

# Kiwanis Youth Protection Guidelines

Training for  
Kansas Kiwanis District  
club members



**Kiwanis**<sup>®</sup>

# Why this training?

- Child abuse can happen anywhere.
- Kiwanis youth programs have more than 300,000 members.
- Working with youth=trust.

# Summary of Comments on PowerPoint Presentation

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Purpose: Why do we need this training?

It might be hard to believe that a troubling incident involving a youth and/or club member(s) could happen in our club or community. But there are countless examples in all places, with all types of youth service organizations. Every member has to know how to protect the youth with whom we interact and ourselves because:

There are more than 300,000 members of the Kiwanis youth programs that Kiwanians sponsor and interact with.

Almost all Kiwanis clubs sponsor an SLP club and do projects with youth.

When we work with and mentor youth during projects and activities, their care and welfare are being entrusted to us.

Child abuse has become a significant social problem. One incident can seriously harm a child for a lifetime.



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# Why this training?

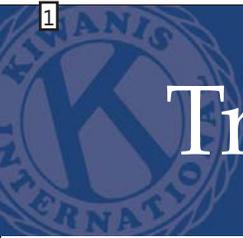
**Kiwanians should act  
with *the highest*  
*standards* of care**

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Why this training?

Finally, Kiwanians in particular have good reason to act with the highest standards. If we want to be the premier provider of youth service clubs and programs, we need to hold ourselves and our fellow members to the highest standards of conduct and awareness.

And then there's the best reason of all: It's just the right thing to do.



# Training objectives

- Understand
- Protect
- Identify
- Respond

## Training objectives

After completing this training, you should be able to:

Understand Kiwanis International's Youth Protection Guidelines.

Make choices and decisions that protect you and the youth you serve.

Identify suspected child abuse and troubling behavior.

Know your responsibilities if you suspect abuse.

Respond appropriately if a child discloses abuse to you or if you witness troubling behavior.

## Terms and background

- Youth Protection Guidelines history
- Abuse
  - Emotional
  - Physical
  - Sexual
- “Troubling behavior”



5/6/2015

## Terms and background

We will start out with some important definitions and background information.

Youth Protection Guidelines: first approved by the Kiwanis International Board of Directors in January 2007. Since then, updates have been made to ensure Kiwanians adhere to the best practices when working with youth. The most recent changes will be/were implemented in October 2013. The guidelines protect both our youth and adult members and outline expectations for adults working with people under age 18.

Child abuse: harm to a child, which occurs immediately or through accumulated effects over a period of time. Did you know: approximately three million cases of child abuse and neglect—involving almost 5.5 million children—are reported each year? We'll discuss three types of abuse today. Emotional abuse is one of the most pervasive and damaging types. It consists of neglecting your child's needs for emotional support, love and caring). "Emotional abuse that exists independently of other forms of abuse is the most difficult form of child abuse to identify and stop" (American Humane Association). Signs include: reports from the child of emotionally abusive behavior.

Physical abuse is in some ways the easiest type to understand. Signs include: Any injury (bruise, burn, fracture, abdominal or head injury) that cannot be explained.

Sexual abuse includes any kind of sexual act or behavior with a child. Signs include:

Dramatic behavior changes

Physical complaints, such as headaches, stomachaches or genital pain or discomfort that can't be explained.

Fear of a particular person or place, and of being alone with that person or in that place.

Overreaction to a question about someone touching him or her. Sudden increase in awareness of and preoccupation with sexual conduct, words and body parts. (May seem hypersexualized and try to get other youth to perform sexual acts.)

Please note: There could be alternative explanations for each of these signs. It can be difficult, but use your best judgment when interpreting what you see and enlist help if necessary (confidentially and with discretion).

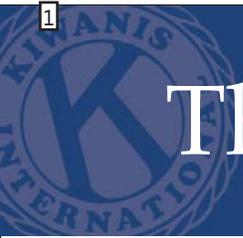
"Troubling behavior": This term is used in the guidelines and defines:

All forms of child abuse, as described previously

Behavior not in accordance with the Kiwanis Guidelines

Illegal behavior of a youth or adult.

Something that causes your internal voice to say: "Something's not right about this."



## The guidelines

# Education

- Clubs must educate members annually.
- Districts will have forums or workshops at conventions and conferences.

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## The guidelines

There are 12 points in the Youth Protection Guidelines. We will review each one to ensure you understand each guideline and how it relates to you. After each guideline, there will be some time for discussion and questions.

## Education

The new guidelines require that Kiwanis clubs inform and educate their members on these Youth Protection Guidelines. This is why we are here today. Here is what is expected of a Kiwanis club/member:

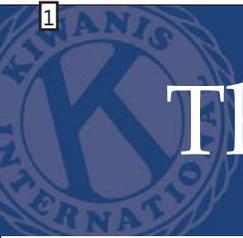
A Kiwanis club must inform and educate its members on the Youth Protection Guidelines. This education should occur annually (suggested in March), and a copy of the guidelines must be provided to members. Download them at [www.kiwanisone.org/youthprotectionguidelines](http://www.kiwanisone.org/youthprotectionguidelines).

At each Kiwanis district convention and conference, an educational forum or workshop should be scheduled to cover the guidelines and the best practices for adults working with youth.

## Potential questions

Q: How will this be reported?

A: Beginning in September 2014, clubs will indicate that the training was completed on the club secretary's report to Kiwanis International.



## The guidelines

# Chaperone

- 21 years of age or older
- Approved by school or agency to accompany youth at the event.

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## Chaperone

As defined by the Merriam-Webster dictionary, a chaperone is "an older person who accompanies young people." In the guidelines, this is explained a bit further. Under the Youth Protection Guidelines, a chaperone must be:

A Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis (in the place of a parent).

21 years of age or older.

Approved by the school or agency.

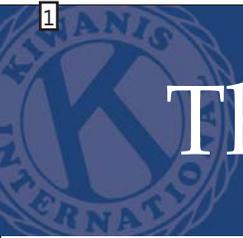
Registered with the school or agency to accompany youth at the specific event.

Possible chaperones include: Kiwanis members, faculty advisors, parents, teachers, staff of a community organization and other volunteers.

## Potential questions

Q: Are we chaperones when we volunteer at a school during school hours?

A: No. The youth are under the supervision of the school or agency during those hours.



# The guidelines

## **Criminal history background checks**

- Required of any Kiwanis advisor to SLP clubs.
- Encouraged for all adults working or serving with Kiwanis youth
- Clubs should have a policy.
- Approved background checks shall be valid for no more than ten years.

## Criminal history background checks

For adults working with youth, criminal history background checks are being required more and more frequently in many settings. In order to protect yourself, your club and the youth we serve, Kiwanis International has established the following requirements and expectations:

Follow all local and state/provincial laws and requirements related to background checks when working with youth.

Required: Kiwanis clubs are required to have a clear background check of any member serving as advisor to any Service Leadership Program club.

Required: Kiwanis International will conduct background checks for all adults working with youth at all Kiwanis International-sponsored events.

One background check applies to all events and is valid for two years. The cost of this background check is covered by Kiwanis International.

Required: All districts conducting background checks are to follow the screening criteria stated in Kiwanis International Procedure 197 – Criminal History Background Checks when determining if the checks are 'clear'. The Kiwanis International Board strongly encourages all clubs to do the same.

Strongly encouraged: ensure confidential background checks for all club members who will be working directly with youth and who may not have undergone a background check.

If this training is taking place at a club meeting: Your club should have a policy about background checks. Review that policy at this time.

If this training is at a district convention, review the following: Before you implement background checks, Kiwanis recommends you first develop a club policy. The best practices for developing a policy can be found at [www.kiwanisone.org/backgroundchecks](http://www.kiwanisone.org/backgroundchecks). We recommend the club leadership (and all members) check this out. If you have an Internet connection, go to that Web page.

## Where do you get criminal history background checks?

First, check with the school or organization that hosts the Service Leadership club, program or activity. They may have processes that satisfy Kiwanis International requirements.

Other options:

Local government office, such as City Hall

Police station or Sheriff's office

Local vendor/provider of background checks

Safe Hiring Solutions, Kiwanis International's preferred vendor for background checks (see [www.KiwanisOne.org/backgroundchecks](http://www.KiwanisOne.org/backgroundchecks) to learn more)

## Potential questions

Q: Who is required to have clear criminal history background checks?

A: Kiwanis advisors to SLP clubs.

Q: What are the reporting requirements for background checks?

A: These should be reported in your club secretary's monthly report to Kiwanis International.

Q: What are the consequences to a club that either neglects to or refuses to have a background check performed on its member?

A: For the time being, there are no direct consequences to a club. However, since Kiwanis International is the club's liability insurance carrier, should an incident occur, failure to comply with this policy could ultimately affect cost of such coverage in the long term.

Q: Is the club's Kiwanis International liability coverage affected if there is not a clear background check on the SLP advisor?

A: No, the coverage is not affected, but long term costs of such coverage for the organization overall could be impacted, if we have claims that could be prevented by a background check.

Q: If we choose to use an entity other than Safe Hiring Solutions to perform our background checks, where can I find the standards to meet Kiwanis International requirements?

A: The Kiwanis International standards are outlined in Kiwanis International procedure 197 ([www.kiwanisone.org/backgroundchecks](http://www.kiwanisone.org/backgroundchecks)).

Q: How can a Kiwanis club secretary confirm that an advisor has a background check if they are not getting the check through the club?

A: A note or confirmation from the school or entity that performed the background check is sufficient. If the background check was done through Kiwanis International, the member can email Vicki Crabtree ([vcrabtree@kiwanis.org](mailto:vcrabtree@kiwanis.org)) to request an electronic copy of their own background check results to provide to the club secretary.

Q: What protects the club/district officers from being held personally responsible if there is a breach or misconduct with the data collected?

A: The Directors and Officers Insurance (D&O) provides protection for directors, officers, committee chairpersons and members for liability arising out of the performance of their duties that may result in claims. Information on this coverage can be found at [www.kiwanisone.org/liability](http://www.kiwanisone.org/liability) for more information.

## The guidelines

# Overnight stays

- One adult for each 10 youth of the same gender.
- Separate sleeping quarters

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On overnight events, adequate adult chaperoning is required (refer to earlier definition of chaperone, if needed). Adequate chaperoning requires:

One adult male for each ten (or part of ten) youth males.

One adult female for each ten (or part of ten) youth females.

How many adults are required in each of the following situations? (Present these one at a time and take responses from the group.)

15 youth girls and 8 youth boys

Answer: 2 adult females and 1 adult male

11 youth girls and 11 youth boys

Answer: 2 adult females and 1 adult male

2 youth girls and 5 youth boys

Answer: 1 adult female and 1 adult male

Adults and children should sleep in separate rooms. Potential exceptions:

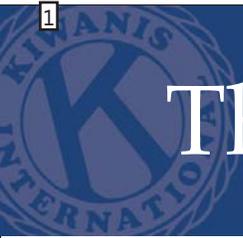
A parent sharing a sleeping room with his or her own child

Sleeping quarters with multiple beds, such as a bunkhouse or camp cabin (in this case, adults may share the sleeping quarters with youth members of the same gender if two or more adults are present)

Potential questions

Q: What if a youth's parent/guardian has given permission for the youth to sleep in a room with another parent?

A: Such permission should only be accepted as written permission. The adult in attendance should then be treated as being in loco parentis.



## The guidelines

# Transportation

- Check local laws
- Ask school about policies
- Two adults in one vehicle (or “rule of threes”)

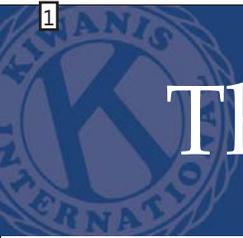
## Transportation

Follow all local laws and school policies regarding transportation of youth. Before you plan, do your research—and ask the school about its policies.

### Tips to remember:

When transporting youth, a second adult should be present.

In a hardship case, use the “rule of threes”—make sure three people are in any vehicle at all times. Never leave one adult alone with one child. This practice is to protect both youth and you. If you are alone in a vehicle with a youth member, there is nobody to support your claim in the instance that you are falsely accused of acting inappropriately. If such a claim has legal implications, even if charges are dropped or cleared in the end, the consequences of such an accusation can follow you for the rest of your life.



## The guidelines

# Medication

Only allow with *written* permission of parent or guardian.

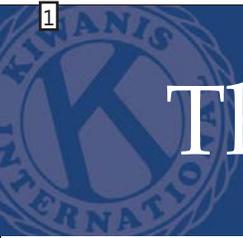
## Medications

A youth must have the written permission of the parent/guardian to possess either non-prescription or prescription medication at an event.

An adult may not give a youth medication. This includes over-the-counter medication such as aspirin.

If a youth anticipates needing over-the-counter medication, he or she must bring it with them—along with the parent/guardian's written permission. A sample permission form is on [www.kiwanis.org/youthprotection](http://www.kiwanis.org/youthprotection).

Make sure youth members know this requirement—so they can be prepared if they anticipate the need for such medication at an event.



# The guidelines

## **Alcohol/tobacco**

Refrain from using alcoholic beverages and tobacco products.

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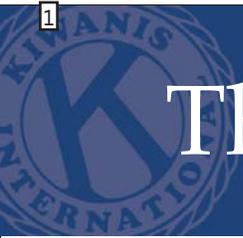
Use of alcoholic beverages and tobacco

Any event that is primarily for youth or organized by youth members should be both alcohol- and tobacco-free.

Potential questions

Q: Is there any appropriate place for an adult to smoke?

A: The event leadership can designate a space that is completely separate from the event.



## The guidelines

# Reporting

You must report if you:

- Observe troubling behavior
- Learn of illegal/unsafe situation

**A resource: National Child Abuse Hotline**

## Reporting

The next guideline is about reporting troubling behavior. If you observe or suspect any troubling behavior, you must report it to the appropriate personnel at the event—and to law enforcement personnel, if appropriate. Also, if you become aware of troubling behavior after the event, you must contact the appropriate law enforcement personnel.

You must follow all local, state, provincial and federal laws regarding reporting. Let's clarify what all of this means.

First, what is "troubling behavior"? As defined earlier, it consists of:

All forms of child abuse as described previously.

Behavior not in accordance with the Kiwanis Guidelines.

Illegal behavior of a youth or adult.

Something that causes your internal voice to say: "Something's not right about this."

If you observe troubling behavior at an event, you must report it immediately to the appropriate person at the event. This refers to the person who is in charge of that specific event, or a person in a position of authority at the site or school. Here are some examples of event types. We'll look at each one and then discuss the appropriate person to report to. (Read the situations one at a time, and ask for responses from the group after each one.)

SLP club meeting: Faculty advisor, guidance counselor, school principal/facility executive director

Key Club district convention: Club/Kiwanis advisor or district administrator

Offsite service project: Faculty advisor or school guidance counselor

Event/function attended by Kiwanis club and SLP club: Event coordinator

Overnight event sponsored by Kiwanis International: Event coordinator

In determining whether law enforcement personnel should be called to the scene immediately, let's first look at the definition of "emergency."

For our purposes, an emergency is a situation in which the health or safety of those present is being immediately threatened. Law enforcement personnel should be called in such an emergency. If the situation poses no immediate danger and involves suspected child abuse, call the appropriate local authorities (we will discuss how to determine who the appropriate local authorities are)

Finally we'll take a look at legal policies for reporting suspected abuse, and who to call in such situations:

In 48 states, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands, members of designated professions are mandated by law to report child maltreatment. Individuals designated as mandatory reporters typically have frequent contact with children.

Typically, a report must be made when the reporter, in his or her official capacity, suspects a child has been abused or neglected.

If you need help in determining whether or not a call to authorities is necessary, or if you are looking for the appropriate local authorities to call, the National Child Abuse Hotline is a great resource. (If you have an Internet connection, display website)

1-800-4-A-CHILD / 1-800-422-4453

[www.childhelp.org/pages/hotline-home](http://www.childhelp.org/pages/hotline-home)

Available in U.S. and Canada—also in Puerto Rico, Guam and U.S. Virgin Islands.

The hotline can provide further information on reporting known or suspected abuse, and what to expect during the reporting process.

The website also includes a listing of local hotline reporting numbers for Child Protective Services in all U.S. states.



# Important Numbers

- National Child Abuse Hotline – 1-800-422-4453 ([www.childhelp.org](http://www.childhelp.org))  
NOTE: This site has a list for all states.
- Kansas Department for Children and Families ([www.dcf.ks.gov](http://www.dcf.ks.gov))– 1-800-922-5330



# Important Numbers

- Kiwanis International Hotline  
1-800-KIWANIS, ext. 298  
(1-800-549-2647, ext. 298)

Email:

[protectouryouthhotline@kiwanis.org](mailto:protectouryouthhotline@kiwanis.org)

## The guidelines

# Reporting

In short:

1. "Reasonable person standard."
2. If participants or chaperones are not in immediate danger, contact school personnel first.
3. Emergency? Call local law enforcement immediately.

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In short:

Use the "reasonable person standard." This means consider what a reasonable person would do in the situation and act accordingly.

If participants or chaperones are not in immediate danger, contact school personnel first. They will have procedures in place for dealing with suspected abuse or troubling behavior.

If there is an immediate threat, call local law enforcement immediately.

# The guidelines

## **Personal information**

- Keep at least 3 years
- Keep it confidential
- When destroying, shred to keep confidentiality

## Personal information

This guideline refers to any document that has information about youth participants (including, but not limited to: registration forms, medical information forms and permission to treat forms).

Here is what you should do with these forms:

Protect the information—treat the documents as confidential.

Keep each one for a minimum of 3 years (but refer to your local state/provincial law).

When documents can be destroyed, they must be shredded or destroyed in a way that maintains confidentiality.

If training is taking place at a club meeting, the club should have a process in place to protect personal information. Review this process at this time.

If training is taking place at a district convention, review the following:

If your club collects such information, create a process to protect this information. For instance, minimize the number of people with access to the documents. An example of such policy can be found here: [www.kiwanis.org/clubpolicybasics](http://www.kiwanis.org/clubpolicybasics).

If you have Internet access, show this page—scroll to “Information security.”

## Potential questions:

Q: If I am in charge of keeping this personal information for the specified time period, can I be held personally and financially responsible in the event of a data breach?

A: Yes, you can. The Directors and Officers Insurance (D&O) provides protection for directors, officers, committee chairpersons and members for liability arising out of the performance of their duties that may result in claims.

# The guidelines

## Youth and social media

- Adults should not initiate “friendships” or connections
- Interactions are public
- Other possible online interactions?

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## Youth and social media

Social media has grown exponentially over the last 10 years. It is a convenient way to communicate with youth we serve, but it should be used with caution. Keep yourself safe and follow these easy guidelines:

Don't initiate online connections with youth—begin an online "friendship" with a youth only at the youth's request

If a youth requests online friendship (e.g., Facebook), use your best judgment when responding. Many social media sites have settings that let you decide how much particular people see of your profile and posts.

On social media sites, interaction is a public interaction. Each interaction can be viewed by others.

On social media sites, refrain from interactions that can be seen as excessive (e.g., constantly "liking" or "retweeting" or posting on someone's page)

Ask the group for ideas about alternative ways adults can interact with youth online. Some sample answers include:

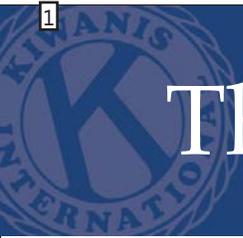
A Facebook group for the SLP club

A Google or Yahoo! group.

## Potential questions

Q: What if I have already tried to connect to youth via social media?

A: From today, move forward using this policy.



# The guidelines

## **Behavioral or health issues**

- Leave it to the professionals
- Behavioral vs. personal: use good judgment
- Where to find help for youth

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## Behavioral or health issues

Some of the youth we work with may have behavioral or health issues that we are not trained to handle. If you run into these situations:

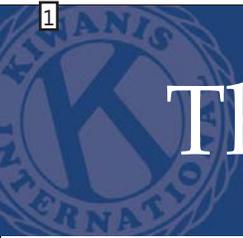
Leave it to the professionals! If a youth gives you personal information and seeks your counseling, help him or her find a professional for help.

Be careful about getting involved with the personal lives of the youth you work with. We want to be mentors, but we need good judgment. Don't get entrenched in personal issues such as dating/romantic situations.

Ask the group where they might find help for youth needing support. Possible answers:

Counselors at the school or agency where the youth attends

A local crisis number to access services for youth



# The guidelines

## **When rules conflict**

Always follow the highest applicable standard.

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When rules conflict

Adults working directly with youth are responsible for knowing which standard should be followed. But what if you're trying to figure out which policy to follow—school policies, or local, state/provincial or national laws or regulations?

Always go with the highest applicable standard. In other words, use the strictest policy.

Read the following scenario to the group and ask them to respond:

Your Kiwanis club is helping an SLP club with a service project in the school. Which of these two policies should be followed?

The school policy states that all adults who work with students in the school or at school-sponsored events must have a clear background check.

Kiwanis requires that Kiwanis club members who are SLP advisors should have a cleared background check.

# Best practices

- Background checks: every two years
- Protection: rule of 3's
- Best vehicle choice: school or commercial
- Reporting: follow the bylaws
- Media: be helpful, but let the authorities be the authorities
- Maintain confidentiality



## Best practices

The words “best practices” have come up a few times. Let’s look at some of the best practices for any situation that involves working with youth.

**Background checks.** It is recommended that Kiwanis clubs renew background checks for members working with youth every two years.

**Rule of threes.** We discussed the “rule of threes” in the transportation section, but this is an important rule in all situations. When just one adult is present with one youth, there is a risk for both parties. If a child falsely accuses you of misconduct or abuse, it is much more difficult to disprove the accusation if nobody else was there. A false accusation can follow you for the rest of your life—even after charges are dropped and your name is legally cleared.

**Transportation.** Your first choice should always be a school vehicle or commercial transportation—rather than your personal vehicle.

**Troubling behavior involving a Kiwanis-family member.** If you report troubling behavior, the guidelines require you to contact someone in leadership at the event, or at the school or site of the event—and the legal authorities. The following procedure is recommended if a report is warranted when a Kiwanis-family member is involved:

Notify event leadership.

Notify the authorities (if applicable laws require).

Notify your club or district leadership.

Follow the “conduct unbecoming of a member” process in the bylaws.

**Dealing with the media:**

Be helpful.

Answer questions as appropriate.

Never say, “No comment.” (Suggested comment: “Authorities are aware of the situation and an investigation is underway. The Kiwanis club of \_\_\_\_ is cooperating fully. We want to give the authorities time to complete their work before offering any further comment.”)

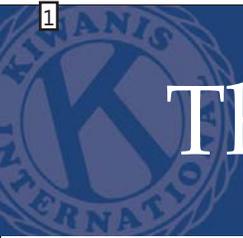
Call Kiwanis International for crisis communications help.

Let the professionals do their jobs.

If you see or suspect troubling behavior, follow the Youth Protection Guidelines for reporting.

To protect the youth, yourself and other adults, maintain confidentiality. Once you report the incident to the authorities, protect the privacy of those involved and do not discuss details unless required to do so by an official investigator.

When you are finished, hand out a copy of the Kiwanis Youth Protection Guidelines to each participant.



# The Guidelines

## **If your club sponsors an Aktion Club**

- Consult the Aktion Club Member Guidelines, available online.
- Kiwanis advisors to Aktion Clubs need an approved background check.

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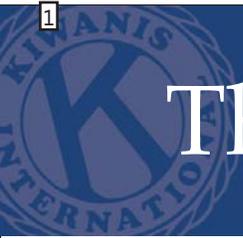
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If your club sponsors an Aktion Club:

Consult and follow the Aktion Club Member Guidelines, available online.

Kiwanis advisors to Aktion Clubs need an approved background check.



# The Guidelines

## **If your club sponsors a CKI Club:**

- Best practices can still apply.
- CKI members fall under the same background check policies as Kiwanians.
- Kiwanis advisors to CKI clubs need an approved background check.

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If your club sponsors a CKI Club:

While CKI members are not considered youth, best practices can still apply to Kiwanis advisors working with these clubs.

CKI members fall under the same policies as Kiwanians for background checks.

Kiwanis advisors to CKI clubs need an approved background check.

Thank you for your  
attention and participation.



**Kiwanis**<sup>®</sup>