

YOUTH PROTECTION

KEEPING YOUNG PEOPLE SAFE
AND MANAGING RISK

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 psychological abuse.

Adopted by the RI Board of Directors, November 2006

WHY DO WE HAVE A POLICY?

1. Protect young people entrusted to Rotary's care.
2. Provide a clear statement of **Rotary's intent** regarding youth protection
3. Ensure **all parties are aware** of their responsibilities and obligations
4. Establish procedures for **preventing** abuse and/or **recognising** abuse
5. Provide **guidance on actions** to be taken if abuse is suspected or reported
6. Provide assurance that **any and all** suspected abuse will be reported and **properly investigated**.
7. Outline screening requirements to **manage Rotary's risk**.

ROLES AND RESPONSIBILITIES

District Governor

District Youth Protection Officer

Club President

Club Youth Protection Officer / Verification Officer

WWCC or VOLUNTEER DECLARATION?

WWCC assesses **ELIGIBILITY**
Volunteer Declaration assesses **SUITABILITY**

- All adults **participating or leading** activities **involving youth** must have a verified Working With Children Check.
- If there is the **potential or plan for 1:1 unsupervised contact** with a young person, then also do the new Volunteer Declaration.

WHEN IS WWCC NOT REQUIRED?

- In unanticipated emergency situations where no WWCC-checked adult is available.
- At public events where an adult is not expected to have any specific interaction with young people.

WWCC

OPERATION AND VERIFICATION

One of these people is barred from working with children.

Can you tell which one?

Your details are:

Surname	TURNER
First Name	Alicia-marie
Other Name	Paulyne
WWC Number	WWC1476421E
Type of Clearance	Valid for paid and unpaid work
Expiry Date	06/09/2025

Your details are:

Surname	SMITH
First Name	Rajab
Other Name	Eoannis
WWC Number	WWC1476641E
Type of Clearance	Valid for paid and unpaid work
Expiry Date	09/10/2025

CLUB VERIFICATION

- **Each club** must have an **Employer account** with the Office of the Children's Guardian

<https://ocg.nsw.gov.au/organisations>

<https://wwccemployer.ocg.nsw.gov.au/Login>

HOW TO VERIFY A WWCC

- Have Personal Information ready:
 - Surname, Date of Birth, WWCC Number
- Log in to Employer Portal
- Input personal information. Can do multiples!
- If verification fails, first look for misspellings or swapped numbers
- If verification fails again, check with the person for correct details
- Repeat when a check expires.

RECORD KEEPING

- Clubs must create, maintain and retain records of WWCC verifications for at least seven (7) years.
- You must keep the following records:
 - ◆ Full name (including first, middle and last name)
 - ◆ Date of birth
 - ◆ WWC number
 - ◆ Verification date (the date you verified them)
 - ◆ Verification outcome (clearance, barred, interim barred or not found)
 - ◆ Expiry date (when the WWC number expires)
 - ◆ Status of the worker (paid or volunteer)
- PRIVACY considerations

VOLUNTEER DECLARATION

REFERENCE CHECKS

When completing a Rotary/Rotaract Youth Volunteer Information & Declaration Form, simply requesting references in the application is NOT sufficient. An Authorised Officer (i.e. Protection Officer) is required to contact each reference by phone or in person and ask a standard set of questions, such as:

1. How long have you known this individual?
2. In what capacity do you know this individual?
3. Do you think this individual is well qualified to work with youth?
4. Would you have any reservations about recommending this person to volunteer/serve in a Rotary or affiliated Youth Program?

Authorised Officers must record the contact date and responses from each referee interview and include it within the volunteer's form.

RECORD KEEPING

- Recommend also doing a Google search on the person's name and recording no negative findings.
- Clubs must retain completed Volunteer Declarations for at least seven (7) years
- Volunteer Declarations should be repeated every 3 years for ongoing volunteers.
- PRIVACY considerations

WHAT IF...?

WHEN ALL DOES NOT
GO SMOOTHLY

... A VOLUNTEER DOES NOT HAVE A VALID WWCC OR IS BARRED FROM WORKING WITH CHILDREN?

- Immediately ensure that person is not working with children or participating in/leading Rotary youth activities.
- Record the bar in your records.
- Advise the Club President and District Youth Protection Officer.

... A REFEREE SAYS THAT THEY HAVE CONCERNS ABOUT THE PERSON WORKING WITH CHILDREN?

- Ask for further details and record the information confidentially.
- Consider alternate options to having the person work with children in a Rotary activity.

... MY CLUB MEMBER/S REFUSE TO GET A WWCC OR COMPLETE A VOLUNTEER DECLARATION?

- Immediately ensure that person is not working with children or participating in/leading Rotary youth activities.
- Ensure the Club President is aware so that your Club's ongoing participation in youth activities can be considered.
- Advise the District Youth Protection Officer in case more education is required.

... YOU FORGOT TO VERIFY SOMEONE'S WWCC OR NOT SURE IF YOU DID IT?

- Complete the verification as soon as possible.
You can't verify too often.

REPORTING GUIDELINES

WHEN TO REPORT?

- If you know or have a reasonable suspicion that a child has been or is being abused, harassed, mistreated or neglected in a Rotary program, it is your legal obligation to notify the Police.
- If you're not sure, ASK FOR HELP.

RECEIVING A COMPLAINT

- Listen attentively and stay calm.
- Assure privacy but not confidentiality.
- Get the facts, but don't interrogate.
- Be non-judgmental and reassuring.
- Be patient and understanding.
- Document the allegation.

RESPONDING TO AN ALLEGATION

- Protect the young person.
- Report the allegation to law enforcement.
- Report the allegation to the District Youth Protection Officer.
- Remove the accused person from contact with youth.
- Avoid gossip and blame.
- Do not challenge the alleged offender.
- Complete the District 9685 Rotary Youth Protection Incident Report Form and send it to the District Youth Protection Officer.
- Follow up to ensure steps are being taken.

INVESTIGATION

- Any police investigation takes precedence, and we must cooperate fully.
- The District Governor is responsible for determining the appropriate method of investigation.
- The District Youth Protection Officer is responsible for reporting allegations and incidents to Rotary International.

OUTCOMES

- Depends on the finding of any investigation.
- May include:
 - ◆ Withdrawal from active duty
 - ◆ Reassignment to other duties with no contact with young people
 - ◆ Increased supervision
 - ◆ Recommendations to the Club or Rotary International about whether a person remains a fit and proper person to hold Rotary membership

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PRIVACY AND CONFIDENTIALITY

WHAT IS PERSONAL OR SENSITIVE INFORMATION?

Personal Information is information that alone, or together with other information, can identify an individual.

Sensitive information is personal information about a person's:

- Racial or ethnic origin
- Political opinions or associations
- Religious or philosophical beliefs
- Trade union membership or associations
- Sexual orientation or practices
- Criminal record
- Health or genetic information

WHAT DOES PRIVACY AND CONFIDENTIALITY MEAN?

- Personal and sensitive information needs to be kept confidentially, strictly on a need to know basis
- Data must be stored securely with restricted access

ROTARY'S GUIDING PRINCIPLES FOR A YOUNG PERSON'S PRIVACY

- Districts and Clubs operate on the “best interests” principle - we must do what we believe to be in the **best interest of the young person**.
- Districts and Clubs will respect a young person's confidentiality EXCEPT where this conflicts with the best interests principle.

**ROTARY AND ROTARIANS GO
ABOVE AND BEYOND TO
ENSURE THE SAFETY OF THE
YOUNG PEOPLE IN OUR CARE.**

District Youth Protection Officer Michelle Westlund

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