

5180/5190 RYLA, Inc.

Youth Protection Policies and Procedures

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 RI Board of Directors, November 2002

5180/ 5190 RYLA, Inc. is committed to providing a safe and productive environment for everyone who participates in Rotary Youth Leadership Awards Camp. The following guidelines and procedures reflect our commitment to preserving the health, safety and welfare of all participants in the Rotary Youth Leadership Awards Camp, and our commitment to follow the Statement of Conduct for working with youth adopted by the RI Board of Directors..

I. Definitions

- RYLA-** Rotary Youth Leadership Awards
- Camp-RYLA** Leadership camp for high school juniors sponsored by Rotary Districts 5180 and 5190
- Camp Director-** Person appointed by the 5180/5190 RYLA, Inc. Board as the administrative head of Camp-RYLA, and functioning as the onsite Camp Director. Synonymous with the term Co-Director
- Staff-** Any person (volunteer or paid) authorized by the Camp Director to interact with participants in Camp-RYLA. This includes counselors, Program Directors and Sierra Nevada Journeys staff. This does not include incidental logistics support personnel who do not interact significantly with camp participants
- Child-** Any person less than ten years of age
- Youth-** Any person from ten to seventeen years of age
- Camper-** Any person selected and sponsored by Rotary Clubs in Districts 5180/5190, 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.

II. 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. Camp Co-Director(s)).

III. Guidelines and Procedures

1. **“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 (preferably one of each gender) 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.
2. **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.
3. **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.
4. **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.
5. **Selection of Counselors**- Selection of Counselors and other volunteers is made solely at the discretion of the Camp Co-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 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.
6. **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:
 - a. Camp-RYLA policies and applicable state law for youth protection during Camp-RYLA
 - b. Procedures to carry out the Youth Protection Policy during all Camp-RYLA activities
 - c. Appropriate steps to report an incident of suspected child abuse
 - d. Details of the state laws regarding child abuse

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.

7. **Minimum Age** - All Staff members must be twenty one years of age or older. The only exceptions to this will be participants in our Counselors in Training Program.

8. **Accident Report Form** - An accident report form shall be submitted for any accidental injury incurred by a participant in a Camp-RYLA related activity.
9. **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.
10. **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.
11. **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, local clubs must ensure they have current CDL's, and their automobile insurance meets requirements of state law. A self disclosure form is acceptable to obtain compliance. (See Exhibit a)

IV. Reporting procedures

Every staff member (or any other person associated with Camp-RYLA) who has reason to believe that a camper has been abused or neglected, **must** report the suspected abuse to the Camp Director. The Camp Director is mandated by state law to report suspected abuse to law enforcement authorities.

1. **Suspected Abuse or Neglect**- All staff members will immediately report any contact with a camp participant which reveals or involves suspected child abuse or neglect, whether it occurred at a Camp-RYLA event or prior to a Camp-RYLA activity. This report will be made to the Camp Director immediately on discovery of suspected abuse or neglect. The Camp Director will then make a final decision within 24 hours and file the mandated reports in compliance with state law. The staff member who initially reported the incident will be notified by the Camp Directors as to the status of the mandated reporting.
2. **Reporting Time Frames**- The report must be made within 24 hours and should include the following information, if obtainable:
 - a. The name, address, age and gender of the alleged victim;
 - b. The name and address of the alleged victim's parents or guardians;
 - c. The alleged victim's report of the nature and extent of the abuse or neglect;
 - d. Any evidence of previously known or suspected abuse or neglect of the alleged victim or their siblings;

- e. The name, address, and relationship of the alleged perpetrator;
 - f. Any other information known to the person making the report that would be helpful to the investigation of the alleged abuse.
3. **Staff or Camper involved-** If the alleged abuse or neglect involves either a staff member or camper, all due care will be exercised to immediately segregate the individuals involved to maintain personal safety.
 4. **Information on allegations-** Under no circumstances will information about any alleged incident, the alleged victim, or the alleged perpetrator be given to any person other than the Camp Director and the appropriate law enforcement personnel.
 5. **Investigations-** Camp-RYLA staff are not qualified or authorized to conduct investigations of any kind, and are prohibited from contacting any persons other than the Camp Director in cases of suspected abuse or neglect.