

APPENDIX D

PROCEDURES TO COMMUNICATE WITH PARENTS AND LEGAL GUARDIANS

All communication regarding a serious incident where youth are involved in the capacity of being a participant of a Rotary District 5040 event or program will be done through the Crisis Management Committee of District 5040 under the direction of the district governor and with support of the event/program District Chair.

APPENDIX E

INCIDENT REPORTING

The responsible adult should document all incidents, whether minor or serious, that occurs during a Rotary sanctioned activity. An incident is an out of the ordinary occurrence, such as an illness, injury, discipline problem, conflict, frightening situation or any unusual or unexpected occurrence during a Rotary activity/event. A minor incident is unlikely to have future repercussions. A serious incident is one that involves any of the following:

- Assistance from authorities (fire, police, ambulance, etc.)
- Participants who are emotionally and/or psychologically distressed
- Widespread illness of many participants (e.g. at a large event/camp)
- A stay in a hospital
- Life-threatening illness
- Has future negligence and/or criminal repercussions
- Has future health care repercussions
- Poses a serious or significant negative impact on Rotary or have future insurance implications
- Interest from the media

A summary of the incident should be documented and reported to the District Youth Protection Officer and the District Crisis Management Team.

The information contained in incident reports is confidential and, for privacy reasons, should be sent to the appropriate personnel by the reporting Rotarian adult. It should not be shared with any other persons.

NOTES:

The purpose of an Incident Report is to ensure Rotary has details of the incident should questions arise. It is a tool to protect and support both the Rotarians and Rotary.

Incidents are confidential and are only discussed with:

- Parent/guardian of the youth participant for whom the incident is reported.
 - Those who are involved in its resolution or the care of the participant.
- Rotarians and other adult volunteers have a legal responsibility to notify their local child protection agency (intake worker) or the police if they have reasonable grounds to suspect that a child needs protection. Reporting to authorities the adults to whom the allegation is reported, who suspect abuse or who observe an abusive situation must take the following steps to report to the authorities:
- Do not attempt to verify or investigate the situation.
 - Write down facts as presented and/or observed.
 - Report immediately to the local child protection agency or police.
 - Keep the name of the youth and the accused in confidence as well as the nature and details of the allegation.
 - Consult your District Youth Protection Officer if you are in any doubt about how to proceed.

Do not conduct any investigation to substantiate the allegations. Responsibility for conducting the investigation lies with the child protection authorities and the police. These agencies have the legal authority to act and the training to handle very sensitive and sometimes volatile situations.