REPORTING PROCESS FOR ABUSE COMPLAINTS

Student reports the complaint to a responsible authority – YEO or Counselor.

The responsible authority determines what action to take.

Reports incident to District Chair

Reports complaint to the Police if it is criminal in nature

District Chair notifies District Protection Officer and initiates a full investigation of the complaint

Protection Officer investigates complaint Liaises with the Area Coordinator to ensure the safety and welfare of the student has commenced

District Protection Officer liaises with the Police until there is a resolution to the complaint either by charges being laid or not being laid.

District Chair contacts area coordinator & ensures that the safety & welfare of the student is taken care of.

Area coordinator liaises with the YEO, Counselor and Club President & Protection Officer until the incident is investigated and resolved.

District Chair notifies District Governor & District YE lawyer – promptly reports any incident the Youth Exchange Insurance Company

Once the investigation is completed a debriefing is held under the direction of the District YE Chair. Participants would include the District Governor, Protection Officer, Area Coordinator, Club YEO and Club YE Counselor as well as the Police Investigator. This debriefing would review:

1. What went right
2. What went wrong
3. What can be done to improve the process
4. What policies or procedures if any need to be changed

District Governor notifies RI