

INTERNATIONAL ORDER OF THE RAINBOW FOR GIRLS



YOUTH PROTECTION POLICY AND GUIDELINES

For All

GRAND JURISDICTIONS

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INTERNATIONAL ORDER OF THE RAINBOW FOR GIRLS

YOUTH PROTECTION POLICY AND GUIDELINES

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SECTION I – POLICY

Executive Summary

The International Order of the Rainbow for Girls is very sensitive to the responsibility we have to all youth, and specifically those involved in our Rainbow organization and effort is being made to provide a safe environment. We have concern for the safety of the young people put into our care during their participation in Rainbow as well as other youth group activities. The adult leadership is striving to act in a responsible manner to meet the needs of our youth.

To help meet this goal, this Youth Protection Policy was developed to document a comprehensive program. It includes an Adult Profile Form and an Advisor Certification Form which is required for all persons serving on an Advisory Board of any assembly of the International Order of the Rainbow for Girls. These forms must be completed annually.

This program must be recognized as a continuing process and always open to review and growth. We must demonstrate our commitment to improve the protection of our nation's most valuable resource – its youth. We are dedicated to meeting this challenge by continually evaluating our programs and continually providing appropriate training and updated information as a permanent part of our Rainbow organization's operation.

A Youth Protection Policy and Guidelines were approved and adopted, for required use for all Grand Jurisdictions, by the House of Gold of the International Order of the Rainbow for Girls on July 23, 2004.

INTERNATIONAL ORDER OF THE RAINBOW FOR GIRLS

Anti-Harassment Policy

Originally Approved: March 27, 2002

Harassment

The International Order of the Rainbow for Girls (hereafter referred to as “IORG”) is designed to help all young ladies lift their standards, to know God and to better understand themselves, and to serve their communities. In order to maintain this high standard, the IORG takes complaints of any type of harassment, including but not limited to sexual harassment, very seriously. This includes any harassment between girls, between girls and leaders, between girls and volunteers, or between girls and any other individuals.

In order for the Rainbow to achieve an organizational environment free of harassment, it is imperative that all girls, leaders, and other volunteers or adults be aware of the organization’s zero tolerance policy prohibiting any form of harassment within the organization and any of its activities. This does not mean just sexual harassment. It also includes harassment based on someone’s race, color, religion, gender, national origin, age, sexual preference, disability, veteran status or any other legally protected classification. Each girl or adult must ensure that his or her conduct complies with this policy and avoid any acts or statements that may constitute sexual or other types of harassment. Such conduct is unacceptable in the organization’s environment, at Rainbow-sponsored events and activities such as regular and special open or closed meetings, out-of-town trips and activities, service and fund-raising projects, social events, or in any function held in the context of the Rainbow organization. Failure to comply with the IORG policy regarding harassment will result in involvement privileges being revoked, which may include permanent expulsion from involvement in the organization, up to formal criminal or civil charges being filed. The Rainbow leadership will vigorously enforce this policy and are responsible for acting diligently to prevent (if possible) or detect and address (if known) violations of this policy. It is the Rainbow leadership’s responsibility to do all possible to protect its members.

Harassment Definition

Harassment means unwelcome conduct of a sexual or racial nature (verbal, visual or physical) that would be insulting, degrading, exploitative or offensive to the recipient of such conduct, taking into account all of the circumstances. Harassment may take many forms, including, but not limited to:

- uninvited verbal sexual innuendoes, proposition, suggestive or offensive comments, or ethnic, racial, sexual or other offensive jokes;
- ethnic or racial slurs or name calling;
- uninvited, unwanted physical contact, including kissing, hugging, grabbing, repeated brushing against another person’s body, touching, pinching or pushing;
- displaying sexual or other offensive objects, posters, graffiti, cartoons, magazines or calendars;

- unreasonably interfering with a girl's involvement in the organization's activities, or creating an intimidating, hostile or offensive environment through unwelcome conduct of a sexual nature (verbal, visual or physical) or directed to a person because of any of the characteristics described above; or
- requesting or demanding sexual favors accompanied by implied or overt threats concerning involvement status or promises of preferential treatment.

Reporting and Investigation Procedures

Any girl who believes she has been subjected to, or has witnessed, harassment or other conduct in violation of this policy by anyone in connection with Rainbow, including any leaders, volunteers, other adults, peer Rainbow girls, or visitors, must bring this to the attention of Rainbow leadership. Girls should immediately report an incident of harassment to their Mother Advisor, or if it would be difficult to discuss with their Mother Advisor, or if the incident involves their Mother Advisor, to some other Rainbow adult.

All complaints will be investigated promptly, thoroughly and impartially. The IORG will make every attempt to maintain the information, provided to it in the complaint and investigation process, in a confidential manner, subject to the circumstances of the complaint. Rainbow Girls and adults are expected to maintain the confidentiality of any information provided in connection with a complaint and an investigation, and to refrain from discussing the complaint or the investigation with anyone other than the person conducting the investigation.

Upon completion of the investigation, the outcome will be communicated to the girl who made the complaint and other involved individuals as appropriate. Any girl or adult found to have harassed a girl, or to have engaged in other conduct that violates this policy, will be subject to disciplinary action commensurate with the nature and severity of the offense, up to an including immediate and permanent expulsion from any Rainbow-related activity in the future, or could involve formal criminal or civil charges being filed.

Girls and adults are protected under this policy from coercion, intimidation, interference, or retaliation for reporting harassment, requesting an investigation or filing a complaint.

All girls and adults should contact the Mother Advisor or other Rainbow adult with any questions or concerns.

Policy and Guidelines for Rainbow Assemblies

Listed below is a general policy and guidelines that will serve the dual purpose of protecting Rainbow Girls as well as providing protection to adult leaders from unfounded allegations of abuse. These policies and guidelines include:

- * The Advisory Board will authorize all Assembly events.
- * Secret activities, unofficial organizations and ceremonies outside of Rainbow are not authorized by the International Order of the Rainbow for Girls or any Grand Jurisdiction and are not permitted as part of any assembly activity.
- * At least one certified female member, or a certified couple should accompany Rainbow Girls on all trips, outings and Rainbow assembly activities.
- * Approved chaperone ratio of advisors will be adhered to at all times.
- * Corporal punishment, demeaning discipline and verbal abuse are not sanctioned in any form by the International Order of the Rainbow for Girls or any Grand Jurisdiction.
- * Adult or youth leaders are not permitted to use any form of physical punishment, harassment or hazing. If anyone in Rainbow engages in such activities, action will be taken to remove the person or persons from positions of leadership. Hazing or initiation pranks are not funny and are not tolerated in our Rainbow organization.
- * For the protection of both the youth and the adult volunteers, no one-on-one activities between adults and Rainbow members will be allowed.
- * Adult volunteers should respect the privacy of members except in situations where health and safety require their presence. Adults also need to protect their own privacy.
- * Parents are encouraged to participate in Rainbow activities and to accompany the assembly on trips and outings.
- * Listed below are general policies concerning who is responsible for picking up a girl:
 - ♦ If there is a question of who is picking up a girl, an advisory board member should go out and check the person picking up the girl.
 - ♦ Know your parents (grandparents, guardians) who bring girls and pick them up from meetings or activities and make every effort to have them come inside to pick up the girls following a meeting or activity.

- ♦ Never allow a girl to leave with someone you do not know. Make a phone call to the parents (grandparents, guardians) when you have doubts. If a girl is transported by anyone other than her own parents (grandparents, guardians) ask for written permission.
- ♦ If there is a custody dispute over a girl, be sure you know who is entitled to provide transportation for the girl. Know who is entitled to pick up a girl.
- ♦ Always have an adult with girls who are waiting for transportation. If girls have driven themselves to a meeting or activity, please have an adult observe them as they walk to their cars. (A good rule for adults, as well.)
- * When a candidate is waiting for Initiation, please have one or more adults with her. One of the adults must always be a woman.
- * If a girl becomes ill or leaves a meeting early, an adult woman should accompany her.
- * There shall be NO ALCOHOL or ILLICIT DRUG use by Advisors or International Order of the Rainbow for Girls members at any Rainbow event, nor shall there be conversation related to alcohol or drug use, unless in an educational context.
- * Adult leaders should see that all functions and activities are conducted on a smoke-free basis.

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SECTION II-EDUCATIONAL GUIDELINES FOR
SUPREME INSPECTOR / DEPUTY USE

Overview

The young people with whom we, in the International Order of the Rainbow for Girls are associated, are not only the future of our fraternal family, but also of our communities, state, province and country.

We cannot be insensitive to the fact that we are living in a time of challenges to the traditional way in which organizations such as ours are operated. Foremost among our concerns is that of the safety of these young people who are put into our care during their participation in Rainbow affiliated youth group activities. We must examine and ensure that there are youth protection policies for all members entrusted to our care.

Definition of Youth Protection Program

Youth Protection could be defined as a policy for educating everyone involved with our organization about two of the most difficult challenges facing our nation today, and certainly our youth organizations, namely: (1) child abuse and (2) alcohol and drug abuse.

The purpose of an official policy concerning youth protection is to prepare adult leaders to conduct Rainbow activities in a safe and prudent manner. Such policies, and guidelines, are designed to be helpful in recognizing, and thereby helping to reduce, the incidence of child abuse and alcohol and drug abuse. Of course, all leaders should be aware of country, state or local government regulations that would supersede Rainbow policies and guidelines.

The information provided is designed to be helpful in recognizing, and thereby helping to reduce the incidence of child abuse, alcohol and drug abuses among any youth, but especially our Rainbow girls. The intent is not to frighten anyone. We want our leaders to be informed about those abuses that have the greatest impact on young people and the dangers for which most teens are ill prepared.

Definition of Child Abuse

"Child abuse" is defined as "any act toward a young person less than eighteen years of age that impairs physical and/or mental health immediately or over time."

The damages of child abuse stay with a victim and, without proper attention, a person may mature into an adult who is also abusive, thus perpetuating a potentially never-ending cycle of violence. In some instances, the abusers may not even realize when abuse has occurred.

There are four basic categories of child or youth abuse:

1. **Neglect** occurs when a young person's basic needs for physical and emotional well-being go unmet. Unlike poverty, which may also cause a youth to show similar signs, neglect is due to the failure of the caretaker to provide for a youth even though financially able.
2. **Emotional abuse** occurs when a youth is given the message through words or actions that he or she is no good and never will be. The caretaker, usually under stress, has little impulse control and lashes out at the youth.
3. **Physical abuse** involves the injury of a young person when the parent or caretaker is under stress or has little impulse control. Such maltreatment may be due to excessive punishment. It also happens in situations such as unauthorized initiations or hazings.
4. **Sexual abuse** or sexual molestation involves any sexual act between a young person and an adult or one youth and a significantly older youth. Such acts may range from fondling to sexual intercourse. The young person is powerless and not in a position to consent to such sexual interactions. Sexual abuse is always the responsibility of the offender.

Definition of Child Molesters

There is no single profile that fits all molesters. All ages, all economic groups, all levels of intelligence, all races, and all religions are represented in the backgrounds of people who have molested children or young people. The majority of people who sexually abuse youth know their victims. The abuser is most often someone that is trusted by the youth.

People who molest young people often appear to be "normal." They have families and jobs. Molesters have come from all the professions: physicians, police officers, choir directors, letter carriers, ministers, youth group leaders, teachers, coaches, construction workers, etc.

According to a report compiled by the National Center for Missing and Exploited Children, "pedophiles" are frequently the nice persons in the neighborhoods who like to entertain young people after school or take them on day or weekend trips.

Pedophiles know how to talk to young people and, more importantly, how to listen to them. In fact, pedophiles relate to young people better than they do with adults. They seduce their victims by being attentive, giving them gifts, sometimes treating them better than their own parents do. Pedophiles use their status as adults and authority figures to seduce and later control their victims.

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Members should know

DANGER SIGNALS

You should be sensitive to danger signals that alert that there is something wrong. A danger signal would be statements like:

“This will be our secret so don't you tell anyone!”

“You can't imagine the trouble you'll be in if you tell someone our secret!”

“If you tell our secret, your parents will stop loving you!”

“This is a special secret organization only available to a few girls!”

“Let's take off our clothes and relax!”

If these statements are ever used by an adult volunteer or our girls, you should immediately find someone you trust and tell the person exactly what was said.

ASSERTIVENESS

You, as a young person, must understand your personal rights and react assertively when faced with a situation you perceive as dangerous or morally wrong.

In situations that are not normal, you must feel free to:

- Trust your own instincts or feelings.
- Expect privacy.
- Say "No" to an unwanted touch or show of affection.
- Say "No" to an adult's inappropriate demands.
- Refuse gifts.
- Be rude or unhelpful if the situation demands it.
- Run, scream and make a scene.
- Physically fight off unwanted advances.
- Ask others for help.
- Report the incident to the appropriate authorities which are your Mother Advisor, your Advisory Board Chairman, the Supreme Inspector/Deputy, the local law enforcement agency and, of course, your parents.

Adults associated with Rainbow should know

Our commitment to the basic life principles and teachings of Rainbow guarantee all members a safe environment in which young people can mature into responsible adults.

You and our Rainbow assemblies can fully expect that the International Order of the Rainbow for Girls will not tolerate any form of child or youth abuse in any of its activities.

Let it be known that Rainbow will take all necessary steps to remove any offenders from membership and adult leadership if the policies and high ideals of Rainbow are compromised.

Those who abuse the rights of others, especially young people, should be reported to the proper authorities. If Rainbow girls or other young people were to seek help because they were victims of abuse or exploitation, or if it were believed that an abuse occurred to someone else at a Rainbow activity, they can expect an immediate response. A Rainbow girls' disclosure of alleged abuse, neglect or harassment will be taken seriously and reported to the proper authorities. The integrity of a Rainbow girl shall not be put to question when a disclosure is made.

Reporting requirements do vary from State to State, Country and Province. No state requires that the person making a report have proof that the abuse occurred, only that it is suspected. All states provide immunity from liability to reporters of suspected child abuse. The only requirement that states make is that the **report be made in good faith**. It should be emphasized that if anyone has reason to suspect, or directly knows that an abuse occurred, they should immediately inform the Mother Advisor or Grand Deputy. It will be the responsibility of the Grand Deputy to notify the Supreme Inspector/Deputy. The Supreme Inspector/Deputy holds the authority to notify the appropriate authorities and/or remove or suspend Advisors while an investigation is pending.

Under no circumstances should you as an advisor, parent or adult volunteer of Rainbow attempt to investigate a suspected incident of child abuse. This should be left to the professionals. The Supreme Inspector/Deputy will pursue fact-finding once the incident is reported.

No one associated with Rainbow should attempt to cover up any alleged incidents of abuse.

The “**Three R’s**” of youth protection convey a simple message for all youth to learn:

1. **Recognize** situations that place a youth at risk of being molested, how child molesters operate, and that anyone could be a molester.
2. **Resist** unwanted and inappropriate attention. Resistance will stop most attempts at molestation.
3. **Report** attempted or actual molestation to a parent or other trusted adult. This prevents further abuse of herself and helps to protect other children. Let the youth know that she will not be blamed for what occurred.

Alcohol and Drug Abuse

Alcohol and drug abuse have become a national crisis. The number of frequent drinkers among teenagers number in the tens of thousands. The number of young people who smoke, snort and inject illegal substances into their bodies on a regular basis is staggering. Just when it appeared to be that alcohol and drug abuses among teens were somewhat declining, the evidence shows that preteen children are beginning to experiment with alcohol and drugs.

Why Do Young People Use Drugs?

The reasons why young people use drugs vary, but the most repeated reasons include:

"I just want to be part of the group!"

"I want to have fun."

"It helps me feel like I'm older than I am!"

Rainbow offers young women an alternative to alcohol and drugs. It is an opportunity to be a part of a group, have fun, be involved in activities, and share friendship. The adult leaders in each assembly must make a concerted effort that involvement in the Rainbow program has a greater appeal than alcohol and drugs. Assembly activities must be youth-oriented, youth-led and exciting to all ages.

The Signs of Drug Abuse

The most common traits of people under the influence of alcohol or drugs are: incoherent speech, memory lapses and indifference to personal hygiene and grooming. Other signs include: increased absenteeism from school or work, poor classroom performance, secretive behavior, hostility toward parents and friends, and odors associated with drinking.

For some common drugs, the following signs can be observed:

- **Marijuana.** Bloodshot eyes, dry mouth, increased appetite. Comprehension and short-term memory may be impaired. Coordination may be reduced.

- **Cocaine and Crack.** Dilated pupils and stuffed or runny nose. Respiratory and heart rates speed up. Crack users may suffer insomnia and loss of appetite and have paranoia or seizures.
- **Inhalants.** (laughing gas, aerosol sprays, solvents, etc.). Inhaling them causes nausea, sneezing, coughing, nose-bleeds, loss of appetite and coordination. Some inhalants also cause headaches and involuntary passing of urine and feces.
- **LSD and PCP.** Dilated pupils, hallucinations, higher heartbeat and blood pressure, loss of appetite, sleeplessness. PCP users have incoherent speech, dulled senses and poor coordination.
- **Heroin and Other Narcotics.** Feeling of euphoria often followed by drowsiness, nausea, and vomiting. Users may have constricted pupils, watery eyes and itching.

If Drug Abuse is Suspected

If a young person is suspected of alcohol or drug abuse, parents or guardians will be contacted to help the youth. The goal is to help the young person, not to accuse or place blame.

If you need professional assistance, take advantage of these toll-free numbers.

CHILD ABUSE

National Child Abuse Hotline (800) 422-4453

ALCOHOLISM

Al-Anon Family Group Headquarters (800) 356-9996

DRUG ABUSE

National Drug Abuse Hotline (800) 662-HELP

Youth Protection

We, as the adult leaders of this organization, are responsible for the protection of the youth involved with the International Order of the Rainbow for Girls. This is a very touchy subject in several organizations. This document does not define all areas of youth protection. Youth suicide is a major concern as are internet safety and teen violence, to name but three additional concerns.

There are laws set forth by State, Country and Province that allow for the protection of our youth. There are several sources on the Internet where information can be derived on this topic. You should familiarize yourself with the laws of your Jurisdiction. The following is an example from the Ohio Revised Code Section 2151.421:

"Anyone may report child abuse or neglect to the Children Services Board. In addition, this law also imposes upon the following persons a legal reporting obligation by stating that such persons 'when acting in their official or professional capacity' are required by law to report knowledge or suspicion that a child under eighteen years of age or a physically or mentally handicapped child under twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonable indicates abuse or neglect of the child:

- * Attorney.
- * Physician, including a hospital intern or resident, dentist, podiatrist, practitioner of a limited branch of medicine or surgery.
- * Registered nurse, licensed practical nurse, visiting nurse, other health care professional.
- * Licensed psychologist, licensed school psychologist.
- * Speech pathologist or audiologist.
- * Coroner.
- * Administrator or employee of a child day care center, administrator or employee of a certified child care agency or other public or private children services agency.
- * School teacher, school employee, school authority.
- * Social worker.
- * Person rendering spiritual treatment through prayer in accordance with the tenets of a well recognized religion."

While this does not list Youth Groups specifically, each Jurisdiction should be familiar with their laws, and should establish an appropriate policy regarding Youth Protection.

In researching laws specific to your Jurisdiction, the following organizations may be contacted in addition to your State Government:

- ✓ **Child Abuse and Neglect Information Clearinghouse**
P.O. Box 1182
Washington, DC 20013
(800) FYI-3366
<http://www.nccanch.acf@hhs.gov>

- ✓ **National Assembly of National Voluntary Health and Social Welfare Organizations**
1319 F. Street, NW, Suite 601
Washington, DC 20004
(202) 347-2080
<http://www.nAssembly.org>

- ✓ **National Center for Missing and Exploited Children**
2102 Wilson Blvd., Ste.
550 Arlington, VA 22201
(703) 235-3900
<http://www.missingkid.org>

- ✓ **Prevent Child Abuse America**
200 South Michigan Avenue, 17th Floor
Chicago, IL 60604
(312) 663-3520
<http://www.preventchildabuse.org>

- ✓ **National Crime Prevention Council**
1000 Connecticut Avenue, NW, 13th Floor
Washington, DC 20036
(202) 466-6272
<http://www.ncpc.org>

- ✓ **Nonprofit Risk Management Center**
1001 Connecticut Avenue, NW, Suite 410
Washington, DC 20036-5504
<http://www.nonprofitrisk.org>

SECTION III – ADULT PROFILE

**GRAND ASSEMBLY OF WASHINGTON IDAHO
INTERNATIONAL ORDER OF RAINBOW FOR GIRLS**

Adult Worker Profile

Jurisdiction of Washington Idaho

The purpose of this Adult Profile is to provide information to the Supreme Inspector/Deputy in order to maintain the high standards and quality reputation of all Rainbow adult volunteers in this Grand Jurisdiction AND to protect our Adult Workers and the Rainbow Girls of this Grand Jurisdiction. The form will be revised annually as necessary. **THIS FORM MUST BE COMPLETED PRIOR TO ONE’S INSTALLATION ON THE ASSEMBLY’S ADVISORY BOARD.**

You are being asked to complete this questionnaire so that Rainbow may continue to promote the high ideals and basic virtues of the Order. This application will be kept on file in the office of the Supreme Inspector/Deputy of this Jurisdiction for a period of one year. All responses will be held in the strictest confidence. Thank you for your cooperation and assistance.

PLEASE PRINT OR TYPE

1. Name _____ Telephone _____

2. Address _____

3. City/State/Zip _____

4. Date of Birth _____

5. Name of Spouse (if applicable) _____

6. Prior addresses, if any, for the last 7 years and length of time at each address:

11. Have you used illegal drugs or been treated for a substance abuse problem in the last 7 years? _____

12. Have you been involved in any criminal or civil act which might be questioned by others related to your work with the Assembly? _____

If yes, please explain: _____

13. Have you been convicted of any crime in the past 7 years? _____

If yes, please explain: _____

14. List two people who have known you for at least the last 7 years who we may contact. (1 family member / 1 non-family member)

Reference 1

Name _____ Telephone _____

Address _____

City/State or Province/Zip _____

Masonic Affiliations (if any): _____

Reference 2

Name _____ Telephone _____

Address _____

City/State or Province/Zip _____

Masonic Affiliations (if any): _____

Advisor Certification Form

I understand that the information I have provided may be verified and that the individuals and organizations named may be contacted. I hereby release, indemnify, and agree to hold harmless from any and all liability to me, any such persons and organizations who, in good faith, provide information in response to an inquiry arising out of this profile.

I release, hold harmless, and agree to indemnify the International Order of the Rainbow for Girls, its Assemblies, Advisory Boards, and all other Rainbow bodies, organizations, sponsoring bodies, and their officers, employees, agents, and volunteers from any and all liability to me in connection with their good faith use on behalf of the International Order of the Rainbow for Girls of any information provided as a result of, or in connection with, this profile.

I similarly release, hold harmless, and agree to indemnify such organizations and individuals from any and all liability to me in connection with their good faith efforts to gather information about me as a result of, or in connection with, this profile.

Attestation:

I, _____, understand that I have completed this form voluntarily as a member of a _____ Rainbow Advisory Board Member, Grand Deputy, Director or other adult volunteer as requested by the Supreme Inspector/Deputy. I understand if there is concern about my responses, the Supreme Inspector/Deputy will contact me directly.

Print your Signature _____

Signature _____

Date _____

NOTE: This form will be retained by the Supreme Inspector/Deputy in a CONFIDENTIAL file and destroyed (by shredding) at the end of every calendar year. A new form must be completed each year prior to one's being installed as an Advisory Board Member, etc.

Grand Deputy Recommendation

I have examined the information provided in this application/recommendation and I

DO DO NOT

appoint _____ (name of Adult Worker) to

CONTINUE AS BECOME a Rainbow Advisor.

Signature _____

Date _____

Adult Worker Checklist

Driver Policy
Proof of Insurance
Adult Profile Form
Washington State Patrol Form
Idaho State Patrol Form

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SECTION IV- REPORTING

Reporting Requirement

Every State, the District of Columbia, the U.S. territories, Provinces, and Countries have different reporting requirements. People are often concerned about being sued for reporting child abuse. You are not required to know for certain that a child has been abused. All that the law requires is that you have a reasonable suspicion and are reporting in “**good faith.**” When these requirements are met, all states provide immunity from liability for child abuse reporters.

It should be emphasized that if anyone has reason to suspect, or directly knows that an abuse occurred, they should immediately inform the Mother Advisor and Grand Deputy.

Those who abuse the rights of others, especially young people, should be reported to the proper authorities. If you or other young people were to seek help because you were victims of abuse or exploitation, or if it were believed that an abuse occurred to someone else, they *can* expect an immediate response.

How Reporting Works for Our Members

- First:** You will be believed. Adult leaders will not panic or overreact nor will they be angry or accusatory. They will be calm and reassuring.
- Second:** Adult volunteers in Rainbow will make every effort to be supportive and empathetic that such an experience happened. Those who report abuses will be highly respected for their courage and willingness to keep the same thing from happening to other youth.
- Third:** You will not have your motivations questioned nor will you be persuaded that the situation was misinterpreted.
- Fourth:** Your privacy will be respected. A quiet place will be sought to discuss the process for reporting the incident to the authorities.
- Fifth:** You, and other girls, will receive immediate protection from the suspected offender. Abuses will not continue.
- Sixth:** The incident should be reported immediately to the Mother Advisor and Grand Deputy.
- Eighth:** The incident will not be discussed after filing the appropriate reports.
- Ninth:** **The privacy of all persons involved will be respected.**

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**GRAND ASSEMBLY OF WASHINGTON IDAHO
INTERNATIONAL ORDER OF RAINBOW FOR GIRLS**

Policy on Reporting Violations or Suspected Abuse

The Grand Assembly of Washington Idaho mandates that these procedures shall be followed when reporting violations and/or suspected abuse:

Important: This procedure is to be followed whenever any adult is informed of any action that could adversely affect the welfare of a Rainbow Girl. The incident could involve her family, her friends, or her acquaintances. It could involve other girls or adults.

Examples of abuse may include, but are not limited to:

- Harassment.
- Neglect.
- Supplying alcohol to underage youth.
- Supplying drugs to any youth.
- Exposure to inappropriate activities.
- Physical or emotional abuse.

AS SOON AS POSSIBLE:

1. Write down a factual detailed account of the reported or observed incident; including the exact words and/or gestures used. Use the *Incident Report Form (attachment 1)* to report the incident. **Report facts only, do not include personal opinions.**

NOTE: This discussion must be kept in strict confidence. Contact your Mother Advisor and Grand Deputy.

2. If the accused individual(s) is a regular attendee, or an Advisory Board member, inform them that they are removed from the Advisory Board, or other position(s), until the situation is resolved and that they should not attend meetings/events or be in contact with the members. Final decision on involvement and attendance will be made after resolution of the problem.
3. Send the completed *Incident Report* and all other, future, pertinent information, along with any supporting information/copies, to the Supreme Inspector/Deputy for secured filing.
 - No copies are to be kept at the hall or with individuals.
 - A *Log (attachment 2)* of all events related to the report should be kept. Originals of the *Log* should be kept by the individual making the report, with copies sent, in a timely fashion, to the Supreme Inspector/Deputy.
 - *Log* reports should be updated, and copies sent to the Supreme Inspector/Deputy, after each contact with the individual(s) involved.
4. The Supreme Inspector/Deputy is responsible for the final resolution of the report, which may include contacting the appropriate authorities if necessary.

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**GRAND ASSEMBLY OF WASHINGTON IDAHO
INTERNATIONAL ORDER OF RAINBOW FOR GIRLS**

Incident Report Form

Incident Report Form – Page 1

Report Information

Date _____ Time _____

Location of completion of this report (incident) _____

Advisor's Name: _____

Member's Name: _____

Address: _____

City/State or Province/Zip: _____

Phone: _____

Member's Mother's Name: _____

Address: _____

City/State or Province/Zip: _____

Phone: _____

Member's Father's Name: _____

Address: _____

City/State or Province/Zip: _____

Phone: _____

Attachment 1

REPORTED TO: (Check all that apply, and identify specific contact)

____ Mother Advisor _____

____ Girl (identify whom) _____

____ Parent(s) _____

____ Grand Deputy _____

____ Supreme Inspector/Deputy _____

This is a true statement, to the best of my knowledge.

Signed _____

Date _____

NOTE: Do not destroy until seven (7) years after date on original report.

Attachment 1 – cont.

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Action Log

Basic information to be taken from *Incident Report*. Additional information to be entered each time action is taken or circumstances alter the situation. An updated copy is to be sent to the Supreme Inspector/Deputy after each addition.

A copy of this LOG may also be kept with the Advisor involved. However, that Advisor **MUST** understand and honor the need for confidentiality.

Advisor's Name as listed on *Incident Report*: _____

Member's Name: _____

Date of first report to Advisor/Adult: _____

Date of incident: _____

Date *Incident Report* filed: _____

SUBSEQUENT ACTION DATES

Action 1 Date: _____

Action 2 Date: _____

Action 3 Date: _____

Action 4 Date: _____

Action 5 Date: _____

Attach detailed Action/Resolution page.

Attachment 2

SUBSEQUENT ACTION(S) AND RESOLUTION LOG

Action # _____

Date: _____

Person(s) or organization(s) contacted: _____

Time of contact: _____

Individual(s) spoken to: _____

Person(s) making contact: _____

Content of conversation/discussion:

Action taken:

If additional entries are necessary, follow same format, continue number sequence, and forward to Supreme Inspector/Deputy on separate pages.

Attachment – 2 cont.