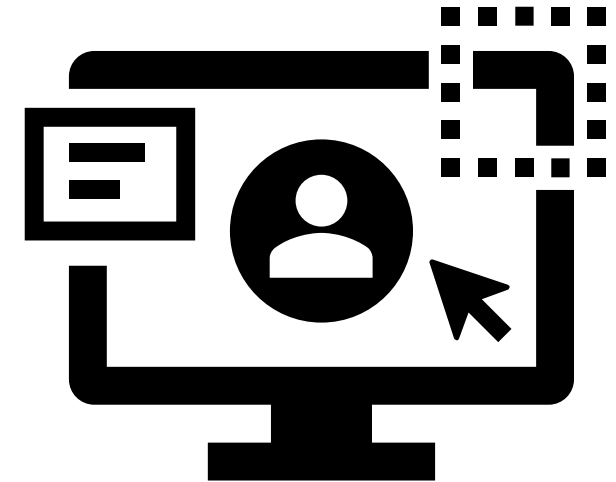
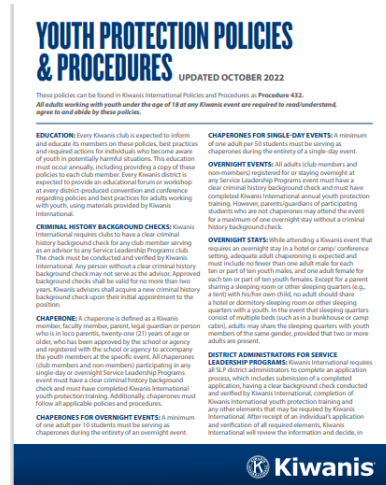


Protecting youth in Kiwanis service: Know. Protect. Respond.

September 2025
Kiwanis Service Leadership Programs
Education and Training

Welcome to Youth Protection Training for Kiwanis Club Members!

Ask yourself...



1) Do I have a valid Background Check?

2) Where can I find Youth Protection Policies & Procedures?

3) What is the Kiwanis Culture of Care?

4) How do I report abuse, inappropriate behavior, and policy violations?



"In order to prevent child abuse and neglect, behaviors that damage youth must be stopped before they begin."

~Prevent Child Abuse America
(2010)

Kiwanis Youth Protection Goals



Together, we build a culture of safety, leadership, and care.

Our commitment is to:

- **Protect** youth from harm and inappropriate behavior
- **Educate** youth with tools to grow as confident, ethical leaders
- **Empower** adult members with best practices for working with youth
- **Engage** all members—youth and adult—in creating a safe, supportive environment



Do I Have a Valid Background Check?

Background Check Policy for SLP Roles

Background checks are a way to screen potentially harmful volunteers.



Required for:

- SLP Advisors
- Chaperones
- District Administrators
- *Others may be required based on role*

Vendor: SafeVisitor

- Screens national, state, and local criminal records
- Includes sex offender registry checks

Validity: Background checks are valid for **2 years**

Cost:

- **\$35** for SLP Advisors
- May vary slightly for others based on local/county/state fees

Important:

- Allow **adequate processing time** when submitting
- In U.S., allow for minimum of 14 business days for processing.
- Outside of the U.S., allow for a minimum of 30 days for processing.
- Processing time may vary by location

How do I check to see when my Background Check expires?

Kiwanis membership system Engage has the answer!



1. Log into Kiwanis Engage at <https://engage.kiwanis.org>
2. Look at the top of your dashboard under Main Information to view the date that your background check will expire.
3. A Background Check is good for two years after it is completed.

A screenshot of the Kiwanis Engage dashboard. The 'Main information' section is expanded, showing a profile card. At the top of the card, a green banner states 'Background check is valid through Mar 04, 2027'. A large yellow arrow points to this banner. Below the banner, the profile card contains fields for Member number, Name, Preferred name, Middle name, Suffix, Gender (Female), and Partner first name. To the right of these fields, there are fields for Club name, Club join date (06/30/2020), Kiwanis join date (01/01/2003), Birth month and year, and membership type (Satellite member or Corporate member). At the bottom of the profile card is an 'Edit' button. Below the profile card, there are expandable sections for Address, Contact information, Other information, Profile photo, and Sponsorship.

^ Main information

Background check is valid through Mar 04, 2027

Member number

Name

Preferred name

Middle name

Suffix

Gender
Female

Partner first name

Club name

Club join date
06/30/2020

Kiwanis join date
01/01/2003

Birth month and year

☐ Satellite member

☐ Corporate member

Primary language
English

Edit

Address

Contact information

Other information

Profile photo

Sponsorship

How to Access Your Background Check Link



U.S. Members (except California):

- Click the “Get Background” or “Renew Now” link Kiwanis Engage to access your individual background check link.
- Club or District secretary can click envelope icon on their dashboard to send you a link.
- Didn’t receive it? Check your spam/junk folder.

California Kiwanis Members:

- Follow a different process.
- Email backgroundchecks@kiwanis.org to receive your fingerprinting location link.



How to Access Your Background Check Link



International Members:

- Caribbean, South America, Europe, Asia, Pacific:
Email backgroundchecks@kiwanis.org to request a background check link.
- **Canada and France:**
Submit your Vulnerable Sector Check to backgroundchecks@kiwanis.org.

Other Roles (Faculty Advisors, Parents, Non-Members, Kiwanis Spouses):

- If serving as an off-school grounds chaperone, email backgroundchecks@kiwanis.org to request a link.



Where can I find Kiwanis Youth Protection Policies & Practices?

Youth Protection Policies & Procedures

Visit our website [Kiwanis.org/youthprotection](https://www.kiwanis.org/youthprotection)



YOUTH PROTECTION POLICIES & PROCEDURES

UPDATED OCTOBER 2022

These policies can be found in Kiwanis International Policies and Procedures at 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 policies, 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 policies to each club member. Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference regarding policies and best practices for adults working with youth, using materials provided by Kiwanis International.

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 Programs club. The check must be conducted and verified by Kiwanis International. Any person 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.

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. All chaperones (club members and non-members) participating in any single-day or overnight Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International youth protection training. Additionally, chaperones must follow all applicable policies and procedures.

CHAPERONES FOR OVERNIGHT EVENTS: A minimum of one adult per 10 students must be serving as chaperones during the entirety of an overnight event.

CHAPERONES FOR SINGLE-DAY EVENTS: A minimum of one adult per 50 students must be serving as chaperones during the entirety of a single-day event.

OVERNIGHT EVENTS: All adults (club members and non-members) registered for or staying overnight at any Service Leadership Programs 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.

OVERNIGHT STAYS: While attending a Kiwanis event that requires an overnight stay in a hotel or camp/ conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleeping quarters (e.g., a tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds (such as in a bunkhouse or camp cabin), adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

DISTRICT ADMINISTRATORS FOR SERVICE LEADERSHIP PROGRAMS: 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, 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



YOUTH PROTECTION & BACKGROUND CHECKS

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.

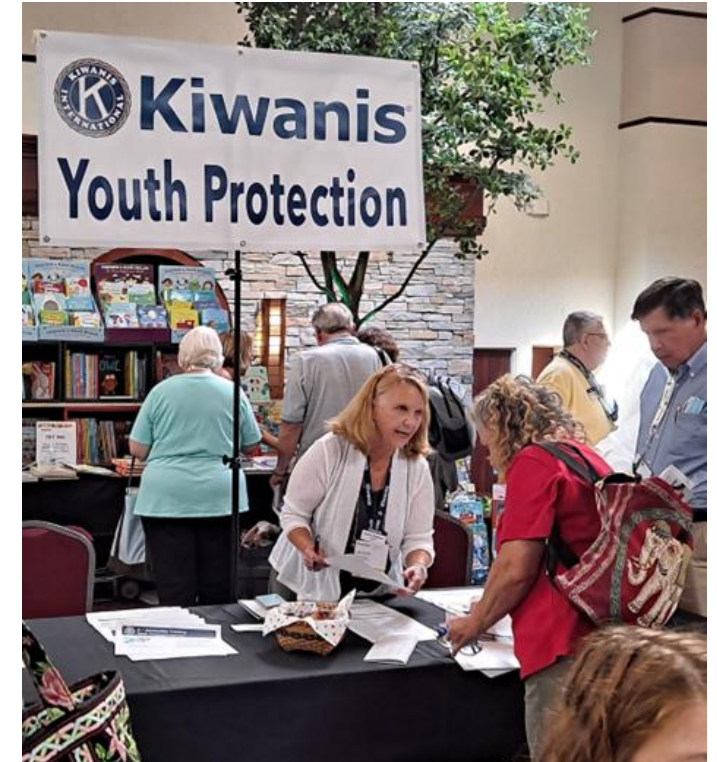
Each year, more than 300,000 youth take part in Kiwanis Service Leadership Programs (SLPs) such as K-Kids, Builders Club and Key Club. Kiwanis reaches millions more youth around the world through club and district service projects. When we work with and mentor youth during projects and activities, their 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 SLPs with the tools to provide safe and secure environments for youth. Resources include a **24/7 toll-free helpline**, as well as a roster of **youth protection managers** for each Kiwanis district. ([Click here](#) for the youth protection managers' job description.)

Other information and resources

- [Youth protection training](#)
- [Policies and procedures](#)
- [Culture of care](#)
- [Youth Protection Week](#)
- [Background checks](#)
- [Bully prevention](#)
- [District Administrators' Code of Ethics example](#)



Clubs annually review policy. Find info on social media and transportation best practices.

[Kiwanis.org/youthprotection](https://www.kiwanis.org/youthprotection) webpage has training slide deck, recordings, links to past webinars, and background check FAQ.

Members receive training in-person or virtual conferences, conventions, webinars, or club meetings

What is Praesidium Academy training?



A screenshot of the Praesidium Academy website. The header includes the 'PRAESIDIUM ACADEMY' logo, a 'Take a Tour of Academy' button, and a user profile for 'Melissa McMann'. The main content area features a large photo of diverse children smiling, with the Kiwanis International logo overlaid. To the right, a 'Welcome to Praesidium Academy' message explains the purpose of the training courses. A vertical 'Assistance' button is on the right side. The bottom section shows a 'My Learning' dashboard with tabs for 'Events', 'Learning Paths', 'Completed', 'Archived', and 'Certificates'. It lists two courses: 'Meet Sam (ENG)' and 'Social Media Safety (ES)', each with a 'View Course' or 'Continue' button. A 'SELECT LANGUAGE' button and a 'Report: Mandated Reporter (ENG)' link are also visible.

We partner with Praesidium Academy to provide online abuse prevention courses for members who serve as advisors, administrators and chaperones in our youth programs.

Log into trainings at <https://www.praesidiumacademy.com>

Praesidium Academy youth protection trainings

How do I create my own account?



1. Log into Kiwanis Engage
2. Click "Education" on the left.
3. Click "Create new Praesidium Academy account"
4. Check your email for invitation to access account
5. Click on "Forgot Password" to create a new password.

A screenshot of the Kiwanis Engage website. The top navigation bar is dark blue with the Kiwanis logo and the word 'Kiwanis' in white. Below the navigation bar, there is a left sidebar with a menu. The 'Education' option is highlighted in blue. The main content area on the right lists various educational resources. A yellow arrow points to the link 'Create new Praesidium Academy account' under the 'Youth Protection Education' section.

Kiwanis

Kiwanis Club Seymour

- My profile
- Education**
- Important links
- Privacy notice
- Kiwanis & AI

Kiwanis Club Leadership Education

- [President](#)
- [Secretary](#)
- [Treasurer](#)
- [Membership Committee](#)

SLP Club Leadership Education

- [SLP programs overview](#)
- [Key Club Advisor 101](#)

Youth Protection Education

- [Youth Protection Policy training](#)
- [Youth Protection Policy training for Key Club International Convention - coming soon](#)
- [Create new Praesidium Academy account](#)

Leadership Development Training

- [Amplify 2025 – Kiwanis members](#)
- [Global Leadership Certificate – CKI and Key Club](#)

Online & electronic communication policies

What should you know?



Social media connections:

Never initiate, follow, friend, or like posts or pages of individual youth. Connect via an SLP club page/ account and not individual member account. Treat all social posts and interactions as professional and public.

Photos

Get parent/ guardian permission; **never** post on personal social media.

Rule of 3

Avoid 1:1 youth-to-adult texts, emails or phone calls. Add a second adult (e.g., another advisor/DA, parent or guardian).

Transportation Policies

What should you know?

Best Practices:

- Adults driving are considered chaperones and need a Kiwanis International background check.
- Have at least three people in a car.
- Youth should ride in the back seat/rows.
- Get parent/guardian approval before transporting.
- Follow local school and traffic safety laws.
- Do not text or use phone while driving.





What is the Kiwanis Culture of Care?

Creating a Culture of Care: Peers helping Peers

Creating a safe, supportive environment for all youth

Our Kiwanis Culture of Care training provide youth members with resources to:

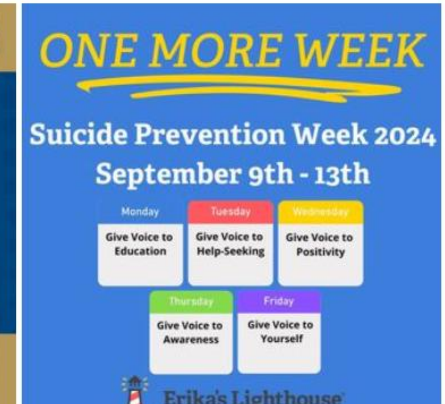
- Prevent bullying.
- Be an upstander.
- Access mental health resources.
- Communicate healthy
- Understand and respect personal boundaries.
- And more!



Culture of Care – Youth Mental Health

- Depression is the most common mental health disorder among teens
- Rates of depression have increased 45-60% among youth since 2009
- 3 of 4 teens with depression also have diagnosed anxiety and half have behavior problems

Instagram



Log In

Sign Up



Erika's Lighthouse

Kiwanis Culture of Care

Partners and resources



CKI + Active Minds

- Changing the conversation about mental health on college campuses
- Self-care resources



Key Club + Erika's Lighthouse

- Depression education
- Teen empowerment videos
- Teen mental health awareness



Builders Club/K-Kids

- Meeting Kits on club webpages
 - Anti-bullying
 - Happiness

www.buildersclub.org
www.kiwaniskids.org



How do I report troubling behaviors?

How do I report troubling behaviors?

Contact event leader



Action steps:

- Immediately stop abuse or inappropriate behavior.
- Separate youth from the accused.
- Contact the event leader (if it's not you).
- Decide whether you or the event leader will report the incident.
- Call Youth Protection Helpline
- Gather notes before call:
 - Time of incident
 - Information of individuals involved
 - Action taken (different from investigating)



YOUTH PROTECTION HELPLINE 866-607-SAFE (7233)

What else can I do?

Call the helpline!



**See Something?
Hear Something?
Say Something.**

YOUTH PROTECTION HELPLINE 866-607-SAFE (7233)

The helpline is staffed 24/7 by intake professionals at Praesidium Inc.
They provide guidance about follow-up and report back to the Kiwanis Youth Protection team.

Apply what we know...

Scenario 1:



At your annual Summer 4th of July festival, several of your club members partnered with Builders Club students to sell lemon shake-ups. During your shift, you see a Kiwanis member smack the bottom of one of the Builders Club girls when she was turned around. What should you do?

- 1) Make sure you are following Youth Protection policies (For example, background checks and chaperone ratio policy).**
- 2) Separate the Kiwanis member and girl to stop their interaction. Talk with the girl to see if she is okay.**
- 3) Report the incident to your event chair or club president.**
- 4) Report incident to Kiwanis Youth Protection Helpline at 866-607-7233.**

Apply what we know...

Scenario 2:



Your Kiwanis club is partnering with K-Kids club members to do a volunteer clean-up at a local park. You see another Kiwanis club member drive up with a K-Kid member in their car. You also see that person taking pictures throughout the event. What youth protection policies should you follow to meet Kiwanis best practices?

- 1) The driver should travel with at least one more person in the car to meet the rule of three.
- 2) They should have parental permission to transport the K-Kids member.
- 3) Ensure that photo permissions have been obtained from parents or guardians of all youth being photographed. Photos should only be used for approved purposes, and care should be taken not to post or share images of youth without consent.
- 4) They should have a valid background check on file with Kiwanis International.

Apply what we know...

Scenario 3:



You are serving as a chaperone at a DCON, ICON or Key Leader event which involves staying overnight to supervise students. What youth protection training do you need to meet Kiwanis requirements?

- 1) You should be age 21 or older.** **Some districts require the minimum age of 25.*
- 2) You should have a current background check on file with Kiwanis International.**
- 3) You should have completed the three youth protection trainings through Praesidium: Abuse Risk Management for Volunteers, Social Media Safety and Preventing Sexual Activity Between Adolescents.**

Questions and answers



Kiwanis Youth Protection



Kiwanis[®]
Service Leadership Programs



U.S. & Canada: 1-800-KIWANIS



backgroundchecks@kiwanis.org

Youthprotection@kiwanis.org