

Volunteer Vetting Guidelines

WHO ARE REQUIRED TO GO THROUGH THE FULL VETTING PROCESS?

- Club YEO and Counsellor(s).
- Host Family members including anyone 18 years and over who is living in the host home. This includes back-up host families.
- **Volunteers** who have ongoing unsupervised one-to-one contact with the student (ex. Someone who picks up student for meetings or from school on a regular basis)
- **Volunteers** who would like to have multiple overnight trip supervision of the student (ex. Has a ski chalet and wants to bring student up on regular basis)
- **Volunteers** and adult family members who wish to take a student on an extended multi-night trip (ex. Rotarian who would like to take student)

WHAT IS INCLUDED IN THE FULL VETTING PROCESS?

Host Family:

- Host Family application submitted and approved.
- References checked as submitted on the application form (Family members 18+ years old).
- **Host Visit / Interview made, and report submitted in YEAH Portal.**
- Complete the 'Youth Protection Awareness' online course (Family members 18+ years old).
- Current Criminal Record Check clearance (Family members 18+ years old).
- **National Sex Offender Check (U.S. families only)**
- Complete Host Family Orientation: U.S. done in-person and Canada via online course (Family members 18+ years old).

Volunteers:

- Volunteer application submitted and approved.
- References checked as submitted on the application form.
- Completion of the required online courses.
- Current Criminal Record Check clearance.

GUIDELINES FOR ALL PERSONS TO KEEP IN MIND WHEN SPENDING TIME WITH STUDENTS

Use common sense when a Rotarian or someone else would like to do something with the student and when in doubt contact Youth Protection officer – Gary Schuster (garymschuster@yahoo.com) for the USA and Barry Reid (reidfamily@gmail.com) for Canada

- Avoid one-on-one situations, especially in private settings. It's preferred to have:
 - 2+ adults / 1 student
 - 1 adult w/ 2+ students
- Arrange sleeping areas by gender.
- If possible, the student(s) should have their own bed or shared with same sex.
- No unacceptable physical or verbal interaction.
- No shared (at the same time) use of shower and toilet spaces (ie student showering and someone using the toilet or washing hands).