

Guidelines for adults working with youth



Interaction with youth

Key Club	Teens ages 15–18
Key Leader	Teens ages 14–18
Builders Club	Teens & Tweens ages 12–15
K-Kids, Terrific Kids, Bring Up Grades	Children ages 6–12
Read Around the World	Children all ages

Last year, Kiwanis clubs supported...

Key Club	66%
Key Leader	28%
Builders Club	26%
K-Kids	14%
Terrific Kids	16%
Bring Up Grades	11%
Read Around the World	26%
Young Children: Priority One projects	78%

Why guidelines?

Responsibility to...

- Protect the children and youth
- Protect the Kiwanis members and clubs
- Protect the organization

Why guidelines?

Youth deserve the best
Kiwaniis has to offer

Who?

- All adults
- Working with Kiwanis programs
- Programs for youth under the age of 18

What?

All adults are expected to:

- read
- understand
- agree to abide by these guidelines

Chaperone

Defined as a:

- Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis
- over the age of 21
- approved by the school
- registered with and accompanying the youth at a specific event

Alcoholic beverages

- Any project, meeting, social event or other gathering
- Produced primarily by or for the benefit of youth
- Adults are expected to refrain from consumption of alcoholic beverages during any portion of the event

Tobacco

- Any project, meeting, social event or other gathering
- Produced primarily by or for the benefit of youth
- Adults are expected to refrain from use of tobacco products in the presence of youth

Overnight stays

- Hotel, camp, conference center, etc.
- Adequate chaperoning
- Ratio of one to 10 (or part of 10) of the same gender
- Parent with own child only
- For bunkhouse or cabin (multiple beds) at least two adults in a room with youth

Transportation

- FIRST CHOICE:
 - Use school vehicles or commercial transportation
- SECOND CHOICE:
 - Personal vehicle
- Never alone with a youth
- Rule of threes: at least three people in the vehicle, prefer two are adults

Medications

- Prescription and nonprescription medications
- Only by permission of parent or guardian
- Adhere to any school or facility rules

Background checks

- Strongly advise background checks
- All adults working with youth
- Offered by school or local youth agency
- Complete through local police department
- Specific rules for Key Club International and Key Leader events

Background checks

- If requirements are present...
 - Should conform to applicable local and state/provincial laws and requirements
- If requirements are absent...
 - Kiwanis clubs should undertake confidential background checks for all adults
 - working directly with youth outside of the school, or
 - may not have undergone a background check

Background checks

Included in registration fee for events:

- Key Club International convention
- Key Club governors and administrators training conference
- Key Leader events

One check works for all, lasts two years

Conflicts with other rules

- Examples:
 - School policies
 - Local ordinances
 - State or provincial laws
- Highest applicable standard should prevail.

Personal information

- Includes event registration forms, medical information forms, membership rosters
- All information is confidential!
- Minimize number of handlers
- Maintain in secure files for up to three years*
- Dispose of information in proper manner*

*** Consider applicable laws**

Education

- Clubs
 - Annual program to the club
 - Customize with local laws and regulations
- Districts
 - Workshops at conferences and conventions
 - District publication
 - Web resources
 - Customize with state/provincial laws and regulations

If an incident occurs...

DO:

- Notify the authorities*
(law enforcement, school, CPS)
- Notify your club or district leadership
- Consider membership suspension/leave of absence
- Engage “Conduct unbecoming of a member” process
- Notify Kiwanis International
- Cooperate with the media

*** Consider applicable laws**

If an incident occurs...

- It's always best to acknowledge the incident. Offer just enough information to be cooperative:
 - “Authorities are aware of the situation and an investigation is underway. The Kiwanis Club of _____ is cooperating fully. Understandably, we want to give them time to complete their work before offering any further comment.”
- Never say, “No comment.” It implies that there is something to hide.

If an incident occurs...

DO NOT:

- Obstruct the legal process
- Initiate contact with the youth or parents
- Initiate statements to the media

Resources

- Guidelines for Adults information sheet
- Background check authorization form
- PowerPoint presentation and script

TEST TIME!



Question #1

1. At your district's Key Club convention, a group of Key Club members are discovered enjoying a case of beer. What does your district do?
 - a) Call their chaperone.
 - b) Call their parents.
 - c) Notify the authorities.
 - d) Send them home.

ANSWER: All of the above
What if it's Circle K?

Question #2

2. A Kiwanis club covers the cost of convention transportation for its Key Club. What is the best way to do that?
- a) Ask Kiwanis members to drive them in their own cars.
 - b) Rent a van and drive them to the convention.
 - c) Charter a bus.
 - d) Pay for the Key Club members to drive themselves (if they are insured).

ANSWER: c) is the best option, b) is next best.

Question #3

3. A Builders Club member confides to you that she is being molested by a parent. What do you do?
- a) Call her school counselor.
 - b) Notify the authorities.
 - c) Counsel her yourself.
 - d) Meet with the parent.

ANSWER: a) is your first step.

Question #4

4. At a convention, a Key Club member comes to your room seeking medical help for a cut on her leg. What do you do?
- a) Invite her in to treat her injury.
 - b) Tell her to go away.
 - c) Call the hotel staff for help.
 - d) Immediately find another adult to assist you.

ANSWER: d) should be your first action.

Question #5

5. Key Club and Circle K leaders are notorious “huggers.” How should you handle these hugs?
- a) Run away.
 - b) Hug away.
 - c) Politely allow them to hug you.
 - d) Step back and extend your hand for a handshake.

ANSWER: d) is best, followed by c)

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