



# **YOUTH PROTECTION POLICY**

## **Rotary Eighth Grade Leadership (REGL)**

**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***

**Rotary District 5190 Eighth Grade Leadership (REGL) Program** is committed to providing a safe and productive environment for everyone who participates in the residential REGL Program at Grizzly Creek Ranch, Portola CA. The following guidelines and procedures reflect our commitment to preserving the health, safety and welfare of all participants in the REGL, and our commitment to follow the Statement of Conduct for working with youth adopted by the Rotary International Board of Directors.

## 2. Definitions

**REGL - Rotary Eighth Grade Leadership**

**REGL Program -** A leadership program for 8<sup>th</sup> graders sponsored by Rotary Clubs within District 5190

**REGL Camp -** Leadership camp for 8<sup>th</sup> graders located at Grizzly Creek Ranch, Portola CA.

**REGL Coordinator -** Administrative leader of the REGL Program. Functions as the onsite Program Coordinator at REGL Camp. Synonymous with the term Co-Coordinator.

**Adult Staff-** Any adult person (volunteer or paid) authorized by the REGL Coordinator to interact with REGL students. This includes adult mentors, REGL Program instructors, and REGL committee members. This does not include incidental logistics support personnel who do not interact significantly with REGL students.

**Junior Counselors – The current year's RYLA (Rotary Youth Leaders Award) graduates** from Camp RYLA, selected to be junior counselors to eighth grade students during the REGL Program. The REGL Program Instructors and REGL Program Coordinators supervise them.

**Adult Mentors -** Adults are any person 21 years of age and older. Mentors are volunteers who provide adult supervision in the cabins (separated by gender) that house the REGL

students and the Junior Counselors. Adults are background checked and have passed Youth Protection Training. They also participate with the Junior Counselors and REGL students in REGL workgroups and activities.

**Child** - Any person less than ten years of age

**Youth** - Any person from ten to seventeen years of age. The 8<sup>th</sup> grade students selected for the REGL program, and the selected junior counselors fall under this definition.

**REGL Student/Camper**- Any person selected and sponsored to attend the REGL program as a participant (i.e., a youth).

### **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 the District 5190 REGL Program Coordinators, or a designated District 5190 representative.

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

REGL is part of a separate legal entity known as Rotary District 5190 Eighth Grade Leadership (EIN 81-1036400). This entity has been formed under the laws of the states of Nevada on December 29, 2015 as a Nevada Nonprofit Corporation with tax-exempt status; and are seeking California non-profit and tax exempt status.

REGL 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. Training Guidelines and Procedures

- a. **“Two Deep Rule”** – No private situations with one staff member and one student are authorized. Staff must ensure private situations during the REGL Program never occur with fewer than two adult staff (or junior counselor) and one student, or no less than one adult staff member (or junior counselor) and two students. The purpose of this rule is to assure that youth, junior counselors, and adult 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.** Counseling or disciplining of individual students must follow the “Two Deep Rule”. When necessary, it will be done with one Program Instructor and one REGL Program Coordinator present; or two Program Instructors 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. **Driving Policy** – REGL students 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” 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.
- Junior counselors are responsible for making their own travel arrangements to attend an early training session on the first day. Lodging and food for the evening before the first day will be provided for junior counselors traveling early.
- j. **Adult Staff Application Form** - All REGL Program adult staff members will complete an application form prior to selection for participation with youth at any REGL Program activity.
- **Background Investigation** - A background investigation will be conducted (at the expense of the REGL Program) on all adult staff members prior to their selection to participate with youth at any REGL Program activity. Background investigations will also be conducted on adult 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. Adult staff members agree to submit a copy of a picture ID, and cooperate in fingerprinting to assist in conducting the background investigation.
  - **Selection of Adult Mentors**- Selection of adult mentors and other volunteers is made solely at the discretion of the REGL Program Coordinators 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 adult mentor brings to the group; mixture of personality types; ability to work productively with the other volunteers; ability to connect with the students. The REGL Program Coordinators reserve the right to decline any volunteer based on their judgment for the best interest of the REGL Program as a whole. Criminal history of child abuse or sexual offenses will automatically disqualify a volunteer from serving in the REGL Program.
- k. **Selection of Junior Counselors** – All current-year RYLA graduates are offered applications to be Junior Counselors. Program Instructors Dean and Rochelle Whellams review applicants and final selections are made by the REGL Program Coordinators, or designated REGL Program Staff.

- l. **Mandatory Annual Orientation** - All adult staff and all junior counselors working with youth are required to attend an annual orientation session (or an appropriate substitute, such as online training, or a self-study manual) in which they are informed about the following:
  - The REGL Program policies and applicable state law for youth protection during the REGL Program;
  - Procedures to carry out the Youth Protection Policy during all REGL Program activities;
  - Appropriate steps to report an incident of suspected child abuse; and
  - Details of the state laws regarding child abuse.

At the start of REGL Camp, all adult staff and junior counselors will be required to sign a covenant to abide by the REGL Program guidelines and procedures. All staff members will be given the REGL Program guidelines in writing.

- m. **Minimum Age for Adult Staff** - All adult Staff members must be twenty-one years of age or older, unless approved by the REGL Program Coordinators.
- n. **Accident Report Form** - An accident report form shall be submitted for any accidental injury incurred by a participant in a REGL Program 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 an adult staff member at any REGL Program activity.
- p. **Dormitory accommodations** - Separate dormitory accommodations will be provided for male and female campers. Adult mentors assigned to proctor the overnight activities of REGL Program participants will be of the same gender as the youths assigned to the sleeping area. All persons (staff and students) 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. **Training**

**Successful completion of on-line Youth Protection Training is required of all Rotarians working with youth participants.**

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.

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. Procedures for Reporting Suspected Abusive Situations**

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

REGL 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.