

## STUDENT PROCEDURES



*If you are sexually or physically assaulted, abused, or are accused of sexually or physically assaulting or abusing another person, you should follow this procedure:*

### 1. Report the situation immediately to:

- Club Counselor -
  
- District Chair -
  
- Inbound Chair -

### Two Non-Rotarian Counselors:

### Emergency Call Center

2. If nothing happens when you report the situation, report it again. Continue reporting until someone takes it seriously. Make sure we understand you are serious.
3. If you think it is wrong, it probably is. If you feel uncomfortable about a situation – **TELL SOMEONE.**

## DEFINITIONS

**Sexual Abuse:** Engaging in implicit or explicit acts with a student or forcing or encouraging a student to engage implicit or explicit sexual acts alone or with another person of any age, of the same sex or opposite sex.

Examples of sexual abuse include, but are not limited to:

- Indecent exposure
- Exposing a child to sexual or pornographic material

**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 and is a technique used by sexual predators to desensitize or “groom” their victims.

Examples of sexual harassment include, but are not limited to:

- Sexual advances; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sexual 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.



**Ohio-Erie  
Rotary Youth Exchange Program, Inc.**



# Sexual Abuse & Harassment Reporting Guidelines

## 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 Rotary International Board of Governors, 2002 November



## ALLEGATION REPORTING GUIDELINES

For adults to whom a student reports an incident of abuse or harassment

### 1. Report from Student:

- **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. Listen and be encouraging. Do not express shock, horror or disbelief.
- **Protect the student.** Ensure the safety and well being of the student. Remove the student from the situation immediately and from all contact with the alleged abuser or harasser. Reassure the student that this is for his/her own safety and is not a punishment.
- **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that she/he did the right thing in telling you. Avoid asking "why" questions. Remember your responsibility is to present the student's story to the proper authorities.
- **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not his/her fault and he/she was brave and mature to come to you.

- **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 students.
  - **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.
2. **Report abuse** immediately to the appropriate law enforcement authorities and to the hosting Rotary Club (RYE) Counselor: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
District Chair: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_ providing neither are the accused individual. *Report harassment to the above Youth Exchange Officers.*
  3. **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.
  4. **Do not challenge the alleged offender.** The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. *In cases of harassment, the District RYE Chair and District Governor are responsible for having an investigation conducted and will be in contact with the alleged offender after the student has been moved to a safe environment.*
  5. **Follow-up.** After appropriately reporting the allegations, follow up to make sure steps have been taken to address the situation.

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

## POST REPORT PROCEDURES

*RYE Counselors, RYE Officers, RYE District Chairs and RYE District Governors*

1. **Immediately confirm** that the student has been removed from the situation and all contact with the alleged abuser or harasser.
2. **Contact appropriate law enforcement agency** immediately, in cases of abuse. Cooperate with the police or law investigation. *If the law enforcement agency will not investigate, the District RYE Chair and District Governor should coordinate the investigation into the allegations.*
3. **Ensure the student receives immediate support services** from an independent local social service agency.
4. **Contact the student's parents**, in case of abuse. Give the student the option of either staying in the country or returning home. No student will be required to be sent home unless his/her personal well being requires it.
5. **Remove the alleged abuser or harasser** from all contact with all Exchange Program youth while investigations are conducted.
6. Either the District Chair or the District Governor must **inform Rotary International** of allegations of abuse, within 72 hours of the initial report, and provide follow-up reports of steps taken, outcome of all investigations and resulting actions.
7. Should the district investigation of harassment indicate the incident is sexual abuse or criminal in nature, it will be reported to the appropriate law enforcement agency.