similar checks are free for volunteers.) District 9520 has decided a youth committee requiring a DCSI Check will reimburse the applicant for the cost. Clubs may reimburse others.

The procedure for obtaining a DCSI Check in SA is as follows –

1. The applicant is to go to the DCSI website at [www.dcsi.sa.gov.au/services/screening](http://www.dcsi.sa.gov.au/services/screening) choose “Application Forms and Payments” and download the application form “Child-related Employment Screening” or “Vulnerable Person-Related Employment Screening” and complete the applicant’s sections (Parts A and B) Note: Volunteers applying for more than one type of screening will only be charged the one \$55 fee (application forms must pertain to the same applicant, be attached together and submitted at the same time).
2. The applicant then takes the form along with identifying documentation totalling 100 points to his Club Protection Officer.
3. The Club Protection Officer sights the documentation and verifies the applicant’s identity on the section of the form for “proof of identity” (Part C).
4. The Protection Officer then completes the section of the form (Part D) on behalf of Rotary District 9520 which confirms why the DCSI Check is required (e.g. aged care assistant, student counsellor, host family member, RYLA leader, etc.) The Protection Officer fills in his own details including his email address and Rotary membership number. As the alternative contact the Club Protection Officer is to select another responsible person in their club with an ongoing good attendance record.  
Note: Care must be exercised ensuring all details on the form are **correctly completed** or the application will be returned.
5. The applicant takes the completed form along with the \$55 payment (credit card, cheque, cash) to any post office, hands in the form and pays. A receipt will be issued.
6. The applicant takes the receipt to the District Youth Committee requiring the applicant to have the DCSI Check and the money will be reimbursed. In the case of club projects, the club may also reimburse the applicant.
7. The department will post directly to the successful applicant a certificate on special paper which cannot be copied or altered. A DCSI check lasts for 3 years.
8. The certificate which contains records of any major offences the applicant has committed is to be shown to the chair of the youth committee or club officer requiring the applicant be accredited as a Registered Volunteer.
9. The chair or officer will examine the certificate and its comments. The chair or club officer determines if the applicant is suitable to work with vulnerable people in a Rotary program.
10. Should the chair or club officer have **any doubts** about the applicant’s suitability, they are to refer the matter to the Chair of the District Youth Protection Committee for a final decision.

11. The program chair or club officer is to submit the successful applicant's name and certificate date to the District web master for **inclusion on the District Registered Volunteers data base.**

### **Residents of New South Wales**

Residents of NSW are now required to have a Working With Children Check when working with children under the age of consent which in NSW is 16 years. Rotary also requires anyone classified as a "Registered Volunteer" who will be assisting the elderly or infirm to have a Working with Children Check. This is obtained as follows-

1. The applicant goes to the New South Wales Working with Children web site at [wwccheck.cyp.nsw.gov.au](http://wwccheck.cyp.nsw.gov.au)
2. The applicant then fills in the online application form and submits it. An authorisation number will be issued.
3. The applicant then takes the authorisation number together with his/her driver's license to any RTA (Road Transport Authority) office in NSW.
4. The applicant having completed and submitted their application gives the Club Protection Officer the number.
5. The Club Protection Officer then goes on-line to the above web address and registers his Rotary Club as the organisation requiring the applicant's Working With Children Check and also leaves his/her name and email address.
6. The department will process the application (3 to 5 weeks) and once it is approved or rejected the Protection Officer will receive an automatic email with the result.
7. The Protection Officer is then to email a successful result to the District Web Master so the name and expiry details can be added to the list of Working With Children check names on our website.
8. The department will post directly to the successful applicant a certificate on special paper which cannot be copied or altered.
9. Should at any stage during the department's proclaimed five year life of the check the department learn the recipient has done something which makes him/her unsuitable for working with children, they will advise the Club Protection Officer accordingly.
10. The club protection officer is then to have the district web site chairman remove the recipient's name from the district website list.
11. Advise the Rotarian in charge of any vulnerable persons program of the recipient's change of status.

### **Residents of Victoria**

Legislation enacted in Victoria for children under the age of consent which in Victoria is 16 years and for the elderly and infirm requires carers involved in Rotary programs who stay overnight to obtain a "Working with Children Check Card". It is also a requirement that any carers in Rotary programs who have regular direct contact with children (people under 16 years old) must also obtain a card. This may mean some people involved as carers in Rotary programs who we classify as "Responsible Adults" will need a card. Our definition of "Responsible Adult" still stands. Those "Responsible Adults" in Victoria who need a Working with Children Check Card will not need to be formally reference checked. Rotary also requires anyone classified as a "Registered Volunteer" who will be assisting the elderly or infirm to have a Working with Children Check Card.

The procedure for obtaining a Working with Children Check Card is as follows

1. Obtain a Working with Children Check Card application form available at most Victorian Post Offices or under Working with Children Check at [www.justice.vic.gov.au](http://www.justice.vic.gov.au)
2. Fill out but do not sign the form and take it to a participating Victorian post office along with
  - Proof of identity for 100 points (e.g. driver's license, passport, etc.)
  - Passport size photo of yourself
  - Explain when submitting your application you work for Rotary with children or vulnerable people as a volunteer
3. On acceptance of your application, the post office attendant will photocopy your identification documents and return them to you and have you sign the form in front of them
4. Issue you with an application receipt which you also sign. This receipt will be given a unique number and is stamped
5. This receipt is evidence you have submitted your application
6. After your Working with Children Check Card application has been processed by the Victorian Department of Justice you will be given an assessment notice if you have passed the check and a photo I.D. Working with Children card. This takes three to eight weeks.
7. Your name will be added to a list of card holders published on the Department of justice web site. This website is updated regularly and should a cardholder commit an offence against a child, their name will be withdrawn from the site.
8. Victorian Working with Children Check cards are valid for five years, unless revoked.
9. Show your card to the Rotary youth organisation chair or the person in charge of the aged or infirm program where you will be volunteering.
10. Note: as the names of all card recipients is posted on the Victorian Department of Justice website while it is valid, it does not need to be placed on our district website like the holders of SA and NSW criminal investigation checks.

**NOTE: To become a Registered Volunteer the applicant in addition to receiving a criminal history check must complete a YP 6 (Other Rotary Youth and Vulnerable People Programs) declaration, undergo an interview and submit the names of three referees and be approved by them as detailed earlier in the manual.**

**Irrespective of the legal age of consent in each state, in Rotary any person looking after a young person up to the age of 25 as a "Registered Volunteer" requires a criminal history check.**

## A GUIDE FOR ROTARIANS SCREENING A POTENTIAL “RESPONSIBLE ADULT”

Responsible Adult’s Name ..... Date of Interview .....

Name of Committee Person interviewing .....

Note – Meet personally or contact by phone the candidate and discuss with them their role and responsibilities. Lead the discussion in a way that you can gain answers to the following questions which should be read before the discussion takes place.

- Did they have a warm and friendly nature? \_\_\_\_\_
- Was the candidate enthusiastic about doing the job asked of him/her? \_\_\_\_\_
- Did questions asked show they had been thinking seriously about the job? \_\_\_\_\_
- Were they keen to learn of their commitments and duties? \_\_\_\_\_
- Did they appear to have the ability to mix with and handle people? \_\_\_\_\_
- Did you feel they would be helpful and understanding of the vulnerable People they will be assisting? \_\_\_\_\_
- Do you think they have a rapport with the type of vulnerable people they will be assisting? \_\_\_\_\_
- Do you feel they could in a non-confrontational way ensure that the program participants obey (if applicable) the rules and requirements? \_\_\_\_\_
- Do you feel the candidate was taking the job for the right reasons? \_\_\_\_\_

Use the answers you have given to the above questions as a guide to your assessment of the candidate(s) so far.

Very Suitable  Suitable  Suitable with more guidance  Doubtful  Unsuitable

Talk to someone who knows the candidate whose opinion you respect and gain their thoughts on the suitability of the candidate as a person to work with vulnerable people. Specifically gain answers to the following questions.

- Did the person enthusiastically recommend the person for the job? \_\_\_\_\_
- Did they feel the person’s own family was warm and loving? \_\_\_\_\_
- How did he/she feel the person’s relationship was with their own children (if applicable)? \_\_\_\_\_
- Did the person know if they had previously been involved with other vulnerable people and how successful was their relationship? \_\_\_\_\_
- How did the candidate get on with other adults? \_\_\_\_\_
- Were they aware of any problems the candidate has which might affect their suitability to work with the vulnerable people they will be assisting? \_\_\_\_\_

Make a final overall judgement on the candidate based on these results and the interview results.

If the candidate will be looking after young people, would you be happy for them to look after your own children were they of a similar age to the young people in the program in a group situation for a relatively short period of time? If the candidate is to be looking after the elderly or infirm, would you be happy for them to look after one of your parents if they were aged or infirm?

**Responsible Adult candidate advised their offer of assistance is**  Accepted  Refused

By \_\_\_\_\_  
Name Date

**Ensure document confidentiality -- Keep all YP 4 forms for two years after the “Responsible Adult” ceases to be involved in the Rotary program. All unsuccessful applicants’ forms are to be destroyed immediately.**

## A GUIDE FOR ROTARIANS SCREENING A POTENTIAL “REGISTERED VOLUNTEER”

Registered Volunteer’s Name .....Date of Interview .....

Names of Committee People interviewing (2) .....

.....

Note – Please read the following questions before meeting the candidate and explaining the duties and responsibilities their role entails them and assessing their suitability for that role. After the interview concludes fill in your impressions below.

- Did they have a warm and friendly nature? \_\_\_\_\_
- Was the candidate enthusiastic about doing the job asked of him/her? \_\_\_\_\_
- Did questions asked show they had been thinking seriously about the job? \_\_\_\_\_
- Were they keen to learn of their commitments and duties? \_\_\_\_\_
- Did they appear to have the ability to mix with and handle people? \_\_\_\_\_
- Did you feel they would be helpful and understanding of young people, the elderly or infirm? \_\_\_\_\_
- Do you think they have a rapport with the type of vulnerable people they will be assisting? \_\_\_\_\_
- Do you feel they could in a non-confrontational way ensure that the program participants obey (if applicable) the rules and requirements? \_\_\_\_\_
- Do you feel the candidate was taking the job for the right reasons? \_\_\_\_\_

Use the answers you have given to the above questions as a guide to your assessment of the candidate(s) so far.

Very Suitable     Suitable     Suitable with more guidance     Doubtful     Unsuitable

*Please read the following questions; then phone the three referees given. One should preferably be the main employer and one the vulnerable person’s organisation representative if given. Ensure the referees know the candidate well and also ask whether they have visited them in their own home and know how they treat their own family. At the completion of the phone call answer the following questions.*

1. Did the referee enthusiastically recommend the candidate as a conscientious employee/volunteer? \_\_\_\_\_
2. Was the candidate suitable with reservations? \_\_\_\_\_
3. Were they good in some areas but poor in others? \_\_\_\_\_
4. Were there problems with the candidate’s approach? \_\_\_\_\_
5. How did the candidate perform in a stressful situation? \_\_\_\_\_
6. Were there problems with the candidate’s attitude particularly to those of the opposite sex? \_\_\_\_\_
7. Did the candidate have problems in working with fellow employees and or people they were helping? \_\_\_\_\_
8. Was there an incident or incidents that caused problems? \_\_\_\_\_
9. Were the employee/volunteer’s services terminated for unacceptable behaviour? \_\_\_\_\_

Fill in the appropriate left three columns of answers on the next sheet. Make a final overall judgement on the candidate based on these results and the interview results.

Very Suitable     Suitable     Suitable with more guidance     Unsuitable

Has a DCSI or alternate Victorian or NSW state certificate been received confirming the applicant's suitability?

Date Issued \_\_\_\_\_ Expires \_\_\_\_\_  
Date Date

Suitability Confirmed  Yes  No

“Registered Volunteer” candidate advised their offer of assistance is  Accepted  Refused

By \_\_\_\_\_ Date \_\_\_\_\_  
Name Date

**“Registered Volunteer” Reference Results**

Name \_\_\_\_\_

Question Number	1 <sup>st</sup> Referee	2 <sup>nd</sup> Referee	3 <sup>rd</sup> Referee
1			
2			
3			
4			
5			
6			
7			
8			
9			

**Ensure document confidentiality -- Keep all YP 5 forms for two years after the “Registered Volunteer” ceases to be involved in the Rotary program. All unsuccessful applicants’ forms are to be destroyed immediately.**

**Responsible Adult Information and Declaration Form**  
**For Short Rotary Youth Programs and**  
**Those Assisting Other Vulnerable People**

All District 9520 short youth program committees are committed to creating and maintaining the safest possible environment for the young people in their programs. It is the duty of all those involved to safeguard the welfare to the best of their ability and to prevent the physical, sexual, and emotional abuse of young people with whom they are involved. Rotary is aware that among the many wonderful youth programs held in the past there have been instances of young people being abused and is now doing all they can to ensure this does not happen in the future. Rotary is also committed to ensuring the safety of any elderly and infirm people while being assisted by Rotary.

TO THIS AIM Rotary District 9520 permits a person classified as a "Responsible Adult" to be a person

- involved in looking after a vulnerable person (or people) in a group situation such that there is virtually no opportunity for abuse to occur
- assessed by the investigating district committee member, acting as a conscientious parent would in protecting their own children when of a similar age, or in protecting one of their own parents if they were aged or infirm to be a suitable and caring person
- who has not been police and reference checked.

In order to better assess their suitability or the role they may play as a "Responsible Adult" in a vulnerable person's program, District 9520 requires applicants to provide the following information about themselves.

PERSONAL DETAILS

Name \_\_\_\_\_

Address \_\_\_\_\_

Town or Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Mobile phone \_\_\_\_\_ E-mail address \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ years

(If less than 5 years, please list prior addresses for that period on the back of this sheet.)

Are you a Rotarian? \_\_\_\_\_ If so state name of Club \_\_\_\_\_

Date joined \_\_\_\_\_

What vulnerable assistance program will you be involved with? \_\_\_\_\_

What will your role be in that program?  
\_\_\_\_\_

EMPLOYMENT

Your occupation \_\_\_\_\_

Do you currently or have you during the last five years worked for a company or organisation

Are you self-employed  Are you retired

Name of the organisation you worked for (if applicable)

\_\_\_\_\_

PREVIOUS EXPERIENCE WITH YOUTH OR VULNERABLE PEOPLE

If you have previously worked with youth or vulnerable people, please detail your involvement and any training you have received.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify the following

- All the statements and information given on this Information and Declaration Form are to the best of my knowledge true and correct.
- 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 agree to abide unreservedly by the decision of the Rotary District Committee reviewing my application as to my suitability as a "Responsible Adult".

**I HAVE READ AND UNDERSTOOD THE ABOVE DECLARATION AND SIGN THIS FORM VOLUNTARILY.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name Printed \_\_\_\_\_

Rotary Witness \_\_\_\_\_

Name Printed \_\_\_\_\_

**ROTARY RESERVES THE SOLE RIGHT TO ACCEPT OR REJECT ANY APPLICANT AS A "RESPONSIBLE ADULT" FOR ASSISTING VULNERABLE PEOPLE.**

<b>ROTARY DISTRICT USE</b>	
I _____ Chair* or Club Officer*	
of _____ District Committee* or Club*	
Name	
verify that _____ whose signature appears above has complied with the declaration requirements and the District Committee has verified he/she is a suitable person to work as a "Responsible Adult" with young people in our Rotary Program	
Signed _____ District Committee chairman	Date _____
*Delete whichever does not apply	

**Ensure document confidentiality -- Keep all YP 6 forms for two years after the "Responsible Adult" ceases to be involved in the Rotary program. All unsuccessful applicants' forms are to be destroyed immediately.**

**Rotary Youth & Vulnerable Persons Volunteer Information and Declaration Form**

In order to better assess the suitability of an applicant to be a Rotary Registered Volunteer, working with children, young people, the aged and the infirm, District 9520 requires applicants to provide the following information about themselves.

PERSONAL DETAILS

Name \_\_\_\_\_

Address \_\_\_\_\_

Town or Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Mobile phone \_\_\_\_\_ E-mail address \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ years

(If less than 5 years, please list prior addresses for that period on the back of this sheet.)

Are you a Rotarian? \_\_\_\_\_ If so state name of Club \_\_\_\_\_

Year joined \_\_\_\_\_

What will your role be?

District Youth Committee Member/Chair

Club Counsellor

Member of a host Family

RYPEN/RYLA Director

Other please detail \_\_\_\_\_

EMPLOYMENT HISTORY

*Please detail your employment history as follows. (If you have not been employed in the organisation below for the last five years, please detail when you left and give the same details of the other organisations where you worked since then on the back of this form.)*

Your occupation \_\_\_\_\_

Do you currently or have you during the last five years worked for a company or organisation

Are you self-employed

Are you retired

Name of the organisation you worked for \_\_\_\_\_

Name of immediate supervisor-manager \_\_\_\_\_

PREVIOUS EXPERIENCE

If you have previously worked with children, youth, the aged or the infirm, please detail your involvement and any training you have received.

\_\_\_\_\_  
\_\_\_\_\_

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**PERSONAL REFERENCES**

*Please list three referees and if applicable include your employer and/or the director of an organisation who is involved with either children, young people, the aged or the infirm, and who is in a position to vouch for your suitability as a Rotary Registered Volunteer. (Only one referee may be a Rotarian and none may be family members. All need to be contacted by you to confirm they will be happy to be phoned by Rotary for a reference. If a referee has a preferred phone number, please mark it with an asterisk.)*

1 Name \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

2 Name \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

3 Name \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

**PERSONAL HISTORY CHECK**

- It is a requirement all Rotary Registered Volunteers have a Personal History check.
  - South Australian applicants must agree to Rotary's commencing the procedure for obtaining the applicant a DCSI check
  - New South Wales and Victorian applicants must apply for and obtain a "Working with Children Check" (NSW) or a "Working with Children Card" (Vic)
  - Equivalent checks must be obtained for those working with the aged or the infirm
  - The applicant must agree to show the designated responsible Rotarian their Personal History Check.

**Type of Check**..... **Check No**..... **Expiry Date (3 years after issue)** ...../...../.....

- Have you ever been charged with, been convicted of or pled guilty to any crimes  
Yes  No
- Have you ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical, or verbal abuse, including but not limited to a domestic violence or civil harassment injunction or protection order?  
Yes  No

If yes, please explain. Also indicate date(s) of incident(s) and the state and country in which they occurred. (Attach separate sheet)

**DECLARATION**

- 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 Rotary Registered Volunteer recognising such enquiries are in the best interest of the program in which I will be involved.
- I certify I have contacted my referees and all are happy for Rotary to contact them.
- I confirm I am willing to undergo a comprehensive interview by a responsible Rotary officer
- I agree to abide unreservedly by the decision of the Rotary Club or the District Committee reviewing my application as to my suitability as a Registered Volunteer.

- In consideration of my acceptance and participation in a Rotary program for children, young people, the aged or infirm, 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 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 this declaration.

**I HAVE READ AND UNDERSTOOD THE ABOVE DECLARATION AND SIGN THIS FORM VOLUNTARILY.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name Printed \_\_\_\_\_

Rotary Witness \_\_\_\_\_

Name Printed \_\_\_\_\_

Club \_\_\_\_\_

**ROTARY RESERVES THE SOLE RIGHT TO ACCEPT OR REJECT ANY APPLICANT AS A ROTARY REGISTERED VOLUNTEER**

**ROTARY CLUB OR DISTRICT COMMITTEE USE**

I \_\_\_\_\_ \*President or Chair of \_\_\_\_\_  
Name Name \*Club / Committee

verify that \_\_\_\_\_ whose signature appears above has  
Name of Applicant  
complied with the declaration requirements, HAS undergone a comprehensive interview and their referees have been questioned in detail and recommend them.

I also confirm the authorised Rotary officer has examined his/ her  
\_\_\_\_\_ Number \_\_\_\_\_ Issue Date \_\_\_\_\_

Enter check obtained, i.e. DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Check (NSW) or the aged or infirm equivalent together with its number and issue date

and the \*club/committee finds him/her a suitable person to work as a Registered Volunteer.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
\*Club President/ Committee chair

\*Delete as applicable

**Ensure document confidentiality – If received by a club all approved Form 3's must be emailed to the appropriate District Committee (if applicable) otherwise to the District Protection Officer. District Committees will send all Form 3's they receive or process to the District Protection Officer. The District Protection Officer is to organize all Form 3's to be securely electronically stored for 50 years. Clubs and District Committees are to keep copies of their forms for three years. A Form 3 must be renewed every three years along with the required interviews, reference checks and personal history check.**

## Rotary Vulnerable Person's Program Compliance Statement For Rotary Clubs and District Committees

*Clubs or District Committees wishing to be involved in the running of a vulnerable person's program must complete this declaration and have it signed by the person directly in charge of implementing the running of the program. In the case of a club, it must also be signed by the club president. In the case of a district committee, the chairman of the committee must sign. If the chairman is the person implementing the running of the program it should also be signed by another experienced committee member.*

The \_\_\_\_\_ **Committee**  
Print District Committee name

Or

The \_\_\_\_\_ **Rotary Club**  
Print Rotary Club name

**wish to be involved in the following vulnerable person's program**

\_\_\_\_\_ commencement date  
Print name of vulnerable person's program

We the undersigned Rotarians confirm

- a. we understand the requirements in "An Australian Guide to Protecting Youth Involved in Short Rotary Programs and The Elderly and Infirm when being Assisted by Rotary 1 July 2015", as it applies to our organisation's role in the above manual
- b. we will ensure those people involved in our program fully comply with these requirements.

District Committee Signatures\*

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /  
Please Print Chairman

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /  
Please Print Organiser or responsible member

Rotary Club Signatures\*

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /  
Please Print President

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /  
Please Print Organiser

\*Delete whichever does not apply

Listed on the following page are reminders of some of the important tasks fully detailed in the policy. These may be of help as a guide in checking what tasks have been completed at this stage and what work remains to be carried out. Note – before a district committee or club can sign the above Declaration "A District 9520 Guide to Protecting Youth Involved in Short Rotary Programs and the Elderly and Infirm when being assisted by Rotary – 1 July 2015" they must be carefully read and a commitment made to fully comply with all details of that policy.

Have the people involved in organising the program or in the case where another organisation is involved, those people organising the Rotary aspect of the program

*Tick boxes as appropriate*  
Have done      will do

- ensured all leaders have read and understood the Rotary Manual
- carefully considered which people in the program need to be
  - a. Registered Volunteers
  - b. Responsible Adults?
- obtained before the program commences for those identified as a Registered Volunteer
  - a. reference checks
  - b. an appropriate state criminal history check?
- made enquiries to ascertain that persons identified as responsible adults are suitable to look after vulnerable people?
- planned any briefing required to be given to young people before they participate in the program
- have taken steps to ensure all vulnerable people involved in the program are well looked after and kept safe?
- ensured that where the participants will be under the control of another organisation for a proportion of the program, that organisation is one which is both qualified and dedicated to guarantee as far as is reasonably practical the safety of the vulnerable people involved.
- circularised those people involved in the program who we feel a vulnerable person may come to if harassed or abused with copied of YP 2 clauses 1 to 6.
- planned a debriefing if appropriate where any points of concern may be revealed and addressed

**For a Rotary District Committee or Rotary Club to be involved in a vulnerable person's program, one copy of this completed YP form must be returned to the District Protection chairman no later than 3 weeks before commencement of their involvement in the program.**

**Ensure document confidentiality – The club or district youth committee copy of this form should be kept for one year after the completion of the short Rotary youth program and then destroyed. The District Protection Committee is to retain the original for five years.**