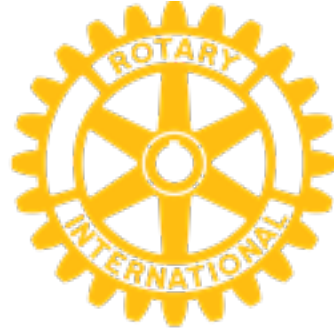


**Rotary**  
District 5190



## **YOUTH PROTECTION POLICY**

### **Rotary Youth Leadership Awakening (RYLA)**

**Adopted: March 2017**

## 1. Statement of Conduct for Working With Youth

### **Rotary International's Statement of Conduct for Working With Youth**

**Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.**

*Adopted by the RI Board of Directors, November 2006*

## 2. Definitions

<b>RYLA-</b>	Rotary Youth Leadership Awakening
<b>Camp-RYLA</b>	Leadership camp for high school juniors jointly sponsored by Rotary Districts 5180 and 5190
<b>Camp Co-Director</b>	Person(s) appointed by the RYLA Committee functioning as one of the two onsite Camp Co-Directors at each camp
<b>Executive Director</b>	Person appointed by the 5180/5190 RYLA, Inc. Board as the administrative head of Camp-RYLA.
<b>Program Director(s)</b>	Person or persons hired by the RYLA Committee to deliver the program content at RYLA sessions
<b>Staff</b>	<p>Any person (volunteer or paid) authorized by the RYLA Committee to interact with participants in Camp-RYLA. This includes counselors, Co-Directors and Program Directors.</p> <p>This does not include incidental logistics support personnel who do not interact significantly with camp participants</p>
<b>Child</b>	Any person less than ten years of age
<b>Youth</b>	Any person from ten to seventeen years of age
<b>Camper</b>	Any person selected and sponsored to attend Camp-RYLA as a participant (usually a youth)

## **Child abuse/neglect**

### **Nevada definitions**

In Nevada, abuse or neglect of a child means physical and mental non-accidental injury; sexual abuse or sexual exploitation; or negligent treatment or maltreatment of a child under the age of eighteen caused or allowed by a person responsible for his welfare.

**Physical abuse** includes non-accidental physical injuries to a child, such as a sprain or dislocation of arm or leg; damage to cartilage tissues, such as a broken nose; fracture of a bone or the skull; injury to internal organs; burns or scalding, cuts, lacerations, punctures, or bites; permanent or temporary disfigurement; or a permanent or temporary loss or impairment of a part or organ of the body.

**Emotional abuse** or "mental injury" means an injury to the intellectual or psychological capacity or the emotional condition of a child. This type of injury results in observable and substantial impairment of a child's behavior.

**Sexual abuse** occurs when sex acts are performed with children.

**Sexual exploitation** occurs when children are forced, allowed, or encouraged to engage in prostitution, pornography or to engage in any other type of sexual activity such as posing for live sex shows.

**Negligent treatment** or maltreatment of a child occurs if a child has been abandoned, is without proper care, control and supervision or lacks the subsistence, education, shelter, medical care or other care necessary for the well-being of the child. This includes leaving young children unsupervised or alone, locked in or out of the house.

### **California Definitions**

#### **Physical Abuse -**

Physical injury inflicted by other than accidental means upon a child by another person; Willful harming or injury of the child or the endangering of the person or health of the child; Unlawful corporal punishment or injury;

Willful harming or injuring of a child or the endangering of the person or health of a child means a situation in which any person willfully causes or permits any child to suffer, or inflicts thereon, unjustifiable physical pain or mental suffering, or having the care or

custody of any child, willfully causes or permits the person or health of the child to be placed in a situation in which his or her person or health is endangered.

**Neglect** means the negligent treatment or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. The term includes both acts and omissions on the part of the responsible person.

**Severe neglect** means the negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed nonorganic failure to thrive.

**Severe neglect** also means those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered, including the intentional failure to provide adequate food, clothing, shelter, or medical care.

**General neglect** means the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury to the child has occurred.

**Sexual Abuse** means sexual assault or sexual exploitation as defined below:

***Sexual assault*** includes rape, statutory rape, rape in concert, incest, sodomy, lewd or lascivious acts upon a child, oral copulation, sexual penetration, or child molestation.

***Sexual exploitation*** refers to any of the following:

- Depicting a minor engaged in obscene acts; preparing, selling, or distributing obscene matter that depicts minors; employing a minor to perform obscene acts
- Knowingly permitting or encouraging a child to engage in, or assisting others to engage in, prostitution or a live performance involving obscene sexual conduct, or to either pose or model alone or with others for purposes of preparing a film, photograph, negative, slide, drawing, painting, or other pictorial depiction, involving obscene sexual conduct.
- Depicting a child in, or knowingly developing, duplicating, printing, or exchanging any film, photograph, video tape, negative, or slide in which a child is engaged in an act of obscene sexual conduct.

### **Emotional Abuse**

Serious emotional damage is evidenced by states of being or behavior including, but not limited to, severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others.

### **3. Confidentiality Statement**

All records required by these guidelines (i.e. staff application forms, background investigations, sheriff's cards, photocopies of identification, medical release/permission forms, first aid certifications) are confidential and will be maintained by 5180/5190 RYLA, Inc. RYLA Committee Executive Director.

### **4. Incorporation and Liability Insurance**

The Districts 5180 and 5190 RYLA program is part of a separate legal entity known as Rotary Districts 5180 and 5190. This entity has been formed under the laws of the states of Nevada and California on \_\_\_\_\_ and is valid now.

The Districts 5180 and 5190 RYLA program carries liability insurance with appropriate coverage and policy limits. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

### **5. Volunteer Selection and Screening**

All Rotarian and non-Rotarian volunteers interested in working with youth program participants must meet RI and district eligibility requirements. RI prohibits the membership and participation of any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment.

If a person is accused of sexual abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused may have future contact, as well as the accused. A person later cleared of charges may apply to be reinstated as a youth program volunteer. Reinstatement is not a right, and reinstatement to his or her former position is not guaranteed.

### **6. Guidelines and Procedures**

- a) **“Two Deep Rule”** – No private situations with one staff member and one camper are authorized. Staff must ensure private situations during Camp-RYLA never occur with fewer than two staff members and one camper, or no less than one staff member and two campers. The purpose of this rule is to assure that youth and staff members are never in a one-on-one situation, in order to reduce the risks to all involved.

- b) **The “Two Deep Rule” also applies to digital communications.** There will be no one-on-one private online communications, including email, social media, games, etc. between adults and youth participants. Adults shall copy a parent, school personnel or another Rotarian in digital and online communication with youth participants. While it is permissible for Rotarians to "friend" a youth (i.e. on Facebook) since postings, comments and "likes" are visible to the social media world, it is not permissible to use social media as a means to communicate one-on-one. Another approach is to build group sites to avoid one-on-one situations. All efforts will be made to avoid one-on-one situations in text, social media, or other forms of online or digital communication.
- c) **Discipline or counseling situations-** Private counseling or disciplining of individual campers must follow the “Two Deep Rule”. When necessary, it will be done with either one Program Director and one Camp Co-Director present; or two Program Directors present. Under no circumstances will counseling or discipline occur one-on-one in an isolated setting.
- d) **Inappropriate use of smart phones, cameras, imaging, or digital devices is prohibited.** Although most youth and adults use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with such devices. Taking and transmission of inappropriate images is prohibited. The use of any device capable of recording or transmitting visual images where privacy is expected is not allowed.
- e) **Appropriate attire is required for all activities.** Proper clothing for activities is required, and clothing containing inappropriate or offensive messages is not allowed.
- f) **No hazing.** Hazing and initiations are prohibited and may not be included as part of any activity.
- g) **No bullying.** Verbal, physical, and cyber-bullying is not allowed.
- h) **Do not use full names of youth in social media, websites or printed material.** The posting of appropriate pictures of youth on websites and social media will only include the youth’s first name, or they may remain nameless.
- i) **Staff Application Form** - All Camp-RYLA staff members will complete an application form prior to selection for participation with youth at any Camp-RYLA activity.

- j) **Background Investigation** - A background investigation will be conducted (at the expense of Camp-RYLA) on all staff members prior to their selection to participate with youth at any Camp- RYLA activity. Background investigations will also be conducted on staff who have a break in service of one or more years, and on staff who have not been screened in within the last three years. Staff members agree to submit a copy of a picture ID, and cooperate in fingerprinting to assist in conducting the background investigation.
- k) **Selection of Counselors**- Selection of Counselors and other volunteers is made solely at the discretion of the RYLA Committee in co-ordination with the Counselor Co-Ordinator and Program Directors based on a number of factors including such things as gender to appropriately supervise the cabins; a mixture of age and experience to enhance the volunteer group; special skills or abilities that the counselor brings to the group; mixture of personality types; ability to work productively with the other volunteers; ability to connect with the campers. The Camp Co-Directors in consultation with the Executive Director reserve the right to decline any volunteer based on their judgment for the best interests of the Camp as a whole. Criminal history of child abuse or sexual offenses will automatically disqualify a volunteer from serving at Camp-RYLA.
- l) **Mandatory Annual Orientation** - All staff working with youth will be required to attend an annual orientation session in which they are informed about the following:
  - i. Camp-RYLA policies and applicable state law for youth protection during Camp-RYLA
  - ii. Procedures to carry out the Youth Protection Policy during all Camp-RYLA activities
  - iii. Appropriate steps to report an incident of suspected child abuse
  - iv. Details of the state laws regarding child abuse
  - v. At this orientation, all staff members will be required to sign a covenant to abide by Camp-RYLA guidelines and procedures. All staff members will be given Camp-RYLA guidelines in writing.
- m) **Minimum Age** - All Staff members must be twenty one years of age or older, unless approved by the Camp Co-Directors.
- n) **Accident Report Form** - An accident report form shall be submitted for any accidental injury incurred by a participant in a Camp-RYLA related activity.

- o) **Criminal history exclusion** - No person who has been either arrested for, or convicted of, any crime involving child abuse or neglect will be allowed to work as a staff member at any Camp- RYLA activity.
- p) **Dormitory accommodations** - Separate dormitory accommodations will be provided for male and female campers. Adult staff members assigned to proctor the overnight activities of Camp- RYLA participants will be of the same gender as the youths assigned to the sleeping area. All persons (staff and camp participants) within the confines of any sleeping areas will likewise be of the same gender. Staff of the opposite gender may be invited into dormitories to conduct camp business as long as the “two deep rule” is adhered to. Under no circumstances is it acceptable for campers of one gender to occupy or enter a dormitory assigned to the opposite gender.
- q) **Driving Policy**-Campers may not transport themselves to Camp. They must be transported to and from camp via chartered bus, local Rotary Club volunteer drivers, or immediate family. In the case of volunteer drivers, the “Two Deep Rule” (number 1. In this Section) must be observed. Local clubs must ensure volunteer drivers have current state driver’s licenses, and their automobile insurance is current and meets requirements of state law. A self-disclosure form is acceptable to obtain compliance. Clubs are responsible for maintaining this documentation.
- r) **Training - Successful completion of on-line Youth Protection Training is required of all Rotarians working with youth participants.**
  - i. Training will be done via the online NAYEN (North American Youth Exchange Network) and is accessed by requesting a link from the District Youth Protection Training Officer. This training must be repeated once every three years.
  - ii. The District Youth Protection Training Officer will keep records of completed training for review by district representatives. These records will be stored on the District 5190 Egnyte cloud storage.

## **7. Allegation Handling and Follow-Through**

District 5190 takes all allegations of abuse or harassment seriously and will handle them in accordance with the [Abuse and Harassment Allegation Reporting Guidelines](#).

The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.