

Millbrae Lions Club Youth Protection Program (July 2020 wjl)

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APPLICABILITY - WHO DOES THIS GUIDANCE APPLIES TO

This guidance applies to all Millbrae Lions Club members, parents, spouses, partners, and supporters who may come into contact with a youth at a Lions Club event or project.

OBJECTIVE

The Millbrae Lions Club will ensure the safety of all youths participating at a MLC event or project.

REQUIREMENTS

The Millbrae Lions Club shall abide by the guidance as promulgated by Lions International, Lions District MD4, Lions District 4C4, and MLC youth protection requirements.



<https://md4lions.org/youth-protection-policy>

STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

MD4 strives to create and maintain a safe environment for all youth who participate in Lion activities. To the best of their ability, Lions, Lions' spouses and partners, and other volunteers MUST safeguard the children and young people they come into contact with and protect them from physical, sexual, mental and emotional abuse. ("Sexual Abuse and Harassment")

MD4 requires all Districts and Lions Clubs to address the issue of youth protection, and to follow the MD4 Youth Protection Policy and Procedures. A District / Club may establish additional policies and procedures as determined appropriate to protect the safety and well-being of all who participate in Lion Youth Service Programs. MD4 is committed to the protection of the youth we serve, Lions and our volunteers.

School based Leo Clubs that meet on the school site, have a faculty school advisor and follow California school district clearance policy and procedures are exempt from this process. The Leo Activities in these Leo Clubs are considered a school based activity. A letter from the school district identifying the faculty advisor and name of the Leo Club is required for MD4 records. Non-school based Leo Club advisors and volunteers are not exempt from this process. All other Lion Youth Programs advisors and volunteers (such as, but not limited to Youth Exchange, Kids in Sight, Youth Outreach) are not exempt from this process. Lions Clubs may choose to have more stringent requirements than this policy and procedures provide, but not less.

DEFINITIONS

Youth: Any person under age 18.

Lion Youth Service (LYS): All club and district activities involving youth including but not limited to Lions Youth Exchange, District Youth Leadership, and Leo Cubs.

Volunteer: Any adult involved with Lion Youth Service or Lions sponsored youth programs who has contact with youth is a volunteer. This includes, but is not limited to, Lions and/or their spouses or partners, and other non-Lion volunteers.

Types of Volunteer Contact with Youth

- **Frequent and Recurring Contact**
Persons having frequent and recurring contact are individuals who have an ongoing role in a Lions Youth Service Program. These volunteers **MUST** complete the screening and training procedures for volunteers. This includes but is not limited to individuals who are Leo Advisors, Youth Exchange Host Families, work closely with Leo participants, or who provide transportation for youth to or from meetings or events on a regular basis. After screening and training these volunteers will be identified as LIONS YOUTH LEADER.
- **Infrequent or Occasional Contact**
Volunteers who have infrequent or occasional contact are individuals who are not directly responsible for Multiple District 4 Lions Youth Service Programs participants, but who might provide incidental transportation, invite a youth to an event such as a Leo community service event, Leo conference, dinner, movie, sports event, or other weekend activity, or help out at an event. This type of contact **MUST** be infrequent and incidental so that a regular pattern is not developed. Further, it **MUST** take place in a group setting with no reasonably foreseeable risk of abuse or harassment.

Volunteers having casual contact with youth are not required to be screened or to complete youth protection training. However, Multiple District 4 Lions urge that three or more people (a combination of students and adults that **MUST** include a LIONS YOUTH LEADER) are present during any outing that is characterized as infrequent or occasional contact with a youth.

- **Overnight Travel and Accommodations**
This policy permits a young person under age 18 to take advantage of group overnight opportunities that might occur such as attending a Lions District Conference or participating in a scheduled Leo weekend, in which the youth will be in the care and custody of a LIONS YOUTH LEADER. For overnight travel to be permitted, the Youth Service Protection Officer for the applicable program **MUST** approve the overnight travel and accommodations. If overnight hotel accommodations are required, unless the youth is a Lions Youth Exchange student who may stay with a member of their host family, the youth will share a room with other youth participants of the same gender or will be provided an individual room. These guidelines **MUST** be followed, otherwise the proposed activity will not be permitted. It is understood that no activity can be totally free of risk and the objective of this policy is to minimize risk for all parties.

Screening of Lions Youth Service Volunteers

- The following screening steps **MUST** be completed prior to participation in youth activities.

- Complete background screening application on <https://www.md4lions.org/>.
- Click on Youth Protection Policy and Youth Program Volunteer Screening Home page.
- Identify your District and click on your District. This will take you to the application for screening.
- Volunteers will need to pay for screenings. Districts and Clubs may make arrangements to pay for volunteer screenings.
- The background screening is good for 2 years

Lions Youth Exchange

Volunteer and host families MUST complete the appropriate screening processes for their particular roles in accordance with Multiple District 4 Lions Youth Protection Policy & Procedures, governmental requirements, and any other regulatory or legal requirements. Compliance with these requirements MUST be documented and maintained.

Leo Clubs, Leo Leadership Workshops, and Other Youth Programs

All volunteers who will have frequent and recurring contact with youth MUST:

- ☐ Complete a volunteer application (see attached)
- ☐ Undergo personal interviews
- ☐ Have completed three documented reference checks (see attached)
- ☐ Undergo background/criminal record clearance through MD4 Authorized Provider
- ☐ Undergo TB Testing or show proof of recent TB Test
- ☐ Complete Boy Scouts of America Youth (BSA) Protection Awareness Training
- ☐ Provide proof of valid driver's license, driving record, and insurance (when providing transportation)

Management of Screening Process

The Club Youth Protection Officer for the Leo Club is responsible for managing the compliance process for volunteers for that program. Volunteers should not begin service until the applicant has been cleared to work with youth and the TB Clearance, and driving records have been submitted. A volunteer with an approved background clearance and TB Clearance may begin volunteering with driving restrictions. Applicants must complete Youth Protection Training within 15 days of starting to volunteer.

Person Prohibited from Volunteering for Lions Youth Service

A person prohibited from participating in LYS is anyone who:

- Has been convicted of any offense which resulted in harm to an individual, including, but not limited to assault, sexual assault, sexual harassment or neglect,
- Has been convicted of any offense which, in the opinion of the District/Club Youth Protection Officer, suggests an unacceptable risk of harm to a person in the care of that individual, or
- Is a person subject to a restraining order as the result of an allegation of Domestic Violence.

Training

Multiple District 4 Lions will provide youth protection awareness (i.e. abuse and harassment prevention) training for all Lions Youth Service Program volunteers via BSA online Youth Protection Training and provide certification of completion. Youth Protection Committee members and volunteers **MUST** complete this training every two years.

Club Annual Reporting and Certification

Submit Club Youth Protection Compliance Forms (see attached) to District 4C4 Youth Protection Officer within 30 days of the new Lions' year (July 30) for any MLC youth programs.

Two Deep Protection

- Any meetings or verbal communications with a youth will be with two adult under the supervision of a Lions Youth Leader. Make all attempts to have another adult present of the same self-identified gender of the youth.
- Parents/guardians and a Lions Youth Leader shall be included on the same thread of an electronic or social media communications with a youth.
- No youth be transported unless there at least two adults present or Lions Youth Leader and their child present.
- No one-on-one meetings. No youth shall be in seclusion with any one adult at any time. Make all attempts to have another adult present of the same self-identified gender of the youth.

REPORT INCIDENT OF ABUSE

All adults to whom a youth or someone on behalf of a youth reports an incident of abuse, harassment, or neglect MUST record and report the allegation following established guidelines. See *Guidelines for Recording and Reporting an Allegation of Sexual Abuse or Harassment*

MLC Youth Protection Officers are responsible for:

- Informing the MLC President and District Governor of any allegation of sexual abuse or harassment made by or on behalf of a youth program participant.
- Maintaining records of all allegations made.
- Ensuring proper handling of allegations, according to local laws and MD4 Youth Protection Policy and Procedures, and protection of the interests of all involved.
- Ensuring that Volunteer Applications, background clearances, and references for adult volunteers working with youth are maintained for at least ten years and are kept confidential.

INSURANCE AND INDEMNIFICATION

- Lions Clubs International and MD4 have experienced litigation trends and issues arising out of the interdependent relationships between Lions and other supported youth groups and activities. And, while Lions Clubs International provides a general liability

insurance program to protect its interests while delivering services to associated youth activities it is required that the associated agencies—in order to avoid some of the predicable and inherent conflicts arising out of their interdependent roles and obligations also maintain and provide primary general liability insurance in connection with covered claims made as a result of the delivery in connection with official youth activities.

- Associated organizations will indemnify to the fullest extent permitted by the law of the state where the activity is taking place against an award of punitive damages against any Lions employees, directors, officers, members or volunteers who act in “Good Faith” to enforce this policy.
- “Good Faith” as used herein MUST will remove from any involvement in the youth program any employee, officer, member or other person known or suspected of engaging in conduct prevented herein or that might pose a risk of harm to others, including but not limited to, actual or alleged acts of criminal conduct, violence, substance abuse, or reckless conduct involving motor vehicles or firearms. This does not require that the associated program indemnify any Lion or agent for acts intended or expected to result in harm or actions which are not in ‘Good Faith” as described above.



MILLBRAE LIONS CLUB YOUTH SERVICE VOLUNTEER APPLICATION

millbraelions@gmail.com

Applicant Information			
Last Name	First Name	M.I.	Date
Address			Apt/unit #
City		State	Zip
Date of Birth	Primary Phone (). – 2 nd Phone (). –	Email	
Driver License No.	Member of Lions Club Y N	If yes, club name and year joined	
Volunteer History with Youth, past 5 years. (attach additional sheets if necessary)			
Organization Name Address City, State, Zip Position & Dates Held		Organization Name Address City, State, Zip Position & Dates Held	
Employment History with Youth, past 5 years. (attach additional sheets if necessary)			
Current Employer (or last employer) Address City, State, Zip Position & Dates Held		Prior Employer Address City, State, Zip Position & Dates Held	
Current Employer (or last employer) Address City, State, Zip Position & Dates Held		Prior Employer Address City, State, Zip Position & Dates Held	
Personal References (may not be relative and no more than one Lion reference)			
Name Relationship Address City, State, Zip Phone Number		Name Relationship Address City, State, Zip Phone Number	
Name Relationship Address City, State, Zip Phone Number			

Applicant Certification	
<p>I acknowledge that Multiple District 4 (MD4) is committed to creating and maintaining the safest possible environment for all participants in our Youth Programs and that it is the duty of all Lions, their spouse and/or partner, and any other volunteers, to safeguard to the best of their ability the welfare of young people involved in Lion programs and activities, and to prevent any physical, sexual, or emotional abuse of youth participants. I understand that participation as a volunteer for a MD4 Lion Youth Service Program requires that I participate in Youth Protection training and pass an exam at the conclusion of the training.</p> <p>I certify that all the statements in this application, and any attachments, are true and correct to the best of my knowledge and that I have not withheld any information that would affect my application unfavorably. I understand that MD4 will deny a volunteer position to anyone convicted of a crime of violence. I give my permission to MD4 to verify information contained in this application including background checks and driving records, contact with my former employers, and with references provided. I understand that the information provided will be used, in part, to determine my eligibility for a volunteer position with Multiple District 4 Lions Clubs and that as long as I remain a volunteer, this information may be checked again at any time. I acknowledge that I will have an opportunity to review the background check received, and if I dispute it, a procedure is available for clarification.</p> <p>In consideration of my acceptance and participation in Multiple District 4 Lion Youth Service Programs, I hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, employees of the participating Lions clubs and districts, and of Lions Clubs International (“Indemnities”), from any and all liability for any loss, property damage, personal injury, or death, including any such liability that might arise out of the negligence of any of the indemnities or might be suffered or claimed by me as a result of an investigation of my background in connection with this application. I further agree to conform to the rules, regulations, and policies of MD4 Lion Youth Service Programs and its affiliates.</p> <p>I acknowledge that I have read and understand the above affidavit, consent, and waiver and that I sign this form voluntarily.</p>	
Applicant’s Signature	Date