

# ***Youth Protection & You***

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# Youth Protection Fundamentals







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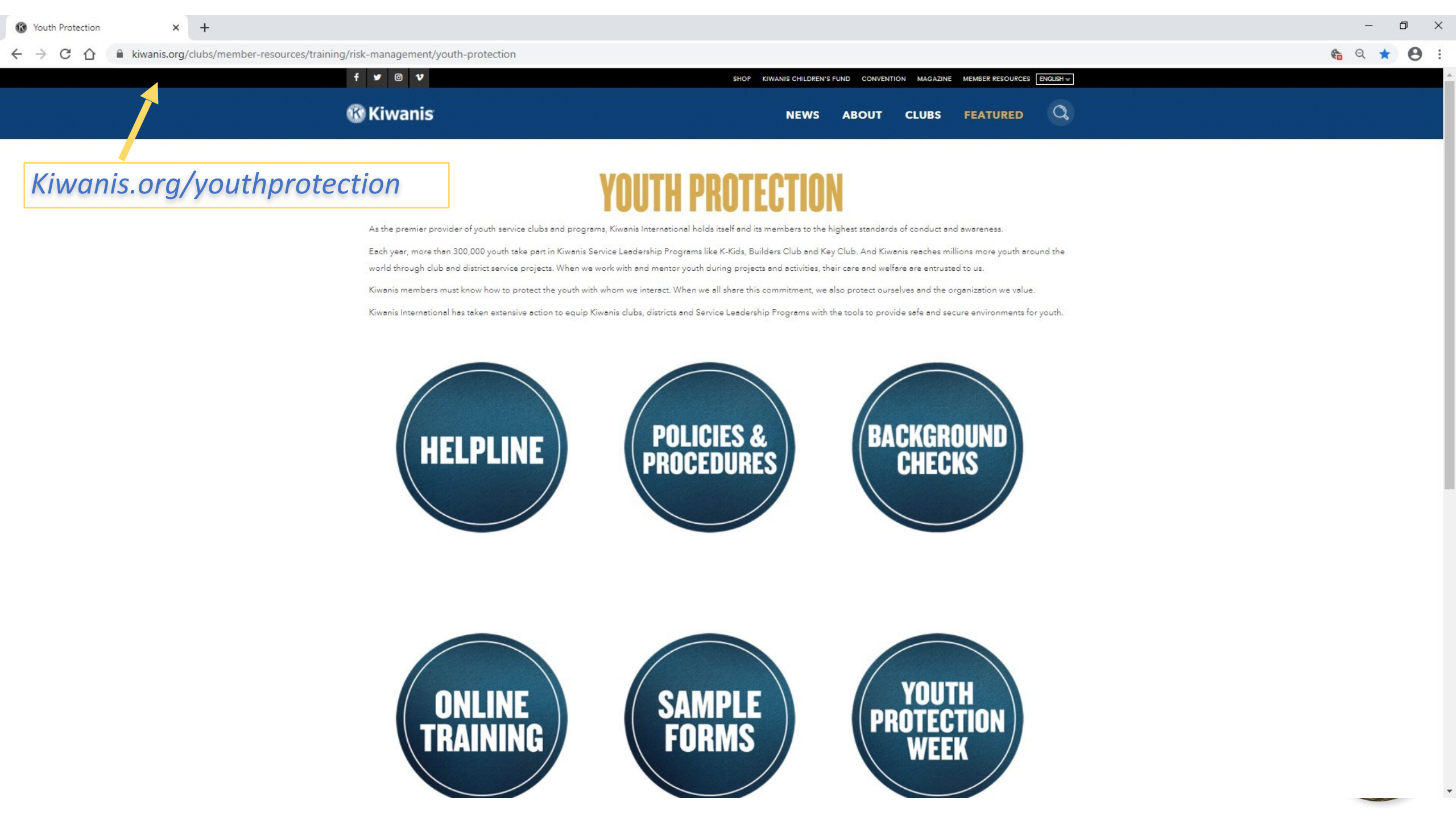
- Accessible, high quality training and resources
- Background checks
- Creating a team approach to achieving compliance with official Kiwanis Youth Protection Policies & Procedures



# **Youth Protection Fundamentals: Accessible Training**







[Kiwanis.org/youthprotection](https://kiwanis.org/youthprotection)

# YOUTH PROTECTION

As the premier provider of youth service clubs and programs, Kiwanis International holds itself and its members to the highest standards of conduct and awareness.

Each year, more than 300,000 youth take part in Kiwanis Service Leadership Programs like K-Kids, Builders Club and Key Club. And Kiwanis reaches millions more youth around the world through club and district service projects. When we work with and mentor youth during projects and activities, their care and welfare are entrusted to us.

Kiwanis members must know how to protect the youth with whom we interact. When we all share this commitment, we also protect ourselves and the organization we value.

Kiwanis International has taken extensive action to equip Kiwanis clubs, districts and Service Leadership Programs with the tools to provide safe and secure environments for youth.

HELPLINE

POLICIES & PROCEDURES

BACKGROUND CHECKS

ONLINE TRAINING

SAMPLE FORMS

YOUTH PROTECTION WEEK



# Accessible Training

## Education

- ALL Kiwanis members who are working with youth **MUST** review Youth Protection Policies & Procedures annually.
- The Capital District will have workshops at conventions and conferences.
- Club Leadership Education for YPG is currently unavailable in Kiwanis Connect. Training slides will be on:
  - [www.kiwanis.org/youthprotection](http://www.kiwanis.org/youthprotection)



### **YOUTH PROTECTION POLICIES & PROCEDURES (effective February 2020)**

*These policies can be found in Kiwanis International Policies and Procedures as Procedure 432.*

*All adults working with youth under the age of 18 at any Kiwanis event are required to read/understand, agree to and abide by these policies.*

**Education:** Every Kiwanis club is expected to inform and educate its members on these guidelines, best practices and required actions for individuals who become aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member. Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference regarding guidelines and best practices for adults working with youth, using materials provided by Kiwanis International.

**Chaperone:** A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, twenty-one (21) years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

**Chaperone addition (Effective May 1, 2020):** A minimum of one adult per 10 students must be serving as chaperones during the entirety of the event. All chaperones (club members and non-members) participating in any single-day or overnight service leadership program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. Additionally, chaperones must follow all applicable policies and procedures. (See also Procedure 432.)

**Criminal history background checks:** Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Program club. The check must be conducted and verified by Kiwanis International. Persons without a clear criminal history background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Kiwanis advisors shall acquire a new criminal history background check upon their initial appointment to the position.

**District administrators for Service Leadership Programs (Effective May 1, 2020):** Kiwanis International requires all SLP district administrators to complete an application process, which includes submission of a completed application, having a clear background check conducted and verified by Kiwanis International and completion of Kiwanis International youth protection training and any other elements that may be required by Kiwanis International. After receipt of an individual's application and verification of all required elements, Kiwanis International will review the information and decide, in its sole and absolute discretion, whether the individual is accepted to become an SLP district administrator. Kiwanis has no obligation to allow an individual to become an SLP district administrator based solely on a "clear" background check. Denial may be appealed via the process outlined in Procedure 197.

**Overnight events (Effective May 1, 2020):** All adults (club members and non-members) registered for or staying overnight at any Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a criminal history background check.





# Accessible Training

- The Youth Protection Policies address a lot:
  - Social media guidelines
  - Expectations for transporting students
  - Guidelines for administering medications
  - Expectations for chaperones
  - Policies regarding the use of alcohol and tobacco in the presence of youth
  - Expectations regarding reporting incidents



# Accessible Training: Tips for Clubs

- Club leaders should plan Youth Protection Policy training into their annual calendar of club programs. Do not let it be forgotten!
- Compliance early in the year is critical. Make this an October – December priority in the first quarter of the Kiwanis year.
- Make sure ALL members get the information presented, not just those who attend the meeting.





# Accessible Training: Tips for District Leaders

- District leaders should remind clubs that the completion of this task is a requirement for a club to achieve distinguished status.
- Compliance is critical! Lt. Governors should monitor the status of each club in their division to ensure the timely completion of this task.
- Your Youth Protection Manager is your ally! Have me attend your meetings (virtually or in-person) to assist with this training. Promote me as a resource!

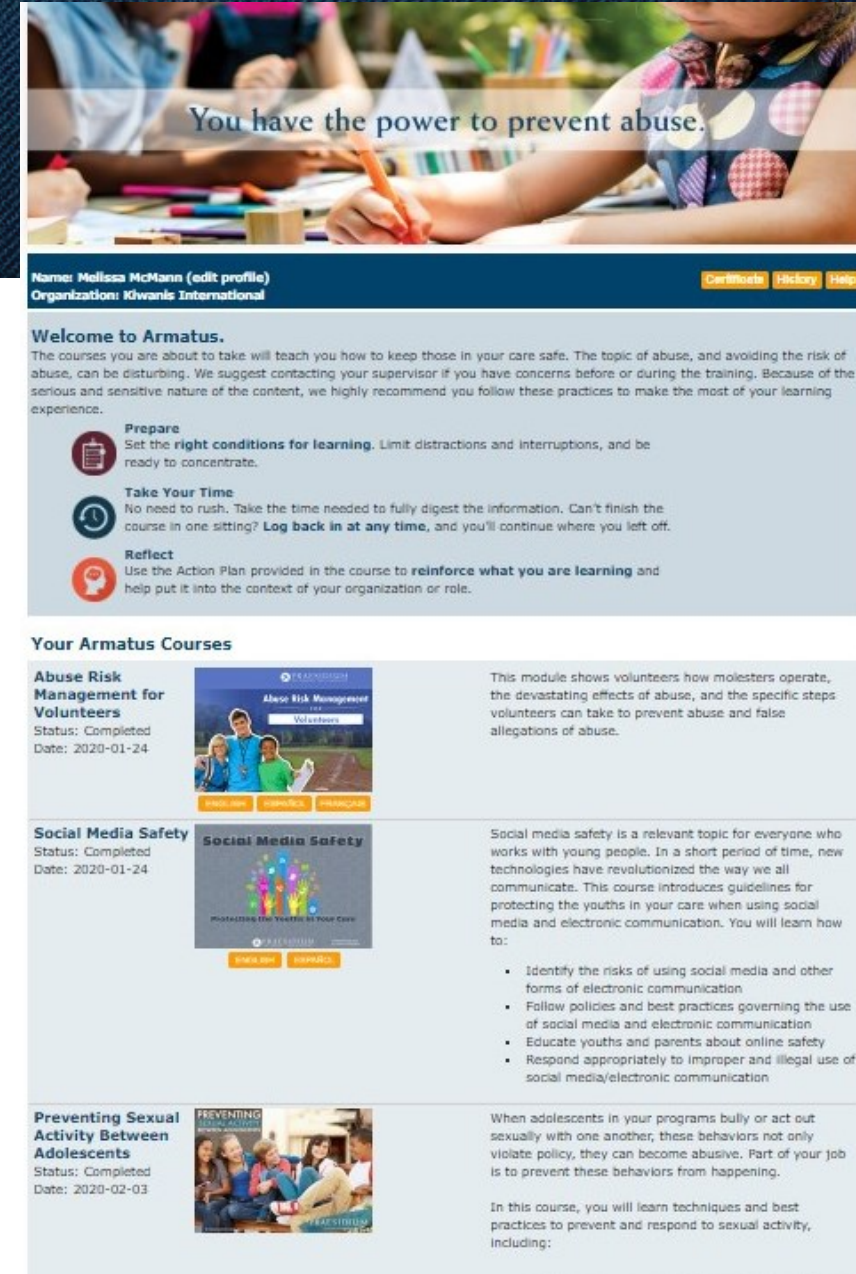




# Accessible Training

## Praesidium Online YP Training

- All Kiwanian SLP Advisors are required to complete “Advisor” Armatus-Praesidium youth safety training modules.
  - Access has been set up for 6,000 Kiwanis SLP Advisors, District Admins, and Youth Protection Managers.
  - Each Kiwanis role has a different mix (3-6) of training modules.
  - Once completed, certification is good for two years
- Chaperones to youth SLP events are also required to complete “Chaperone” Armatus-Praesidium youth safety training modules.
  - Chaperone name(s) will need to be added manually.
  - Courses include: “Risk Abuse Management for Volunteers,” “Social Media Safety,” and “It happened to me: Duty to report.”

A screenshot of the Armatus training interface. At the top, there's a banner image of children at a table with the text "You have the power to prevent abuse." Below this, a header bar shows the user's name "Melissa McMann (edit profile)" and organization "Kiwanis International", along with links for "Certificate", "History", and "Help". The main content area is titled "Welcome to Armatus." and contains introductory text about the training's purpose. Below this, there are three sections: "Prepare" (Set the right conditions for learning), "Take Your Time" (No need to rush), and "Reflect" (Use the Action Plan). The bottom section, "Your Armatus Courses", lists three completed courses: "Abuse Risk Management for Volunteers" (dated 2020-01-24), "Social Media Safety" (dated 2020-01-24), and "Preventing Sexual Activity Between Adolescents" (dated 2020-02-03). Each course entry includes a thumbnail image, a brief description, and a list of learning objectives or key points.





# Accessible Training: Non-Advisor Training Log-on

- If interested, Kiwanis member/non-advisors, can create a training account through the member portal (Kiwanis Connect).

A screenshot of the Kiwanis Club Management System interface. The top navigation bar includes logos for Kiwanis, KEY CLUB, CKI, ACTION CLUB, Builders Club, and K-Kids. On the left, a vertical sidebar contains icons and labels for 'Me', 'Education', and 'Membership'. The main content area shows a user profile section with a blurred name and a list of options: 'Edit profile picture', 'Edit Profile', and 'Create Praesidium Account'. The 'Create Praesidium Account' option is highlighted with a red rectangular box, and a red arrow points to it from the right.

**Kiwanis** KEY CLUB CKI ACTION CLUB Builders Club K-Kids

Me

Education

Membership

This area of the Club Management System gives you access to special applications and reporting, all with a single login. Your club or district leadership position determines what applications are available to you. Don't see what you need? Contact [kiwanisone@kiwanis.org](mailto:kiwanisone@kiwanis.org) for assistance.

- Edit profile picture
- Edit Profile
- Create Praesidium Account

\*Note: this link disappears once it has been clicked.





# **Accessible Training: Praesidium Training Logon FAQ**

**As a Kiwanis advisor, I didn't receive the email from Armatus/Praesidium with my login information.**

**What should I do?**

- Email Praesidium at [support@praesidiuminc.com](mailto:support@praesidiuminc.com)
- Call Praesidium 1-800-743-6354
- Email [youthprotection@kiwanis.org](mailto:youthprotection@kiwanis.org)
- Your log-on information will be re-sent to you





# Accessible Training: Tips for Clubs

- Training may be led by a club officer or any member who feels prepared.
- Consider appointing a club Youth Protection Manager or Coordinator who takes on this responsibility annually. This could be a great role for someone interested in serving on your club Board of Directors in the future.





# Accessible Training: Tips for Clubs

- Invite me, your district's Youth Protection Manager, to provide the training for your club! Our current online meeting format allows for this to be easily managed.



# Youth Protection Fundamentals: Background Checks







# Background Checks & Beyond YP Policy & Practice



- ALL SLP Kiwanian Advisors must have a Kiwanis cleared background check.
- All chaperones (club members and non-members) participating in any single-day, off school premises or overnight SLP sponsored event must have a clear background check.
  - Kiwanis partnered with vendor SafeVisitor – Safe Hiring Solutions to conduct US & Caribbean searches.





# Background Check Compliance Efforts

- September 01, 2020
  - Any Kiwanis member serving as a SLP advisor who did not have a background check on file with KI, as of September 01, 2020, has been relieved of their responsibilities until a clear background check through a Kiwanis approved vendor is on file
  - The KI Board of Trustees approved this action earlier this year.
- Moving forward
  - It is important for local Kiwanis clubs to update their SLP Kiwanis Advisor rosters with current advisor names and e-mail addresses regularly.
  - If a faculty advisor is **not** a Kiwanis member, their school background check is sufficient.
  - If a faculty advisor is **also** a Kiwanis member, they are required to obtain a Kiwanis background check clearance.
  - Once a KI advisor's BGC has expired, they have 60 days to renew the check or they will be relieved of their position.





# Working Toward the Future

Our goal is to reach & maintain  
100% background check  
compliance for advisors of all  
Kiwaniis Youth Programs.







# Background Checks: Tips for Clubs

- Club secretaries should consistently monitor the background check status of their club's Kiwanis Advisors. This information lives in Kiwanis Connect.
- Create a plan to replace Kiwanis Advisors, if needed. Not having a Kiwanis Advisor assigned is not an option!
- Be sure your club budgets annually for the \$25 expense. This may be taken from either the administrative or service account.





# Background Checks: Tips for Clubs

- Clean your club data quarterly. It is critical that member e-mail addresses and phone numbers are accurate. This is the data Kiwanis International uses to communicate with Kiwanis Advisors.
- You do not want your advisors to miss critical e-mails because their data was incorrect or missing!





# Background Checks: Tips for District Leaders

- District leaders should make club compliance with Kiwanis Advisor background checks a requirement for a club to achieve distinguished status.
- I provide regular data updates to Lt. Governors. It is critical to enlist allies in addressing issues of missing or expired background checks.
- As your Youth Protection Manager, I am your ally! If you are ever facing a question or issue with a background check, seek guidance.





# Background Checks: Procedure for U.S. Members

- Individual members can log in their Kiwanis Connect member portal, *members.kiwanis.org*
- Click on “Background Checks” link. Email will be sent.

A screenshot of the Kiwanis Connect member portal. The top navigation bar includes logos for Kiwanis, KEY CLUB, CKI, AKTION CLUB, Builders Club, and K-Kids. The user's name, Melissa McMann, and a 'Sign Out' button are in the top right. A left sidebar contains icons for 'Me', 'Education', and 'Membership'. The main content area shows the user's profile: 'Melissa McMann', 'Fishers(K19392) | Member ID: (', and a message about the Club Management System. A red oval highlights the 'Background Checks' link in the main content area. A red speech bubble points to this link with the text: 'US KI members can generate individual link. NonUS members should email backgroundchecks@kwianis.org'. Other links like 'Edit profile picture' and 'Edit Profile' are visible below.









# Background Checks: Application Reminders

- There is no financial or credit check on members.
- Do not use the link for anyone other than yourself.
- Do not forward the e-mail to others for their use in obtaining a background check. Each e-mail has a unique link.
- Disregard the driver license scan. It is for organizational use only.
- If you are a non-U.S. member of Kiwanis, type in all 9s in social security field.



# **Youth Protection Fundamentals: Construct a Team Approach**







# Construct a Team Approach: Tips for Success

- Treat youth protection as a team activity. Every member, officer, advisor, and stakeholder plays a role in the success of the effort.
- Monitor compliance at a district-level and share updates with district Kiwanis leaders. They will be held accountable and must remain informed.
- Communicate with Kiwanis SLP leaders (K-Kids, Builder's Club, Key Club, CKI, Aktion Club), too!





# Questions?







# Email Inquiries & Requests



- [Kiwanis.org/youthprotection](https://kiwanis.org/youthprotection)



- [Backgroundchecks@Kiwanis.org](mailto:Backgroundchecks@Kiwanis.org)



- [YouthProtection@Kiwanis.org](mailto:YouthProtection@Kiwanis.org)



- Josh: [hiscockj@gmail.com](mailto:hiscockj@gmail.com)