

# ROTARY YOUTH EXCHANGE FLORIDA

## ROTARY DISTRICT 6890



## SEXUAL ABUSE RESPONSE POLICY AND PROCEDURES

### STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

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

As a Rotary Youth Exchange Student, your welfare is extremely important to us. We have prepared this document for your safety. Please read it carefully. This information may help you better understand what sexual abuse and harassment are and help you protect yourself by preventing potential abusive situations before they happen. In the unlikely event that you are subjected to sexual abuse or harassment, this document will help you understand what you can do about it. Please share this information with your parents so that they also know that we are committed to your safety and protection.

### STUDENT PROCEDURES

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

1. Report the situation immediately to the person with whom you feel most comfortable.
  - The local host Rotary Club Youth Exchange Counselor, the District Student Protection Officer, the District Youth Exchange Chair, any member of the District Youth Exchange Committee, or the District Governor.
  - 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.
2. If appropriate action is not taken when you report the situation, report it again and continue reporting it until someone takes you seriously. Make sure that it is understood that you are serious.
3. When you are uncomfortable with someone else's behavior, and you think it is sexual in nature, please trust your judgment and report it to someone else.

### ALLEGATION REPORTING GUIDELINES

If you report an allegation of abuse or harassment, these are the guidelines the Rotarians will follow.

1. When receiving the report from you, they will:
  - Listen attentively and stay calm. They will acknowledge that it takes a lot of courage to report abuse. They will listen and be encouraging.
  - Protect you. They will first ensure your safety and well-being. They will remove you from the situation immediately and from all contact with the alleged abuser or harasser. They will reassure you that this is for your own safety and that it is not a punishment.
  - Get the facts, but not interrogate. They will ask you questions that establish what was done and who did it. They will reassure you that you did the right thing in telling.

- Be non-judgmental and reassure you. They will not be critical of anything that has happened or anyone who may be involved. They will assure you that the situation was not your fault and that it was brave and mature to report what happened.
  - Assure privacy but not confidentiality. They will explain that they will have to tell someone about the abuse or harassment to make it stop and to ensure that it doesn't happen to other students.
  - Record. They will make a written report of their conversation with you as soon after talking with you as they can. They will include the date and the time that they talked with you. They will use your words and will record only what you told them.
2. They will report this information as soon as possible to the hosting Club Youth Exchange Counselor, the District Student Protection Officer, the District Youth Exchange Chair or the District Governor providing none are the accused individual. This person will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.
  3. They will avoid gossip and blame. They will not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both you as the victim and the alleged offender during any investigation.
  4. They will not challenge the alleged offender. The adult to whom you report will not contact the alleged offender because the investigation must be left entirely to law enforcement authorities in cases of abuse. In cases of non-criminal harassment, the District Student Protection Officer and the District Governor, who are responsible for the investigation, will contact the alleged offender after you have been moved to a safe environment.
  5. They will follow-up. After appropriately reporting the allegations, Rotarians will follow up to make sure steps have been taken to address the situation.

## DEFINITIONS

**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 opposite sex. This includes but is not limited to:

- Non-touching offenses (such as verbal intimidation, or other indirect suggestions with which you are uncomfortable).
- Indecent exposure (unwelcome revealing of sexual body parts such as breasts or genitals).
- Exposing a student to sexual or pornographic material.
- Sexual assault.

**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 to groom their victims. Examples include, but are not limited to:

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

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

Prepared for Rotary Youth Exchange Florida

(Directions to Students: Cut out the large section below with the solid lined border. Then make two folds on the dotted lines, folding along the long horizontal line first and along the short vertical line second. This will give you a wallet or pocket-sized card to carry with you.)

<p style="text-align: center;">Rotary Youth Exchange</p> <p><b>Student Protection Information Card</b></p> <p>Rotary International is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the guidelines provided herein. The safety and well being of students is always the first priority.</p>	<p>District Student Protection Officer: Ms. Michelle Schaefer, Tel - (813) 846-7556</p> <p>District Youth Exchange Chair: Mr. Peter Vaka, Tel - (571) 344-3258</p> <p>District Governor: Mr. Alan Feldman, Tel - (813) 454-9495</p> <p>State Department Designated Officer: Mr. Al Kalter Tel - (904) 673-5566</p>
<p style="text-align: center;">STUDENT PROCEDURES</p> <p>If you are sexually or physically abused or harassed or are accused of sexually or physically abusing or harassing another person, you should follow this procedure:</p> <ol style="list-style-type: none"><li>1. Report the situation immediately to the person with whom you feel most comfortable.<ul style="list-style-type: none"><li>• Contact the local host Rotary Club Youth Exchange Counselor, the District Student Protection Officer, the District YE Chair, any member of the District Youth Exchange Committee, or the District Governor.</li><li>• If you are not comfortable talking to a local person, contact a trusted Rotarian at home.</li><li>• 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.</li></ul></li><li>2. If appropriate action is not taken when you report the situation, report it again and continue to report it until someone takes you seriously. Make sure that it is understood that you are serious.</li><li>3. When you are uncomfortable with someone else's behavior, and you think it is sexual in nature, please trust your judgment and report it to someone else.</li></ol>	