



Youth Protection Guidelines trainers guide

Notes about facilitating a training session

Training format

Training consists of a presentation (with the aid of PowerPoint where available). During the session, participants will be encouraged to ask questions and participate in discussion. Participants can also be given a worksheet to fill out during the session. If you do not have PowerPoint capabilities at your session, you may want to print out the PowerPoint slides (using the “handout” format option) and give one full set to each participant.

Suggested materials

- *Kiwanis Youth Protection Guidelines PowerPoint presentation (or a copy of the PowerPoint slides for each participant)*
- *A copy of the Kiwanis Youth Protection Guidelines for each participant*
- *A copy of the Kiwanis Youth Protection Guidelines training guide and member resource for each participant*

About this guide

Treat the regular type as a script or outline for your presentation. The italicized text was created as side notes for the trainer.

This guide was created to assist with a training session regarding the Kiwanis Youth Protection Guidelines at a Kiwanis club or at a Kiwanis district convention or conference.

Choosing a facilitator




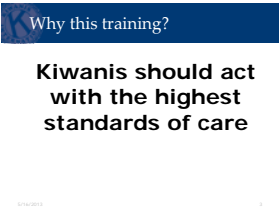
Who might make a good presenter? Here are some possibilities:

- *Someone who has worked professionally with youth, or has significant nonprofessional experience working with youth.*
- *A teacher or professional facilitator.*
- *A law enforcement officer*
- *A social worker.*

Facilitation tips

- *Some of this training deals with sensitive subject matter. Be aware that such issues may affect some of the participants emotionally.*
- *If you aren't sure of the answer to any question from participants, reply that you will look into the matter and follow up with them. Contact member services at the Kiwanis International Office. Make sure to follow up with the answers, as promised.*
- *There are many Web links provided during this training. If you have Internet access during the session, you may want to have*






	<p><i>them onscreen as you discuss them. Open all of them before training begins so your access is easy and quick.</i></p> <ul style="list-style-type: none"> • <i>If you would like additional expertise during the session, ask a police officer or social worker to attend.</i> • <i>Periodically stop to ask participants whether they have questions.</i>
	<p>Getting started</p> <p><i>Introduce yourself. If appropriate and time allows, ask the club or group members to introduce themselves. If the host facility is new to the group, point out the restroom locations and any other important information about the facility.</i></p> <p><i>You can also give an overview of the training timeframe.</i></p> <p><i>Hand out the participant training guide (answer key at the end of this guide).</i></p>
	<p>Purpose: Why do we need this training?</p> <p>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 <i>and</i> ourselves because:</p> <ul style="list-style-type: none"> • 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. <p> <i>Answer to training guide question 1: 300,000</i></p>
	<p>Purpose (cont'd)</p> <p>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.</p> <p>And then there's the best reason of all: It's just the right thing to do.</p>





<p>Training Objectives</p> <ul style="list-style-type: none"> • Understand • Protect • Identify • Respond 	<p>Training objectives</p> <p>After completing this training, you should be able to:</p> <ul style="list-style-type: none"> • <u>Understand</u> Kiwanis International’s Youth Protection Guidelines. • Make choices and decisions that <u>protect</u> you <i>and</i> the youth you serve. • <u>Identify</u> suspected child abuse and troubling behavior. • Know your responsibilities if you suspect abuse. • <u>Respond</u> appropriately if a child discloses abuse to you or if you witness troubling behavior.
<p>Terms and Background</p> <ul style="list-style-type: none"> • Youth Protection Guidelines • Abuse <ul style="list-style-type: none"> • Emotional • Physical • Sexual • “Troubling behavior” 	<p>Terms and background</p> <p>We will start out with some important definitions and background information.</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ▪ 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.



	<ul style="list-style-type: none"> ▪ 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.) <p>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).</p> <ul style="list-style-type: none"> • “Troubling behavior”: This term is used in the guidelines and defines: <ul style="list-style-type: none"> ○ 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.” <p> Answer to training guide question 2: 3, 5.5</p> <p> Answer to training guide question 3: emotional, physical and sexual</p> <p> Answer to training guide question 4: illegal, something’s not right about this.</p>
<p>The guidelines</p> <p>Education</p> <ul style="list-style-type: none"> • Clubs must educate members annually. • Districts will have forums or workshops at conventions and conferences. 	<p>The guidelines</p> <p>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.</p> <p>Education</p> <p>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:</p> <ul style="list-style-type: none"> • A Kiwanis club must inform and educate its members on the Youth Protection Guidelines. This education should occur annually (suggested in September), and a copy of the guidelines must be provided to members. Download them at 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.




	<p>Potential questions <i>Q: How will this be reported?</i> <i>A: Beginning in September 2014, clubs will indicate that the training was completed on the club secretary’s report to Kiwanis International.</i></p> <p> Answer to training guide question 5: d. Every Kiwanis member</p>
<p>The guidelines</p> <p>Chaperone</p> <ul style="list-style-type: none"> • 21 years of age or older • Approved by school or agency to accompany youth at the event. 	<p>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:</p> <ul style="list-style-type: none"> • A Kiwanis member, faculty member, parent, legal guardian or person who is <i>in loco parentis</i> (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. <p>Possible chaperones include: Kiwanis members, faculty advisors, parents, teachers, staff of a community organization and other volunteers.</p> <p>Potential questions <i>Q: Are we chaperones when we volunteer at a school during school hours?</i> <i>A: No. The youth are under the supervision of the school or agency during those hours.</i></p> <p> Answer to training guide question 6: 21</p>
<p>The guidelines</p> <p>Criminal history background checks</p> <ul style="list-style-type: none"> • Required of any Kiwanian working with SLPs • Encouraged for all adults working or serving with Kiwanis youth • Clubs should have a policy. 	<p>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:</p> <ul style="list-style-type: none"> • Follow all local and state/provincial laws and requirements related to background checks when working with youth. • Approved background checks shall be valid for no more than ten years. • Required: Kiwanis clubs are required to have a clear background check of any member serving as advisor to any Service Leadership




	<p>Program club.</p> <ul style="list-style-type: none">• 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.• <i>If this training is taking place at a club meeting:</i> <i>Your club should have a policy about background checks. Review that policy at this time.</i>• <i>If this training is at a district convention, review the following:</i> 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. We recommend the club leadership (and all members) check this out. <i>If you have an Internet connection, go to that Web page.</i> <ul style="list-style-type: none">• Where do you get criminal history background checks?<ul style="list-style-type: none">○ 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:<ul style="list-style-type: none">▪ 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 to learn more) <p>Potential questions</p> <p><i>Q: Who is required to have clear criminal history background checks?</i> <i>A: Kiwanis advisors to SLP clubs.</i></p> <p><i>Q: What are the reporting requirements for background checks?</i> <i>A: These should be reported in your club secretary's monthly report to Kiwanis International.</i></p>
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	<p><i>Q: What are the consequences to a club that either neglects to or refuses to have a background check performed on its member?</i></p> <p><i>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.</i></p> <p><i>Q: Is the club’s Kiwanis International liability coverage affected if there is not a clear background check on the SLP advisor?</i></p> <p><i>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.</i></p> <p><i>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?</i></p> <p><i>A: The Kiwanis International standards are outlined in Kiwanis International procedure 197 (www.kiwanisone.org/backgroundchecks).</i></p> <p><i>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?</i></p> <p><i>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 or secretary can email Vicki Crabtree (vcrabtree@kiwanis.org) for confirmation.</i></p> <p><i>Q: What protects the club/district officers from being held personally responsible if there is a breach or misconduct with the data collected?</i></p> <p><i>A: The voluntary 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. Review the “Option Ins Guide” at www.kiwanis.org/liability for more information.</i></p> <p> Answer to training guide question 7: True</p>
<p>The guidelines</p> <p>Overnight stays</p> <ul style="list-style-type: none"> • One adult for each 10 youth of the same gender. • Separate sleeping quarters 	<p>Overnight stays</p> <p>On overnight events, adequate adult chaperoning is required (<i>refer to earlier definition of chaperone, if needed</i>). Adequate chaperoning requires:</p> <ul style="list-style-type: none"> • One adult male for each ten (or part of ten) youth males. • One adult female for each ten (or part of ten) youth females.



	<p>How many adults are required in each of the following situations? (Present these one at a time and take responses from the group.)</p> <ul style="list-style-type: none"> • 15 youth girls and 8 youth boys <ul style="list-style-type: none"> ○ Answer: 2 adult females and 1 adult male • 11 youth girls and 11 youth boys <ul style="list-style-type: none"> ○ Answer: 2 adult females and 2 adult males • 2 youth girls and 5 youth boys <ul style="list-style-type: none"> ○ Answer: 1 adult female and 1 adult male <p>Adults and children should sleep in separate rooms. Potential exceptions:</p> <ul style="list-style-type: none"> • 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) <p>Potential questions</p> <p><i>Q: What if a youth’s parent/guardian has given permission for the youth to sleep in a room with another parent?</i></p> <p><i>A: Such permission should only be accepted as written permission. The adult in attendance should then be treated as being in loco parentis.</i></p> <p> Answer to training guide question 8: 1, 10</p>
<p>The guidelines</p> <p>Transportation</p> <ul style="list-style-type: none"> • Check local laws • Ask school about policies • Two adults in one vehicle (or “rule of threes”) 	<p>Transportation</p> <p>Follow all local laws and school policies regarding transportation of youth. Before you plan, do your research—and ask the school about its policies.</p> <p>Tips to remember:</p> <ul style="list-style-type: none"> • 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. <i>Never leave one adult alone with one child.</i> 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.




	<p> <i>Answer to training guide question 9: three, two</i></p>
<p>The guidelines</p> <p>Medication</p> <p>Only permitted by <i>written</i> permission of parent or guardian.</p>	<p>Medications</p> <p>A youth must have the <i>written</i> permission of the parent/guardian to possess either non-prescription <i>or</i> prescription medication at an event.</p> <p>An adult may not give a youth medication. This includes over-the-counter medication such as aspirin.</p> <p>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.kiwaniis.org/youthprotection.</p> <p>Make sure youth members know this requirement—so they can be prepared if they anticipate the need for such medication at an event.</p> <p> <i>Answer to training guide question 10: False</i></p>
<p>The guidelines</p> <p>Alcohol/tobacco</p> <p>Refrain from using alcoholic beverages and tobacco products.</p>	<p>Use of alcoholic beverages and tobacco</p> <p>Any event that is primarily for youth or organized by youth members should be both alcohol- and tobacco-free.</p> <p>Potential questions</p> <p><i>Q: Is there any appropriate place for an adult to smoke?</i></p> <p><i>A: The event leadership can designate a space that is completely separate from the event.</i></p> <p> <i>Answer to training guide question 11: Never</i></p>
<p>The guidelines</p> <p>Reporting</p> <p>You must report if you:</p> <ul style="list-style-type: none"> • Observe troubling behavior • Learn of illegal/unsafe situation <p>A resource: National Child Abuse Hotline</p>	<p>Reporting</p> <p>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 emergency services personnel, if appropriate.</p> <p>You must follow all local, state, provincial and federal laws regarding reporting. Let’s clarify what all of this means.</p> <ul style="list-style-type: none"> • First, what is “troubling behavior”? As defined earlier, it consists of: <ul style="list-style-type: none"> ○ All forms of child abuse as described previously. ○ Behavior not in accordance with the Kiwanis Guidelines.




	<ul style="list-style-type: none">○ 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. <i>(Read the situations one at a time, and ask for responses from the group after each one.)</i><ul style="list-style-type: none">○ 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 emergency services 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. Emergency services personnel should be called in such a situation. If the situation poses no <i>immediate</i> danger and involves suspected child abuse, call the appropriate local authorities (we will discuss how to determine who the appropriate local authorities are)● If you become aware of troubling behavior after the event, you must contact leaders of the event and provide notification to law enforcement personnel as appropriate.● Finally we’ll take a look at legal policies for reporting suspected abuse, and who to call in such situations:<ul style="list-style-type: none">○ 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
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<p>The guidelines</p> <h3>Reporting</h3> <p>In short:</p> <ol style="list-style-type: none"> 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. 	<p>authorities is necessary, or if you are looking for the appropriate local authorities to call, the National Child Abuse Hotline is a great resource. <i>(If you have an Internet connection, display website)</i></p> <ul style="list-style-type: none"> ▪ 1-800-4-A-CHILD / 1-800-422-4453 ▪ 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. <p>In short:</p> <ol style="list-style-type: none"> 1. Use the "reasonable person standard." This means consider what a reasonable person would do in the situation and act accordingly. 2. 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. 3. If there is an immediate threat, call local emergency services immediately. <p> Answer to training guide question 12: emergency services personnel, person in charge of the event.</p>
<p>The guidelines</p> <h3>Personal information</h3> <ul style="list-style-type: none"> • Keep at least 3 years • Keep it confidential • When destroying, shred to keep confidentiality 	<h3>Personal information</h3> <p>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).</p> <p>Here is what you should do with these forms:</p> <ul style="list-style-type: none"> • 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. <p><i>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.</i></p>




	<p><i>If training is taking place at a district convention, review the following:</i></p> <p>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.kiwaniis.org/clubpolicybasics.</p> <p><i>If you have Internet access, show this page—scroll to “Information security.”</i></p> <p><i>Potential questions:</i></p> <p><i>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?</i></p> <p><i>A: Yes, you can. The voluntary 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. Review the “Option Ins Guide” at www.kiwaniis.org/liability for more information.</i></p> <p> <i>Answer to training guide question 13: three years.</i></p>
<p>The guidelines</p> <p>Youth and social media</p> <ul style="list-style-type: none"> • Adults should not initiate “friendships” or connections • Interactions are public • Other possible online interactions? 	<p>Youth and social media</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <i>public</i> 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) <p><i>Ask the group for ideas about alternative ways adults can interact with youth online. Some sample answers include:</i></p> <ul style="list-style-type: none"> • <i>A Facebook group for the SLP club</i> • <i>A Google or Yahoo! group.</i>




	<p>Potential questions <i>Q: What if I have already tried to connect to youth via social media?</i> <i>A: From today, move forward using this policy.</i></p> <p> Answer to training guide question 14: True, False, False</p>
<p>The guidelines</p> <p>Behavioral or health issues</p> <ul style="list-style-type: none"> • Leave it to the professionals • Behavioral vs. personal: use good judgment • Where to find help for youth 	<p>Behavioral or health issues</p> <p>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:</p> <ul style="list-style-type: none"> • Leave it to the professionals! If a youth gives you personal information and seeks your counseling, help him or her find a professional who is trained to 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. <p><i>Ask the group where they might find help for youth needing support.</i> <i>Possible answers:</i></p> <ul style="list-style-type: none"> • Counselors at the school or agency where the youth attends • A local crisis number to access services for youth <p> Answer to training guide question 15: a professional/school counselors/crisis hotline</p>
<p>The guidelines</p> <p>When rules conflict</p> <p>Always follow the highest applicable standard.</p>	<p>When rules conflict</p> <p>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?</p> <p>Always go with the highest applicable standard. In other words, use the <i>strictest</i> policy.</p> <p><i>Read the following scenario to the group and ask them to respond:</i> Your Kiwanis club is helping an SLP club with a service project in the school. Which of these two policies should be followed?</p> <ul style="list-style-type: none"> • 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. <p> Answer to training guide question 16: highest</p>



<div data-bbox="191 533 293 737"> <p>Best practices</p>  </div> <ul style="list-style-type: none"> • 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 	<p>Best practices</p> <p>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.</p> <ul style="list-style-type: none"> • Background checks. It is recommended that Kiwanis clubs renew background checks for members working with youth every <i>two years</i>. • 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: <ol style="list-style-type: none"> 1. Notify event leadership. 2. Notify the authorities (if applicable laws require). 3. Notify your club or district leadership. 4. Follow the “conduct unbecoming of a member” process in the bylaws. • Dealing with the media: <ul style="list-style-type: none"> ○ 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.



	<ul style="list-style-type: none"> • Let the professionals do their jobs. <ul style="list-style-type: none"> ○ 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. <p><i>When you are finished, hand out a copy of the Kiwanis Youth Protection Guidelines to each participant.</i></p>
<p>The Guidelines</p> <p>If your club sponsors an Aktion Club</p> <ul style="list-style-type: none"> • Consult the Aktion Club Member Guidelines, available online. • Kiwanis advisors to Aktion Clubs need an approved background check. <hr/> <p>The Guidelines</p> <p>If your club sponsors a CKI Club:</p> <ul style="list-style-type: none"> • 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. 	<p>If your club sponsors an Aktion Club:</p> <ul style="list-style-type: none"> • Consult and follow the Aktion Club Member Guidelines, available in the district administrator and advisor resources section of www.aktionclub.org/resources. • Kiwanis advisors to Aktion Clubs need an approved background check. <p>If your club sponsors a CKI Club:</p> <ul style="list-style-type: none"> • 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.
<p>Thank you for your attention and participation</p> 	<p>Thank you</p> <p><i>Ask for final questions. Be sure to thank your participants for their attention and participation in the training.</i></p>
	<p>References:</p> <p>Content in the area of Child Abuse obtained from Caring for Your School-Age Child: Ages 5 to 12 (Copyright © 2004 American Academy of Pediatrics - updated 3/19/2013).</p> <p>American Humane Association: www.americanhumane.org/children/stop-child-abuse/fact-sheets/emotional-abuse.html</p>

(Updated 10/1/2014)



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Kiwanis International Youth Protection Guidelines Training guide and member resource (ANSWER KEY)

Follow along with your trainer while using this worksheet.

1. Kiwanians interact with more than **300,000** members of Kiwanis youth programs.
2. Approximately **3** million cases of abuse and neglect—involving almost **5.5** million children—are reported in the U.S. each year.
3. The three types of abuse we are learning about in this training are: **emotional, physical** and **sexual**.
4. Troubling behavior includes: Troubling behavior includes all forms of abuse, behavior not in accordance with Kiwanis Guidelines, **troubling** behavior by a youth or adult or any behavior that causes your internal voice to say: **something's not right about this**.
5. Which Kiwanis members need to be educated about the new Youth Protection Guidelines?
 - a. Club officers
 - b. District officers
 - c. SLP club advisors
 - d. **Every Kiwanis member**
6. At Kiwanis events, a chaperone of youth must be **21** years of age or older.
7. **True** or False: If I am chosen to be my club's advisor to one of our sponsored SLPs, I need to have a clear criminal history background check.
8. For overnight stays, the minimum suggested ratio of adults to youth is **1** adult male for each **10** youth males and **1** adult female for each **10** youth females.
9. There should be at least **three** people in the car when transporting youth. Ideally, at least **two** should be adults.
10. True or **False**: An adult may give a youth over-the-counter medication at a Kiwanis event.



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11. When is it appropriate to use alcohol or tobacco at an event conducted primarily for youth or organized by youth members? **Never**
12. When you witness troubling behavior at a Kiwanis event, report it immediately to the **person in charge of the event**. In the case of an emergency, call **emergency services personnel**.
13. Documents that have personal information about youth participants should be kept a minimum of **three years** (or longer if state/provincial law mandates) before being destroyed in a way that maintains confidentiality.
14. Answer the following true/false items about youth and social media:
 - True/False:** An online friendship with a youth (e.g., Facebook friendship and other formal connections) should be initiated by the youth via a social media platform's formal request process.
 - True/False:** If you are a Facebook "friend" with a youth, you can assume your interactions are private.
 - True/False:** If a youth posts or tweets fun, interesting or notable things, I should "like" and/or retweet them as much as possible.
15. If you are working with a youth who has behavioral or health issues that you are not trained to handle, **seek help from a professional, school counselors or a crisis hotline**.
16. When determining which policy to follow, always defer to the **highest** applicable standards.

Resources

Kiwanis Youth Protection Guidelines online: www.kiwanis.org/youthprotection

Developing a club policy on background checks: www.kiwanisone.org/backgroundchecks

National Child Abuse Hotline (USA and Canada)

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

Website: www.childhelp.org