

Youth Protection Check List:

When a student reports an alleged abuse, the district has 72 hours to report the alleged abuse to Rotary International.

	Procedure - YEO	Done	Date completed
	Student reports allegations		
	listen to student's story Assure Privacy but not confidentiality. Be non-judgmental and reassuring. Only ask questions for clarification. Let the student know they did the correct thing by reporting. Good documentation is important Remove the student if necessary - keep the student safe.		
	Offer the student a non Rotarian Advocate/Counselor		
	Report the allegations to the police immediately for investigation.		
	Report the allegations to the District Chair and to club president.		
	offer counselling to student		
	Do not contact the alleged offender.		
	Protect the rights of the victim and alleged offender - no gossip		
	Procedure - District	Done	Date
	Chair receives report from YEO - reports to District Governor		
	Youth protection officer is notified. (monitors law enforcement investigation		
	DG and District chair will decide who will notify RI		
	Chair will work with YEO to complete the youth protection incident report		
	Chair will notify sponsor district		
	Chair will notify parents		
	Provide the parents and student the option of staying or going home.		
	In the case of student allegations against another YE student in the district notify the alleged students sponsor district		
	Inform RI of the notifications - give RI sponsor district numbers.		
	Do not contact the alleged offender.		
	Protect the rights of the victim and alleged offender - no gossip		
	After investigation completed - conduct an independent and thorough review of the allegations to determine if any change of policy or procedure is warranted.		