



Rotary District 9520

Club Certification

**Policy, Procedures and Supporting
Documentation for Protecting Youth
Exchange Students**

May 2015

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Rotary Youth Exchange Club Certification Criteria

Clubs participating in the Youth Exchange program must show a clear commitment to the safety and wellbeing of their exchange students. To this end District 9520 require their Clubs involved in the programs to demonstrate their commitment by agreeing to follow the simple steps listed in this document.

A Club who wishes to participate in the Rotary exchange programs should have its president and youth committee members read and understand the content of this document. If they agree to comply with the requirements, they should apply for **Club certification** by completing the relevant “Rotary Youth Exchange Club Check List and Compliance Statement” and forward it to the District Youth Exchange Committee Chairman, keeping a copy for club records.

- Club Application for Certification to Host a Long Term Inbound Student (CL 5) must be sent prior to the student’s arrival
 - by end of May for July/August arrival
 - by end of November for January/February arrival
- Club Application for Certification to Sponsor a Long Term Outbound Student (CL 6) must be sent no later than 4 weeks prior to District interviews.
- RANZSE program Certification Application (CL 5/6) must be sent no later than 4 weeks prior to the briefing day

In the true sense of exchange it is normal procedure that any Club sponsoring a long-term outbound student will be required to host a long-term inbound student before sponsoring a subsequent outbound student.

The RANZSE short-term exchange is a “matched” program and is normally reciprocal between clubs and families.

Your District Youth Exchange Committee or District Youth Protection Committee will assist with training to implement these policies and make them easily achievable.

In no circumstances is a club permitted to arrange an exchange of a student in any manner other than that approved by Rotary International and arranged through a certified district youth exchange committee

Definition of Terms

A Long Term Youth Exchange Student:

is a student who lived in an overseas country for a year in accordance with the rules and criteria set down by Rotary International.

A RANZSE Short Term Student:

is a student between the ages of 14-16 years who wishes to participate in the matched exchange program between Australia and New Zealand

- which involves spending a school term living, and going to school, in New Zealand
- whose family is normally matched with a family in New Zealand which has a son/daughter of a similar age who wishes to spend a school term living, and going to school, in Australia
- whose family will normally host the NZ student in their home for the school term either before or after their son/daughter goes to NZ, and the hosted student will normally attend their son's or daughter's school
- who accepts they will go to NZ either before or after the NZ student comes here and lives in the matched student's home and attends the matched student's school
- and along with their family agrees to abide by the requirements and rules set down by in this document.

A Registered Volunteer is an adult, male or female

- who may, at times, on his or her own, be responsible for caring for an exchange student
- whose role is such that there is seen to be an opportunity for the student to be placed at risk of abuse
- who has completed the Information and Declaration Form (CL 4)
- who:
 - if a resident of SA has a DCSI Check. This is valid for 3 years in Rotary and must then be renewed
 - if a resident of Victoria has a Working with Children Card. This is valid as long as the Victorian Police leave the holder's name on their Working with Children website
 - if a resident of NSW has a Working with Children Check approved. This must be renewed every three years
 - The procedure for obtaining each authorisation is detailed on Page 18 of this manual
- whose three referees have been spoken to by a responsible club member who has been satisfied the candidate is suitable to work with students

A Responsible Adult¹ is an adult male or female

- whose role is such that there is seen to be little opportunity for the student to be at risk of abuse
- who in a family or group situation is responsible for the care of an exchange student
- who the student's counsellor and/or host parents would establish is a suitable and caring person, acting as conscientious parents would do in protecting their own underage child in similar circumstances
- who has not been formally child protection and referee checked
- they might be the family of a school friend who invites the student for an overnight stay, a Rotarian who invites the student for a family meal, a close relative of the host family who invites the student to join the family on a short trip, or any similar person where there is little or no opportunity for abuse to occur

¹ It is realised that nothing Rotary or anyone does can guarantee the complete safety of our students. To give them the chance to participate in the many opportunities that will occur during their year living in our country and to ensure their safety to the best of our ability, we have introduced the classification of "Responsible Adult". This will afford safety in situations of low risk where there is insufficient time to obtain people qualified as "Registered Volunteers" or where the risk is negligible. To rob them of these opportunities would reduce the variety and success of their exchange.

Student: A young person involved with a Rotary Youth Exchange program, regardless of whether he or she is of the age of majority or not.

Club Counsellor(s):

- The person(s) directly responsible for the student's welfare
- All club counsellors must be assessed as a Registered Volunteer
- The Counsellor is the single most important person in determining the success of an exchange and their selection must be carefully carried out. (See "Appointment of a Counsellor" under the "Procedures for a club to host or sponsor a student")

Club Protection Officer:

A club member not directly connected with youth programs, whose duty it is to ensure the important aspects of Youth Exchange programs which the club declared it would adhere to when applying for certification to host or sponsor an exchange student are in fact carried out.

Host Parents:

- These are Rotary and non-Rotary families, who will board, feed and look after a student in a loving and caring manner
- All host family members over 18 years of age must be assessed as registered volunteers.
- Long-term inbound students will have between three and five host families throughout their year.
- RANZSE students will normally be hosted by the parents of their matched exchange student.

Abuse and Harassment:

Abuse and harassment refers to any form of abuse or harassment described below whether it is sexual, emotional or physical, including neglect.

Is it abuse or is it harassment?

Whether the alleged conduct amounts to abuse or harassment is not determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations of sexual abuse should be immediately reported as required by law in Australia to the police.

Emotional Abuse:

Emotional abuse is any action or comment which unreasonably disturbs the student. This includes but is not limited to repeated comments about a student's social background, home country, language, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the student to whom they are directed.

Physical Abuse:

Physical abuse is any physical harm inflicted on a student and includes but is not limited to:

- providing insufficient nourishment for the student
- depriving the student of a reasonable amount of sleep
- requiring the student to do an unreasonable amount of work
- inflicting physical pain on the student

Sexual abuse:

Sexual abuse refers to:

- engaging in sexual acts with a student
- forcing or encouraging a student to engage in sexual acts alone or with another person of any age, of the same sex or the opposite sex

Additional examples of sexual abuse could include, but are not limited to:

- non-touching offences
- indecent exposure
- exposing a student to sexual or pornographic material

Sexual harassment:

Sexual harassment refers to sexual advances, requests for sexual favours or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse, and is a technique used by sexual predators to desensitize or groom their victims.

Examples of sexual harassment could include, but are not limited to:

- sexual advances
- sexual epithets, jokes, written and oral, references to sexual conduct, gossip regarding one's sex life, an comment about an individual's sexual activity, deficiencies or prowess
- verbal abuse of a sexual nature
- displaying sexually suggestive objects, pictures or drawings
- sexual leering, whistling
- inappropriate physical contact, such as brushing or touching
- sexually obscene language, gestures or insulting comments

Emotional Harassment:

Emotional harassment is any action or comment that unreasonably disturbs the student. This includes but is not limited to repeated comments about a student's:

- social background
- home country,
- language
- culture
- personal appearance
- other characteristics

which are offensive, embarrassing or humiliating to the student to whom they are directed.

The Requirement and Procedures for Clubs to be Involved in Youth Exchange

Rotary International Requirements for Persons Prohibited from Working with Youth

RI Policy prohibits any person who has admitted to, been convicted of or otherwise been found to have engaged in abuse or harassment from working with youth in a Rotary context. If the police have thoroughly investigated a claim, they will advise Rotary of the accused's guilt or innocence. In instances where the police decide not to thoroughly investigate a claim, perhaps through lack of evidence or because it is deemed not sufficiently serious, Rotary District 9520 Youth Protection Committee is required to make a thorough investigation enlisting the help of an experienced professional child protection expert if there is no such person on the committee.

If the result from the police or the Youth Protection Committee is inconclusive, District 9520 policy requires, for the protection of both the accused and the student, the accused will be prohibited from any direct involvement with youth in a Rotary context. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

All District 9520 clubs must adhere to the Rotary International requirement that any Rotary "Registered Volunteer," "Responsible Adult" or other Rotary member who had admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment have their membership terminated.

For further requirements and guidance on these matters refer to DI 3 "RI Sexual Abuse and Harassment Allegation Reporting Guidelines" and the RI "*Abuse and Harassment Training Manual and Leaders Guide*" page 10.

Club Protection Officer's Duties

The Club will appoint a Club Protection Officer if none exists. The Club Protection Officer will be an appropriately experienced Rotarian in the Club, not directly involved in running the Club's youth programs. This Rotarian is often the Club Risk Management or Insurance Officer, the Club president or any other suitable Rotarian. The duties of the Protection Officer are to:

- ensure all of the club duties in relation to hosting and/or sponsoring an exchange student have been carried out
- assist SA residents to obtain DCSI checks as stipulated on Page 19
- advise the District web master of the names and acceptance dates of all new SA and NSW Registered Volunteers for inclusion on the District register
- Let the web master know if they are advised of any persons disqualified from working with children
- verify the people responsible have completed the required forms and submitted them on time
- complete and return the relevant Check List and Declaration forms (CL 7) to the District Youth Exchange Chair as required. This is to be used for clubs hosting and/or sponsoring a Long Term Student, and for clubs involved in the RANZSE program.

Contact List to be provided to all Incoming Students by their Hosting Rotary Club

The club shall compile a list of the following services available in the local area with contact details:

- rape and suicide hot lines
- alcohol and drug awareness programs for teenagers
- police
- appropriate community services
- Rotary District Youth Exchange dedicated emergency phone number
- contact details of a suitable local dentist and doctor

This list is to be sent to the District Committee Chairman or his nominees before the incoming student arrives and a copy given to the student.

Additional Student Contacts to be provided

In addition to the student counsellor, the student shall be given the names of three responsible people he/she can turn to for assistance. These contacts should comprise members of both sexes. They could be the club president, the member of the District Youth Exchange Committee allocated to look after the student, a previous host parent, counsellor or a caring club member.

Identification Medic Alert Bracelet or Pendant

The District 9520 Youth Exchange Committee has organised a Medic Alert bracelet or pendant (student's choice) for each incoming student. Aspects of this bracelet/pendant are:

- it is to be worn at all times to provide positive identification and contacts if the student is injured and unable to communicate
- it will contain the Medic Alert phone number giving access to their data base
- the data base will contain the dedicated District 9520 Youth Exchange emergency phone number answered by the chair or their deputy
- the data base will also contain the student's emergency insurance contact number for the authorisation of medical or other needed services
- the students parents' or guardians' details and contacts in their home country will also be on the data base
- inscribed on the bracelet/pendant itself will be any medical problem the student may have such as allergies, asthma or diabetes.
- It is important the student's club counsellor ensures the student wears this identification at all times.

District Register

Rotary International requires that a list of all child protection checked Registered Volunteers be placed on a Register available to all District Officers.

In District 9520 the Internet Committee has set up a web site for this purpose for all SA and NSW residents. A club Protection Officer on receiving confirmation of a Registered Volunteer's successful SA or NSW child protection check is to email the Chairman of the Internet Committee and inform them of the successful applicant's name and the date of his/her approval. The Victorian government has their own web site with all Working with Children current card holders on it, so our clubs do not need to record them.

Procedures for a club to be approved to host or sponsor an exchange student

1 Obtaining Club Certification

To host a long-term inbound or sponsor an outbound student² or participate in the matched RANZSE program clubs are required to comply with all the relevant requirements in this Club-level Certification Manual including ensuring the selection of caring and responsible people to fulfil the roles of Club counsellor, host families and others who are called upon to assist in the Youth Exchange program. To confirm they will do this, Clubs are required to apply for certification as detailed above. Note at the time of application the minimum information required on the form for an inbound long term student is all details for the Club counsellor and the first host family other than receipt of DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW).

2 Who is required to become a Registered Volunteer?

Counsellors, host family members 18 and over and any other adults who by reason of their activities have access to the student without the presence of another responsible adult for a period of time such that they could place that student at risk of abuse must be assessed as a Registered Volunteer. See Definition of Terms, above.

² Due to the very different timing involved in sponsoring a LT outbound student and hosting an LT inbound student, it is not practical for a club to make application for both certifications on the one form.

3 Who is required to become a Responsible Adult?

Anyone other than a Registered Volunteer who looks after an exchange student for a relatively short length of time as defined above must be assessed as a responsible adult.

4 Appointment of Counsellor and if required an Assistant Counsellor

Choose a Rotarian who it is felt has the qualities to be a good counsellor. Always select, never ask for volunteers to be counsellors.

The club should appoint two suitable Club members (one normally is the chairman of the committee administering Youth Exchange in the Club and another committee member) to visit and talk with the candidate for counsellor using CL3 as a guide. If the candidate, after fully understanding their duties and responsibilities, wishes to be a counsellor, have them obtain a DCSI Check (SA), a Working with Children Check Card (Vic) or a Working with Children Check (NSW) (see page 18) and give them a CL 4 form. Explain the form and point out before nominating a referee they must check with that person to confirm the person will be happy to be phoned by a Rotarian for a reference.

Ensure carefully using the CL 3 assessment form the Club's student counsellor is a suitable person who

- has a rapport with young people and is committed to the student's well being and happiness
- is a person able to ensure, in a non-confrontational manner, that the student and host families abide by the Rotary rules
- the student fulfils their obligations as a family and school member
- is of the same sex as the student or alternatively that the counsellor's partner will act in the capacity of counsellor]or
- that another member of the Rotary Club of the same sex as the student will be appointed as an assistant counsellor
- is not a member of one of the student's host families
- is able to be totally impartial in a dispute between the student and the host family
- is not the Youth Exchange Program chair, the Club president, the principal or the teacher responsible for the student in the school the student attends
- is prepared to take whatever steps are necessary to ensure the student is protected and treated kindly and fairly
- is prepared the undertake the required District training sessions
- is familiar and able to implement if necessary RI's "Youth Exchange Sexual Abuse and Harassment Reporting Guidelines" YESP DI 3.

If the club has appointed a counsellor and assistant counsellor, the above requirements must apply to both.

The counsellor of a long term inbound student in addition to the general requirements above shall be:

- prepared to greet the student on arrival and organise their settling in, school enrolment and in particular
 - set up the student's emergency money account with the counsellor's, another Rotarian's and the student's signatures, any one of whom is to operate the account. This should be done as soon as practicable.
 - organise safe-keeping for the student's passport and airline tickets (after taking copies) in a place where they will be safe but where the student has access to them
 - discourage the student from phoning and emailing home too frequently
 - who has the time and commitment to talk with the student frequently and facilitates the student's involvement with the Rotary Club.

The counsellor of a long term outbound student in addition to the general requirements above is expected:

- to assist the selected student to fill in the International Application form and prepare for the District Interview and briefing days
- to accompany the student and the student's parents or guardians to the District Interview
- accompany the student and the student's parents at the briefing and final briefing sessions
- to invite the student to several Rotary Club meetings before their departure for overseas and at one of these meetings have the student address the club. Most Clubs have the student give the introductory talk they will give to their overseas club.
- to keep in touch with the student before they depart and assist them as needed with any visa paperwork and to get to know them well.
- to keep in regular contact with the student while overseas and let the Club know what the student is doing and how they are progressing.
- to personally debrief the student and help with any problems of readjustment after their return.

The counsellor of a matched pair of RANZSE exchange students in addition to the general requirements above is expected:

- to invite the student and their family to several Rotary Club meetings before the commencement of the exchange, and both the student and their New Zealand match whilst they are in Australia. Most Clubs will ask the student/s to give a talk to the Club members.
- to keep in touch with the student before they depart and assist them as needed with any paperwork, and get to know them well.
- to personally debrief the student and help with any problems of readjustment after their return.
- meet and look after the matched student on and after their arrival in Australia.

5 Requirements for Host Families of Long Term Students

Ensure that the Club has or feels it can obtain suitable caring host families. Note it is an RI rule that there must be no requirement for the parents of an outgoing student to host an incoming student. In the past there have been instances of students being hosted by parents who did not make the student feel wanted or care for them well. These parents were only hosting because a club or district stipulated they must host or their own son or daughter would not be sent on exchange. Most parents of outgoing students and often their friends or relatives, however, wish to host an incoming student understanding the exchange is a reciprocal program and without sufficient host families the exchange cannot go ahead. Provided they along with all the other potential host families are assessed using CL 2 and are found to be suitable, they may certainly host. These families need to be –

- preferably a minimum of three and a maximum of five families in the year with their hosting times divided somewhat evenly over the year
- preferably a mix of Rotary and non-Rotary families
- Registered Volunteers whose motivation for hosting is consistent with Rotary's ideals of promoting international understanding through cultural exchange
- Preferably a mixture of families with children at home and older or retired families who have more time to spend with the student.

The Club will appoint two suitable Rotarians or a Rotarian and partner to visit and talk with potential host families in their homes³. It is preferable one delegate is a female. One may, but need not, be a student counsellor or the chairman of the committee administering Youth Exchange in the Club⁴.

³ The same degree of investigation into an experienced and successful host family will not be required as with a new family. Nevertheless it is important to confirm all host families are up to date with the latest regulations and all are visited.

⁴ Once a student is in residence in a home it is part of a counsellor's role to visit the student in her/his home occasionally (sometimes at very short notice) to see that everything is still in order. A reason for the short-notice visit could be that they were passing soon and wish to check something with the student.

These delegates should, in a warm and friendly manner:

- explain the obligations, rules and procedures relating to hosting a Youth Exchange student.
- be observant and assess the suitability of the family as a host family. Their suitability needs to include factors such as
 - your assessment of the level of commitment they will make to the student's welfare and happiness
 - their financial ability to properly care for the student
 - their willingness to include the student as a family member rather than as a guest
 - evidence of their aptitude to ensure that the student adheres to Rotary and family rules.
 - Evidence that they will assess the suitability of other families with whom their student wishes to visit or stay, ensuring they meet the requirements of a "Responsible Adult"; e.g. the family of a school friend.
- ask to look at the host family residence particularly the bedroom and the bathroom the student will be using to assess their suitability. Students should be allocated their own bedroom. Where this is not possible the student may be permitted to share a bedroom with someone of the same sex provided everything else about the host family is ideal, the student does not object and is offered a reasonable degree of privacy. Advise the family of any necessary changes, e.g. a lock on the bathroom door, a chance to give the student more privacy to study, etc.
- explain that should a student disclose sexual harassment or abuse, Rotary International "Youth Exchange Abuse and Harassment Allegation Reporting Guidelines" must be adhered to. Show them a copy of the document DI 3 and go through it with them. Also point out that under Australian state and territory laws there is a legal obligation to report all suspected cases of sexual abuse and serious harassment to the police.

If, after fully understanding their obligations, they wish to proceed as host family, have them obtain a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW) (see page 18) and give them a CL 4 form for each family member over 18 years old.

After the interview is completed fill out the relevant section of a CL 5 form

6 Requirements for selecting a long term outbound student

The Club should be prepared to carefully interview and select any potential students to go overseas. This procedure should include:

- ensuring all applicants have completed an Expression of Interest form which should contain all required information including
 - the student's schooling level and achievements
 - any other sporting and community achievements
 - the student's age
 - the countries where the student would prefer to be hosted
 - any countries where the student would prefer not to be placed
 - the student's parents' or guardians' details
 - confirmation the student will return to school after their return from exchange as is now required by the SA and Victorian governments.
- Setting up an interview where two separate private rooms are available so it is possible to simultaneously separately interview the student and the student's parents or guardians using either panels from the Rotary Club or panels drawn from a group of Rotary Clubs in the local area, all of whom are looking to select a student. It is normal to have two people on the parent panel and three on the student panel and for the interviews to last about 30 minutes. Ensure that not only does the student really want to go on exchange and has the ability to do so, but that the parents or guardians are enthusiastic about the student's going and can afford the cost. Questions need to be carefully structured to ensure all participants answer truthfully.

On completion of the interviews, complete the student section of CL6.

Notify District Youth Exchange Committee Chairman of the Club's intention to put the applicant forward for District Interview no later than 4 weeks prior to District Interview date.

7 Selecting a RANZSE student and assessing the suitability of the family to host

The District Youth Exchange Committee will interview and select prospective short-term exchange students and may require the clubs assistance. The interview will cover the following points:

- ensuring the applicant has completed the Application Form and supplied any required supporting documentation, providing assistance if required;
- assisting YE Committee to separately interview the student and the student's parents or guardians. Ensure that not only does the student really want to go on exchange and has the ability to do so, but that the parents or guardians are enthusiastic and supportive about the student's participation, and can afford the cost.
- If it is established the student is a suitable candidate for a RANZSE student and they have supportive parents, the family then needs to be assessed to establish if they will be suitable to host the matched student from New Zealand. This is done using the following criteria and in accordance with CL 2.
- be observant and assess the suitability of the family as a host family. Their suitability needs to include factors such as:
 - your assessment of the level of commitment they will make to the student's welfare and happiness
 - their financial ability to properly care for the student
 - their willingness to include the student as a family member rather than as a guest
 - evidence of their aptitude to ensure that the student adheres to Rotary and family rules.
 - evidence that they will assess the suitability of other families with whom their student wishes to visit or stay, ensuring they meet the requirements of a "Responsible Adult"; e.g. the family of a school friend.
- ask to look at the host family residence particularly the bedroom and the bathroom the student will be using to assess their suitability. Students should be allocated their own bedroom. Where this is not possible the student may be permitted to share a bedroom with someone of the same sex provided everything else about the host family is ideal, the student does not object and is offered a reasonable degree of privacy. Advise the family of any necessary changes, e.g. a lock on the bathroom door, a chance to give the student more privacy to study, etc.
- explain that should a student disclose sexual harassment or abuse, Rotary International "Youth Exchange Abuse and Harassment Allegation Reporting Guidelines" must be adhered to Show them a copy of the document DI 3 and go through it with them. Also point out that under Australian state and territory laws there is a legal obligation to report all suspected cases of sexual abuse and serious harassment to the police.

If after fully understanding the obligations, ask "Do you still wish to be completely involved in the RANZSE program?" If the answer is yes, have them obtain a DCSI Check (SA) a Working with Children Card (Vic) or a Working With Children Card (NSW) (see page 18) and give them CL 4 form to be completed by each family member over the age of 18. Explain the form as necessary and point out that, before nominating a referee, that person must agree to being contacted by a Rotary Student Exchange representative.

After the interview is completed and the Rotarians have departed, fill out the relevant section of a CL 5/6 ST form and make the following decisions:

- Is the candidate suitable to be a short-term RANZSE student and are the parents supportive of this?
- Is the family sufficiently dedicated and able to be a host family and is their home suitable?

If the answer to the first question is yes and the second no, it will be necessary to find a suitable alternative family to host the matched New Zealand student.

Interview Outcomes for “Registered Volunteers”

At the conclusion of all interviews whether they be for student counsellors, host families or other Registered Volunteers, the same two delegates who conducted the interviews should decide whether the candidate(s), on the basis of information learned during the visit, is a suitable person(s) to be involved with their Club’s exchange student. If so the delegates should:

- complete, as appropriate, the top section of the “Rotary Youth Exchange Host Family Member Screening Report” CL2 or “The Counsellor or Other Registered Volunteer Screening Report” CL3
- phone and interview the 3 referees
- after reflecting on the various references, complete all but DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW) information on the CL 2 or CL 3 forms
- as a final step have the club’s Protection Officer inform you when the applicant’s DCSI Check (SA), Working with Children Card (Vic) or Working With Children Cards (NSW) has been approved
- after confirming the candidate(s) have obtained satisfactory DCSI Check (SA), a Working with Children Check Card (Vic) or a Working With Children Card (NSW), enter the appropriate child protection check on CL 2 or CL 3 and notify the family of their son or daughter’s acceptance as a RANZSE student and also explain they will be required to host a matched student from New Zealand noting this on the forms also.

STUDENT TIMETABLES

| Long-Term Inbound Students Timeline | | |
|--|--|--|
| <u>Club Certification</u> | | |
| Submit the CL5 Club Certification Application to the District Youth Exchange Committee | For July inbound student For Jan. inbound student | End of May End of Nov |
| Submit the CL7 (LT Inbound) Checklist completed by the Club Protection Officer to the District Youth Exchange Committee | No later than one calendar month after the student's departure from Australia. | |
| <u>Club Counsellor & Assistant (if applicable)</u> | | |
| Select and brief a counsellor using CL 1 Clause 4 and CL 3. Have them fill in a CL 4 Form(s) | For July inbound student For Jan. inbound student | End of March End of Sept |
| Obtain a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW). The Club interviews the three referees and confirms the counsellor's suitability, then completes their CL 4 form(s) | For July inbound student For Jan. inbound student | 15 th of May 15 th of Nov |
| <u>Host Families</u> | | |
| Select, interview and brief the first host family using CL 1 Clause 5 and CL 2 and have them fill in CL 4 forms | For July inbound student For Jan. inbound student | End of March End of Sept |
| Obtain a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW) for all adult family members. The Club interviews each members' three referees and confirms the first host family's suitability and then completes their CL 4 forms | For July inbound student For Jan. inbound student | 15 th of May 15 th of Nov |
| Select, interview and brief subsequent host families (if not done at the same time as the first) using CL 1 Clause 5 and CL 2 and have them fill in CL 4 forms. | 6 weeks before the student joins them | |
| Obtain a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW). The Club interviews each member's three referees and confirms the host families' suitability and then completes their CL 4 forms | 4 weeks before the student joins them | |

| Long-Term Outbound Students Timeline | |
|--|---|
| <u>Student Selection & Club Certification</u> | |
| Interview the student and his/her parents using CL 1 Clause 6 | No later than 6 weeks before the District student interviews |
| Submit the CL6 Club Certification Application to the District Youth Exchange Committee | No later than 4 weeks prior to the District student interviews |
| Submit the CL7 (LT Outbound) Checklist completed by the Club Protection Officer to the District Youth Exchange Committee | No later than one calendar month after the student's return to Australia. |

| <u>Club Counsellor & Assistant (if applicable)</u> | |
|--|--|
| Select and brief a counsellor(s) for the Club's outbound student using CL 1 Clause 4 and CL 3. Have them fill in a CL 4 form(s). | No later than 4 weeks before the District student interviews |
| Obtain a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW). The Club interviews the three referees and confirms the counsellor's suitability, then completes their CL 4 form(s). | By District Interview date |

| RANZSE Program Timeline | |
|--|--|
| <u>Student Selection, Host Family Assessment & Club Certification</u> | |
| Interview the student and his/her parents using CL 1 Clause 7 and CL 2 (as applicable) and if the family is willing and found to be suitable to host, have them fill in CL 4 forms. | By the official District Interview closing date |
| Obtain a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW) for all adult members of the student's family. The Club interviews the three referees and confirms the host family's suitability and then completes their CL 4 forms. | At least 6 weeks prior to Briefing Day |
| Submit the CL5/6(ST) Club Certification Application to the District Youth Exchange Committee | No later than 4 weeks prior to Briefing Day |
| Submit the CL7(ST) Checklist completed by the Club Protection Officer to the District Youth Exchange Committee | No later than one calendar month after the completion of the exchange (both legs). |
| <u>Club Counsellor & Assistant (if applicable)</u> | |
| Select and brief a counsellor(s) for the exchange using CL 1 Clause 4 and CL 3 and having them fill in a CL 4 form(s) to be counsellor to both the Australian and New Zealand student during the exchange | At least 6 weeks prior to Briefing Day |
| Obtain a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW). The Club interviews the three referees and confirms the counsellor's suitability then completes their CL 4 form(s) | At least 4 weeks prior to Briefing Day |

Maintenance of Information

Personal information records about any applicant or participant in the Rotary Youth Exchange programs must be kept by a Rotarian classified as a Registered Volunteer. Appropriate segments of the information can only be disseminated to others on a need-to-know basis for a participant's health, safety, or wellbeing. In keeping with Australian privacy laws and Rotary District 9520's privacy policy all documents relating to vulnerable people must be

- kept in a secure place and only accessed by the Rotarian deemed responsible for their safekeeping
- kept and destroyed in accordance with the instructions given at the end of each document

Procedure of safekeeping forms is as follows.

- Clubs are to keep all YESP CL 2, 3, & 4 forms for 5 years after the completion of the student's exchange year to which they relate. Should a host family or Registered Volunteers continue to be involved in Youth Exchange for a second or more consecutive year(s), their forms should be maintained until five years after the final year of their involvement in the program or until they allow their Criminal History Checks to expire and then these records must be destroyed. Note: SA DCSI Checks are valid in Rotary for three years and then must be renewed. The validity of Victorian Working with Children Check cards must be confirmed on the Victorian Government's "Working with Children" web site annually. The New South Wales Working With Children Check lasts for five years.
- Copies of all YESP CL 5, 6, & 7 forms are to be destroyed by the Club annually at the conclusion of the Rotary year to which they apply. The District will keep their copies of these documents for five years.

NB – ALL YESP CL 2, 3, 4, 5, 6 & 7 FORMS MUST BE KEPT IN A SECURE PLACE AND ONLY ACCESSED BY THE CLUB OR THE DISTRICT OFFICER WHO ARE REQUIRED TO COMPILE OR SEE THEM

Any queries Clubs within D9520 may have regarding the Certification processes or documents contained in this manual can be directed to either:

The D9520 Youth Protection Committee or

Chairman of D9520 Youth Exchange Committee

- *Email* chair@rotaryyouth9520.com.au

The Procedure for obtaining Criminal History Checks

In the case of a person required to become a “Registered Volunteer” they must comply with the following in addition to filling out a CL 4 form, being interviewed and reference checked.

Residents of SA

In South Australia the age of consent is 17 years. New legislation in SA is phasing out POLICE CHECKS for people looking after children and replacing them with the improved DCSI Checks. People who currently have a police check issued before 31/10/2013 can continue to use them until three years after the issue date.

Everyone involved in a Rotary Youth Exchange Program where Rotary specifically requires they be checked as a “Registered Volunteer” must now get a DCSI (Department of Community and Social Inclusion) Check.

At this point a volunteer will get a DCSI Check at the reduced cost of \$55 (incl. GST). (In all other states similar checks are free for volunteers.) District 9520 has decided that the Youth Exchange Committee will reimburse the applicant for the cost.

The procedure for obtaining a DCSI Check in SA is as follows –

1. The applicant is to go to the DCSI website at www.dcsi.sa.gov.au/services/screening choose “Application Forms and Payments” and download the application form “Child-related Employment Screening” and complete the applicant’s sections (Parts A and B)
2. The applicant then takes the form along with identifying documentation totalling 100 points to the Club Protection Officer.
3. The Club Protection Officer sights the documentation and verifies the applicant’s identity on the section of the form for “proof of identity” (Part C).
4. The Protection Officer then completes Part D of the form on behalf of Rotary District 9520 which confirms why the DCSI Check is required (e.g. aged care assistant, student counsellor, host family member, RYLA leader, etc.) The Protection Officer fills in his/her own details including their email address and Rotary membership number. As the alternative contact the Club Protection Officer is to select another responsible person in their club with an ongoing good attendance record.

Note: Care must be exercised to ensure that all details on the form are **correctly completed** or the application will be returned.

5. The applicant takes the completed form along with the \$55 payment (credit card, cheque, cash) to any post office, hands in the form and pays. A receipt will be issued.
6. The applicant submits the receipt to the District Youth Exchange Committee requiring the applicant to have the DCSI Check and the money will be reimbursed.
7. The Department will post directly to the successful applicant a certificate on special paper which cannot be copied or altered. A DCSI check lasts for 3 years.
8. The certificate which contains records of any major offences the applicant has committed is to be shown to the Chair of the Youth Exchange Committee or club officer requiring the applicant be accredited as a Registered Volunteer.
9. The chair or officer will examine the certificate and its comments. The chair or club officer determines if the applicant is suitable to work with Rotary youth exchange students.
10. Should the chair or club officer have **any doubts** about the applicant’s suitability, they are to refer the matter to the Chair of the District Youth Protection Committee for a final decision.
11. The Youth Exchange Committee Chair or club officer is to submit the successful applicant’s name and certificate date to the District web master for **inclusion on the District Registered Volunteers data base**.

Residents of New South Wales

Residents of NSW are now required to have a Working With Children Check when working with children under the age of consent which in NSW is 16 years. Rotary also requires anyone classified as a "Registered Volunteer" working with Youth Exchange students to have a Working with Children Check. This is obtained as follows-

1. The applicant goes to the New South Wales Working with Children web site at wwccheck.cyp.nsw.gov.au
2. The applicant then fills in the online application form and submits it. An authorisation number will be issued.
3. The applicant then takes the authorisation number together with his/her driver's license to any RTA (Road Transport Authority) office in NSW.
4. The applicant having completed and submitted their application gives the Club Protection Officer the number.
5. The Club Protection Officer then goes on-line to the above web address and registers his Rotary Club as the organisation requiring the applicant's Working With Children Check and also leaves his/her name and email address.
6. The Department will process the application (3 to 5 weeks) and once it is approved or rejected the Protection Officer will receive an automatic email with the result.
7. The Protection Officer is then to email a successful result to the District Web Master so the name and expiry details can be added to the list of Working With Children check names on our website.
8. The Department will post directly to the successful applicant a certificate on special paper which cannot be copied or altered.
9. Should at any stage during the department's proclaimed five year life of the check the department learn the recipient has done something which makes him/her unsuitable for working with children, they will advise the Club Protection Officer accordingly.
10. The club protection officer is then to have the district web site chairman remove the recipient's name from the district website list.
11. Advise the Chair of the Youth Exchange Committee of the recipient's change of status.

Residents of Victoria

Legislation enacted in Victoria for children under the age of consent which in Victoria is 16 years and for the elderly and infirm requires carers involved in Rotary programs where stay overnight to obtain a "Working with Children Check Card". It is also a requirement that any carers in Rotary programs who have regular direct contact with children (people under 16 years old) must also obtain a card. This may mean some people involved as carers in Rotary programs who we classify as "Responsible Adults" will need a card. Our definition of "Responsible Adult" still stands. Those "Responsible Adults" in Victoria who need a Working with Children Check Card will not need to be formally reference checked.

The procedure for obtaining a Working with Children Check Card is as follows

1. Obtain a Working with Children Check Card application form available at most Victorian Post Offices or under Working with Children Check at
[www.justice.vic.gov.au/working with children](http://www.justice.vic.gov.au/working%20with%20children)
2. Fill out but do not sign the form and take it to a participating Victorian post office along with
3. Proof of identity for 100 points (e.g. driver's license, passport, etc.)
4. Passport size photo of yourself
5. Explain when submitting your application you work for Rotary with children as a volunteer
6. On acceptance of your application, the post office attendant will photocopy your identification documents and return them to you and have you sign the form in their presence.
7. Issue you with an application receipt which you also sign. This receipt will be given a unique number and is stamped

8. This receipt is evidence you have submitted your application
9. After your Working with Children Check Card application has been processed by the Victorian Department of Justice you will be given an assessment notice if you have passed the check and a photo I.D. Working with Children card. This takes three to eight weeks.
10. Your name will be added to a list of card holders published on the Department of justice web site. This website is updated regularly and should a cardholder commit an offence against a child, their name will be withdrawn from the site.
11. Victorian Working with Children Check cards are valid for five years (unless revoked).
12. Show your card to the Rotary Youth Exchange Chair or club officer requiring it.
13. Note: as the names of all card recipients is posted on the Victorian Department of Justice website while it is valid, it does not need to be placed on our district website like the holders of SA and NSW criminal investigation checks.
14. Rotary Clubs must check this web site to ensure all "Registered Volunteers" continue to have a valid card.

NOTE: Irrespective of the legal age of consent in each state, in Rotary any person looking after a young person up to the age of 25 as a "Registered Volunteer" requires a criminal history check.

Rotary Youth Exchange Host Family Members Screening Report

A guide for the Rotarians assessing potential host families

Host Family Name Date of Interview

Names of Delegates Interviewing

Note - Please read the following questions before the home interview. After conducting the interviews and leaving the family home, fill in your impressions below.

| | |
|---|--|
| Did you receive a warm welcome when you arrived? | |
| Was the family keen to learn of their obligations and commitments? | |
| Did questions asked show they had been thinking seriously about hosting? | |
| Did they have some knowledge about the country their student would come from? | |
| Did you feel they would be understanding and helpful to the student facing many cultural differences? | |
| Did you feel they would include the student as a part of their family? | |
| Did you feel their financial situation was such they could afford to host a student? | |
| Could satisfactory arrangements be made for the student to get to and from school? | |
| Was there a computer the student could use for a reasonable amount of time for school work, reports, e-mails, etc.? | |
| Had the family allocated a suitable separate room for the student? | |
| Were the student's bathroom facilities satisfactory? | |
| Do you feel they could in a non-confrontational manner ensure that the student obeys the rules and requirements? | |
| Did you feel the family was hosting for the right reasons? | |

Use the answers you have given to the above questions as a guide to your assessment of the host family so far.

Very Suitable Suitable Suitable with guidance Doubtful Unsuitable

Please read the following questions; then phone the referees given. Ensure the referees know the host parents well and also ask whether they have visited them in their own home and know how they treat their own family. At the completion of the phone call answer the following questions. Ask similar questions of the other family members' referees.

| | |
|---|--|
| Did the referee enthusiastically recommend the candidate as a conscientious employee/volunteer? | |
| Was the candidate suitable with reservations? | |
| Were they good in some areas but poor in others? | |
| Were there problems with the candidate's approach? | |
| How did the candidate perform in a stressful situation? | |
| Were there problems with the candidate's attitude particularly to those of the opposite sex? | |
| Did the candidate have problems in working with fellow employees and or young people they were guiding? | |
| Was there an incident or incidents that caused problems? | |
| Were the employee/volunteer's services terminated for unacceptable behaviour? | |

Fill in the appropriate columns of answers on the next sheet. Make a final overall judgement on the family as a whole based on these results and the interview results.

Very Suitable Suitable Suitable with more guidance Unsuitable

Child protection check on _____ Expires _____

Suitability Confirmed: Y e s N o

Family is advised of decision by _____ on _____

Host Family Referee Summary: _____

Family Name

| | Question | Referee 1 | Referee 2 | Referee 3 |
|-------------|----------|-----------|-----------|-----------|
| Host Mother | 1 | | | |
| | 2 | | | |
| | 43 | | | |
| | 4 | | | |
| | 5 | | | |
| | 6 | | | |
| | 7 | | | |
| | 8 | | | |
| | 9 | | | |

| | Question | Referee 1 | Referee 2 | Referee 3 |
|-------------|----------|-----------|-----------|-----------|
| Host Father | 1 | | | |
| | 2 | | | |
| | 43 | | | |
| | 4 | | | |
| | 5 | | | |
| | 6 | | | |
| | 7 | | | |
| | 8 | | | |
| | 9 | | | |

| | Question | Referee 1 | Referee 2 | Referee 3 |
|----------------------|----------|-----------|-----------|-----------|
| Host Sibling over 18 | 1 | | | |
| | 2 | | | |
| | 43 | | | |
| | 4 | | | |
| | 5 | | | |
| | 6 | | | |
| | 7 | | | |
| | 8 | | | |
| | 9 | | | |

| | Question | Referee 1 | Referee 2 | Referee 3 |
|----------------------|----------|-----------|-----------|-----------|
| Host Sibling over 18 | 1 | | | |
| | 2 | | | |
| | 43 | | | |
| | 4 | | | |
| | 5 | | | |
| | 6 | | | |
| | 7 | | | |
| | 8 | | | |
| | 9 | | | |

Ensure document confidentiality -- Keep all CL2 forms for five years after the student's exchange year. Should a host family continue to be involved for a second or more consecutive year(s) their forms should be maintained for five years after the final year of their involvement or until they allow their police or alternate checks to expire. Forms should then be destroyed

Rotary Youth Exchange Club Counsellor(s) or Other Registered Volunteer Screening Report

A Guide for the Rotarians Assessing a Potential Counsellor(s) or Registered Volunteer

Counsellor's Name: _____ Date of Interview: _____

Assistant Counsellor's Name: _____ Date of Interview _____

Delete Counsellor or Volunteer as applicable

Registered Volunteer's Name: _____ Date of Interview _____

Names of Delegates Interviewing: _____

Note - For the interview take, distribute and explain the appropriate forms as listed in CL 1 at the end of Clause 3. Please read the following questions before meeting the candidates and explaining the duties and responsibilities their role entails and assessing their suitability for that role. After the interview concludes fill in your impressions below

| | |
|--|--|
| Did they have a warm and friendly nature? | |
| Was the candidate(s) enthusiastic about doing the job asked of him/her? | |
| Did questions asked show they had been thinking seriously about the job? | |
| Were they keen to learn of their commitments and duties? | |
| Did they appear to have the ability to mix with and handle people | |
| Did you feel they would be helpful and understanding to the student facing many cultural differences? | |
| Do you think they have a rapport with young people? | |
| Do you feel they could in a non-confrontational way ensure that the student(s) obeys the rules and requirements? | |
| Do you feel the candidate(s) was taking the job for the right reasons? | |

Use the answers you have given to the above questions as a guide to your assessment of the candidate(s) so far.

Very Suitable Suitable Suitable with more guidance Doubtful Unsuitable

Please read the following questions; then phone the referees given. Ensure the referees know the candidate(s) well and also ask whether they have visited them in their own home and know how they treat their own family. At the completion of the phone call answer the following questions.

| | |
|---|--|
| Did the referee enthusiastically recommend the candidate as a conscientious employee/volunteer? | |
| Was the candidate suitable with reservations? | |
| Were they good in some areas but poor in others? | |
| Were there problems with the candidate's approach? | |
| How did the candidate perform in a stressful situation? | |
| Were there problems with the candidate's attitude particularly to those of the opposite sex? | |
| Did the candidate have problems in working with fellow employees and or young people they were guiding? | |
| Was there an incident or incidents that caused problems? | |
| Were the employee/volunteer's services terminated for unacceptable behaviour? | |

Fill in the appropriate three columns of answers on the next sheet. Make a final overall judgement on the candidate based on these results and the interview results.

Very Suitable Suitable Suitable with more guidance Unsuitable

Child protection check received on _____ Expires _____

Suitability Confirmed: Y e s N o

Candidate is advised of decision by _____ on _____

Referee Summary: _____
 Applicant Name(s)

| Counsellor | Question | Referee 1 | Referee 2 | Referee 3 |
|------------|----------|-----------|-----------|-----------|
| | 1 | | | |
| | 2 | | | |
| | 43 | | | |
| | 4 | | | |
| | 5 | | | |
| | 6 | | | |
| | 7 | | | |
| | 8 | | | |
| | 9 | | | |

| Assistant Counsellor | Question | Referee 1 | Referee 2 | Referee 3 |
|-------------------------|----------|-----------|-----------|-----------|
| | 1 | | | |
| | 2 | | | |
| | 43 | | | |
| | 4 | | | |
| | 5 | | | |
| | 6 | | | |
| | 7 | | | |
| | 8 | | | |
| | 9 | | | |

| Registered Volunteer | Question | Referee 1 | Referee 2 | Referee 3 |
|-------------------------|----------|-----------|-----------|-----------|
| | 1 | | | |
| | 2 | | | |
| | 43 | | | |
| | 4 | | | |
| | 5 | | | |
| | 6 | | | |
| | 7 | | | |
| | 8 | | | |
| | 9 | | | |

Ensure document confidentiality -- Keep all YESP CL3 forms for five years after the student's exchange year. Should a counsellor or volunteer continue to be involved for a second or more consecutive year(s) their forms should be maintained for five years after the final year of their involvement or until they allow their police or alternate checks to expire. Forms should then be destroyed.

Rotary Youth Exchange Registered Volunteer Information and Declaration Form

District 9520 participating in the Youth Exchange program is committed to creating and maintaining the safest possible environment for their Rotary Exchange students. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. Rotary is aware that among the many wonderful exchanges that have taken place in the past, there have been some instances of students being abused and are now doing all they can to see this does not happen in the future.

To achieve this no Australian Rotary District will permit any person to be a:

- Rotary Youth Exchange Committee Member
- Rotary Youth Exchange Club Counsellor
- member of a Host Family
- a volunteer who may at times be involved in looking after an exchange student on their own

if that person:

- has committed a crime against a child or young person
- is the subject of an existing court order preventing them from being with or within a certain distance of another person because of behaviour which the court deems is of a threatening or disturbing nature.

In order to better assess the suitability or role a Rotary Youth Exchange Registered Volunteer may play, District 9520 requires applicants to provide the following information about themselves.

Name _____

Address _____

Town or Suburb _____ State _____ Post Code _____

Business Phone _____ Home Phone _____

Mobile phone _____ E-mail address _____

How long have you lived at the above address? _____ years

(If less than 5 years, please list prior addresses for that period on the back of this sheet.)

Are you a Rotarian? _____ If so state name of Club _____

Date joined _____

What will your role be in Youth Exchange?

District Committee Member Club Counsellor

Member of a host Family

Other please detail _____

PERSONAL REFERENCES

Please list three referees and if applicable include your employer and a youth organisation director who are in a position to vouch for your suitability as a volunteer working with children and young people. (Only one referee may be a Rotarian and none may be family members. All need to be contacted by you to confirm they will be happy to be phoned by Rotary for a reference. If a referee has a preferred phone number, please mark it with an asterisk.)

1 Name _____

Business Phone _____ Home Phone _____ Mobile _____

2 Name _____

Business Phone _____ Home Phone _____ Mobile _____

3 Name _____

Business Phone _____ Home Phone _____ Mobile _____

EMPLOYMENT HISTORY

Please detail your employment history as follows. (If you have not been employed in the organisation below for the last five years, please detail when you joined and give the same details of the other organisations where you worked during the last five years on the back of this form.)

Your occupation _____

Do you currently or have you during the last five years worked for a company or organisation

Are you self employed

Are you retired

Name of the organisation you worked for _____

Name of immediate supervisor-manager _____

Business Phone _____ Home Phone _____ Mobile _____

PREVIOUS EXPERIENCE WITH YOUTH

If you have previously worked with youth, please detail your involvement and any training you have received.

Name of organisation's director or person who will be a referee _____

Business Phone _____ Home Phone _____ Mobile _____

CRIMINAL HISTORY CHECK

It is a requirement that all Rotary Youth Exchange volunteers must obtain a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW) to confirm their suitability as a Registered Volunteer

I certify that all the statements and information given on this Information and Declaration Form are to the best of my knowledge true and correct.

- I have never committed or been guilty or been accused of a crime against a child or young person of which I have not been cleared.
- Have you ever been charged with, been convicted of, or pled guilty to any crime(s)
Yes No
- Have you ever been subject to any court order (including civil, family, and criminal courts involving sexual, physical, or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protection order)?
Yes No

If yes, please explain. Also indicate date(s) of incident(s) and the country and state in which each occurred (attach a separate sheet)

- I give my full permission for any of the people I have listed on this information sheet to be contacted by an authorised Rotary Youth Exchange Officer to confirm my suitability as a Youth Exchange Registered Volunteer recognising such enquiries are in the best interest of the program.
- I agree to authorise Rotary to seek and obtain whichever of the "Criminal History Checks" as listed on page 2 they require for the area in which I will be a "Registered Volunteer" working with children and young people.
- I certify I have contacted my referees and all are happy for Rotary to contact them.
- I agree to abide unreservedly by the decision of the Rotary Club or the District reviewing my application as to my suitability as a Youth Exchange volunteer.

I HAVE READ AND UNDERSTOOD THE ABOVE DECLARATION AND SIGN THIS FORM VOLUNTARILY AND AGREE TO THE FOLLOWING WAIVER.

WAIVER

If I am accepted to participate in Rotary youth programs, I, to the full extent permitted by Australian law, agree no matter what occurs I will make no claim against members, officers, directors, committee members and employees of the participating Rotary clubs and districts and Rotary International ("Indemnitees") for any or all liability for any loss, property damage, personal injury, or death, including any liability that may arise from the negligence of the Indemnitees or any disadvantage or perceived disadvantage which happens to me as a result of an investigation of my background in connection with this affidavit.

Signature of Applicant _____ Date _____

Name Printed _____

Rotary Witness _____

Name Printed _____

Club _____

ROTARY RESERVES THE SOLE RIGHT TO ACCEPT OR REJECT ANY APPLICANT AS A REGISTERED VOLUNTEER FOR ROTARY YOUTH EXCHANGE

ROTARY CLUB USE

I _____ President, Rotary Club of _____
 Name

verify that _____ whose signature appears above
 has complied with the declaration requirements and that the Club has checked his/her references
 as required.

I also confirm the authorised Rotary officer has examined his/ her

 Enter check obtained, i.e. DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW)

and the club finds him/her a suitable person to work with exchange students.

Signed _____
 Club President

Date _____

Ensure document confidentiality -- Keep all YESP CL 4 forms for five years. Should a volunteer continue to be involved for a second or more consecutive year(s) their forms should be maintained for five years after the final year of their involvement or until they allow their Police or alternate checks to expire. Forms should then be destroyed.

Rotary Youth Exchange Club Application for Certification to Host a LONG TERM INBOUND Student

Clubs wishing to participate in the Youth Exchange Program must apply to their District for certification. They should fill in this check list as far as they are able and in accordance with the "Rotary Youth Exchange Club Certification Criteria" CL 1. Note: In the first instance the form can be submitted with only the details of the counsellor and the first host family with the exception of certifying the receipt of their satisfactory reference checks and satisfactory DCSI Check (SA, a Working with Children Card (Vic) or a Working With Children Card (NSW). The Club then needs to sign the declaration at the end of the statement. A copy of this form is to be retained and filled in as the remaining tasks are completed.

HOSTED INBOUND STUDENT..... HOST FAMILIES

Tick boxes below as appropriate

It is the Club's intention to have _____ host families

The following host families have been visited, briefed and interviewed in their home and their suitability confirmed.

| | | | | | |
|---------------|--|---------------|--|---------------|--|
| Host family 1 | | Host family 2 | | Host family 3 | |
| Host family 4 | | Host family 5 | | | |

The following host family members have received DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW) which has confirmed their suitability.

| | | | | | |
|---------------|--|---------------|--|---------------|--|
| Host family 1 | | Host family 2 | | Host family 3 | |
| Host family 4 | | Host family 5 | | | |

The following host family members have had their referees checked confirming their suitability

| | | | | | |
|---------------|--|---------------|--|---------------|--|
| Host family 1 | | Host family 2 | | Host family 3 | |
| Host family 4 | | Host family 5 | | | |

CLUB INBOUND COUNSELLOR (S)

| | |
|--|--|
| Has the club president received a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW) which has confirmed their suitability? | |
| Has the counsellor filled in a "Rotary Youth Exchange Registered Volunteer Information and Declaration Form" (CL4) and have references been checked confirming their suitability? | |
| Is the counsellor of the same sex as their student or alternatively will their partner assist as stipulated or has a suitable assistant Club member of the same sex as the student been appointed? | |
| In the opinion of those Club members responsible for Youth Exchange does the counsellor(s) meet the criteria laid down? | |
| Is the Club counsellor(s) aware of their duties and has he/she willingly agreed to carry out these duties? | |
| Does the Club counsellor(s) agree to attend the required District Youth Exchange training sessions? | |
| Is it confirmed the Club counsellor(s) is not a member of a host family. | |
| Do the Club members responsible for student exchange believe the counsellor(s) is able to be totally impartial in a dispute between the student and the host family | |

THE CLUB

Will the club provide the student with the names of three independent people to whom he/she can turn for assistance if needed (in accordance with CL 1)?

Has the club a list of services and contact they will supply to the student (in accordance with DI 1)? A copy of the list is attached to this application.

Will the club ensure a reserve host family is available should the student for any reason need to be removed from a planned host family?

| |
|--|
| <p>The Rotary Club of _____ wishes to be certified <small style="margin-left: 150px;">Print Club Name</small></p> <p>to host: _____ <small style="margin-left: 150px;">Print Student's Name</small></p> <p>The undersigned Club members confirm all of the answers to the above questions are truthful and confirm what the Club has already done. Where a task (tasks) has (have) not yet been completed, the Club members signatures below further confirm that they will ensure all of the requirements laid down in the "Rotary Youth Exchange Club Certification Criteria" YESP CL 1 will be completed in the timing required.</p> <p>The Rotarian _____ who is responsible for organising Youth <small style="margin-left: 100px;">List Position</small> Exchange in the Club</p> <p>Name _____ Signature _____ Date / / <small style="margin-left: 50px;">Please Print</small></p> <p>The Club President</p> <p>Name _____ Signature _____ <small style="margin-left: 50px;">Please Print</small></p> <p>Date / /</p> |
|--|

For a Rotary Club to be involved in hosting an exchange student this form should be returned to the District Youth Exchange Chairman no later than

For July/Aug inbound student by end of March

For Jan/Feb inbound student by end of September

Ensure document confidentiality -- The Club copy of this form should be kept for one year following the completion of the student's exchange and then destroyed. The District is to retain the original for five years.

Rotary Youth Exchange Club Application for Certification to Sponsor a LONG-TERM OUTBOUND Student

Clubs wishing to participate in the Youth Exchange Program must apply to their district for certification. They should fill in this checklist in accordance with the "Rotary Youth Exchange Club Certification Criteria" CL 1. Note: the form must be completed with the exception certifying the receipt of their satisfactory reference checks and satisfactory DCSI Check (SA, a Working with Children Card (Vic) or a Working With Children Card (NSW). The Club then needs to sign the declaration at the end of the statement. A copy of this form is to be retained and filled in as the remaining tasks are completed.

THE STUDENT Name.....

| | |
|---|--|
| The Club will require all student applicants to submit a completed Expression of Interest form to the District Youth Exchange Committee. | |
| The Club will themselves or in conjunction with other Clubs conduct a thorough Interview of each student. We suggest 45 minutes per student. | |
| The Club or Clubs will also conduct a thorough interview of the student's family without the student present in the room. | |
| The Club will agree to submit to the District Interview only students they feel reasonably confident will make good exchange students and who have their parents' (guardians') support. | |

IN REGARD TO THE OUTBOUND COUNSELLOR(S)

| | |
|---|--|
| Has the club president received a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW) which has confirmed their suitability? | |
| Has the club received a "Rotary Youth Exchange Registered Volunteer Information and Declaration Form" (CL4) from the counsellor(s) and have the appropriate references been checked confirming their suitability? | |
| Is the chosen counsellor of the same sex as their student or alternatively will their partner assist as stipulated or has a suitable assistant Club member of the same sex as the student been appointed? | |
| Is the club of the opinion the counsellor(s) meets the criteria laid down | |
| Is the counsellor(s) is (are) aware of their duties and does the counsellor(s) willingly agree to carry out these duties? | |
| Has the counsellor agreed to debrief the student on their return and assist them? | |

The Rotary Club of _____ wishes to be certified to
Print Club Name

sponsor an outbound student

The undersigned Club members confirm all of the answers to the above questions are truthful and confirm the tasks the Club has already completed. Where a task (tasks) has not yet been completed the Club members signatures below confirm that they will ensure all of the requirements laid down in the "Rotary Youth Exchange Club Certification Criteria" will be completed in the required time frame.

The Rotarian _____ who is responsible for organising Youth
List Position
 Exchange in the Club

Name _____ Signature _____ Date / /
Please Print

The Club President

Name _____ Signature _____ Date / /
Please Print

For a Rotary Club to be involved in sponsoring an exchange student this form should be returned to the Youth Exchange District Chairman **no later than 4 weeks before the District Interviews.**

Ensure document confidentiality -- The Club copy of this form should be kept for one year following the completion of the student's exchange and destroyed. The District is to retain the original for five years.

**Rotary Youth Exchange Club Application for Certification for
RANZSE Program Involvement**

Australian Student Name

Inbound Student Name

and Home Country

In accordance with Rotary International requirements, all Rotary Clubs wishing to participate in a Youth Exchange Program must apply to their District for certification. They are required to fill in this check list in accordance with the "Rotary Youth Exchange Club Certification Criteria" CL 1.

AUSTRALIAN STUDENT (Tick boxes to indicate completion of each requirement)

| | |
|--|--|
| Has the student submitted the completed RANZSE application form? | |
| Has the Club conducted a thorough separate interview of the student and the student's parents in the student's home? | |

THE STUDENT'S FAMILY

| | |
|---|--|
| Did the interview with the student's parents ascertain whether they are fully supportive and can afford their child going on exchange to New Zealand? | |
| Have the student's parents also been assessed to establish if they are a suitable host family, a family who is enthusiastic to host a matched New Zealand student, can afford to do so and have suitable accommodation? | |

THE CLUB

| | |
|--|--|
| Has the Club received completed CL 4 forms from the counsellor and all members of the host family over 18 years? | |
| Has the Club established the parents and anyone else over 18 years who will be living in the family house while the New Zealand student is in residence has received a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW)? Have their three referees been interviewed and has the club confirmed their suitability to host? | |
| If the student was deemed to be a good, fully supported exchange student but for some reason the family is not suitable to host, was an application made to New Zealand establishing a one-way exchange? | |
| Will the club provide the student with the names of three independent people to whom he/she can turn for assistance if needed (in accordance with DI 1)? | |
| Has the club a list of services and contact they will supply to the student (in accordance with DI 1). A copy of the list is attached to this application? | |
| Will the Club ensure a reserve host family is available should the student for any reason need to be removed from a planned host family? | |

CLUB COUNSELLOR

| | |
|---|--|
| Has the Club president received a DCSI Check (SA), a Working with Children Card (Vic) or a Working With Children Card (NSW) which confirmed the counsellor's suitability? | |
| Has the counsellor filled in a "Rotary Youth Exchange Volunteer Information and Declaration Form" (CL 4) and has the Club interviewed their referees confirming their suitability? | |
| Is the counsellor the same sex as their student or alternatively will their partner assist as stipulated or has a suitable assistant Club member of the same sex as the student been appointed? | |
| In the opinion of those club members responsible for Youth Exchange, does the counsellor(s) meet the criteria laid down? | |

| | |
|---|--|
| Is the Club counsellor(s) aware of their duties and has willingly agreed to carry out these duties? | |
| Does the Club counsellor(s) agree to attend the required District Youth Exchange Briefing sessions? | |
| Confirm the Club counsellor(s) is not a member of a host family | |
| Do the Club members responsible for student exchange believe the chosen counsellor(s) is able to be totally impartial in a dispute between the student and the host family? | |
| Will the club ensure a reserve host family is available should the student for any reason need to be removed from a planned host family | |

The Rotary Club of _____
Print Club Name

wishes to be certified for involvement in the RANZSE program during _____
year

The undersigned Club members confirm all of the answers to the above questions are truthful and confirm the tasks the Club has already completed. Where a task (tasks) has not yet been completed the Club members signatures below confirm that they will ensure all of the requirements laid down in the "Rotary Youth Exchange Club Certification Criteria" will be completed in the required time frame.

The Rotarian responsible for organising Youth Exchange in the Club.

Name of New Generations/International Director

Signature _____ Date / /

The Club President

Name _____ Signature _____ Date / /
Please Print

For a Rotary Club to be involved in the RANZSE Exchange program, this completed form is required by your **District Youth Exchange Committee Chairman** no later than 4 weeks prior to the District Briefing Day

Ensure document confidentiality -- A copy of this form should be kept by the Club for one year following the completion of the exchange and then destroyed. The District is to retain the original for five years and then destroy it.

Rotary Youth Exchange Club Protection Officer Checklist and Declaration
Checklist for Clubs Hosting an Incoming Exchange Student

Inbound student name.....

The Club Protection Officer should have an overview of student exchange in their Rotary Club. They need to be familiar with the requirements outlined in the “Rotary Youth Exchange Club Certification Criteria” CL1 to ensure that none of the steps outlined are overlooked and all are done within the required time frames. Compliance with the following checks should ensure your Club is correctly handling student exchange.

Should a problem of sexual harassment or abuse occur to the Club’s student, the Club Protection Officer must ensure the matter is handled in accordance with Rotary International’s “Harassment and Abuse Reporting Guidelines” YESP DI 3.

Please place a tick or a cross in the first column to indicate whether or not the task was completed. Please tick the second box confirming whether or not the task was completed by the required time. The checklist must be read in conjunction with the “Rotary Youth Exchange Club Certification Criteria” YESP CL 1.

| <u>Requirement</u> | <u>Completion timeline</u> | <u>Job Done</u> | <u>Within Time</u> |
|--|--|------------------------|---------------------------|
| <u>Relating to Counsellor(s)</u> Did responsible Rotarians in your Club select, brief and approve a suitable Club student counsellor(s) in accordance with the guide lines, counsellor(s) who were happy to do the job? | For July/Aug inbound student by end of March For Jan/Feb inbound student by end of September | | |
| Did the counsellor forward to the Club President a DCSI Check (SA), Working with Children Card (Vic) or a Working With Children Card (NSW)? Has the Club interviewed the three referees and confirmed the counsellor’s suitability? | For July/Aug inbound student by 15th May For Jan/Feb inbound student by 15th November | | |
| <u>Club Certification</u> Did the Club apply for certification from the District Youth Exchange Committee to host an exchange student (ie submit a CL5 form)? | For July/Aug inbound student by end of May For Jan/Feb inbound student by end of November | | |
| <u>Relating to Host Family(s)</u> Did responsible Rotarians select, brief, check and approve a suitable first host family in accordance with the guidelines, a family who was happy to host? | For July/Aug inbound student by end of March For Jan/Feb inbound student by end of September | | |
| Has a DCSI Check (SA), Working with Children Card (Vic) or a Working With Children Card (NSW) been sighted by the club president? Has the club interviewed the three references and confirmed the first host family members’ suitability? | For July/Aug inbound student by 15th May For Jan/Feb inbound student by 15th November | | |
| Was the second host family briefed, checked and approved as a suitable host family in accordance with the guide lines, a family who was happy to host? | 6 weeks before they host the student | | |
| Has a DCSI Check (SA), Working with Children Card (Vic) or a Working With Children Card (NSW) been sighted by the club president? Has the club interviewed the three referees and confirmed the second host family members’ suitability? | 4 weeks before they host the student | | |

Checklist for Clubs Hosting an Incoming Exchange Student cont'd

| <u>Requirement</u> | <u>Minimum Time Frame</u> | <u>Job Done</u> | <u>Within Time</u> |
|---|---|------------------------|---------------------------|
| Was the third host family briefed, checked and approved as a suitable host family in accordance with the guide lines, a family who was happy to host. | 6 weeks before they host the student | | |
| Has a DCSI Check (SA), Working with Children Card (Vic) or a Working With Children Card (NSW) been sighted by the club president? Has the club interviewed the three referees and confirmed the third host family members' suitability | 2 weeks before they host the student | | |
| Was the fourth family briefed, checked and approved as a suitable host family in accordance with the guide lines, a family who was happy to host | 6 weeks before they host the student | | |
| Has a DCSI Check (SA), Working with Children Card (Vic) or a Working With Children Card (NSW) been sighted by the club president? Has the club interviewed the three referees and confirmed the fourth host family members' suitability? | 2 weeks before they host the student | | |
| Was the fifth host family briefed, checked and approved as a suitable host family in accordance with the guide lines, a family who was happy to host | 6 weeks before they host the student | | |
| Has a DCSI Check (SA), Working with Children Card (Vic) or a Working With Children Card (NSW) been sighted by the club president? Has the club interviewed the three referees and confirmed the fifth host family members' suitability | 2 weeks before they host the student | | |
| If your student claimed they were sexually molested, did your Club handle the matter in accordance with Rotary International's "Harassment and Abuse Reporting Guidelines" | Immediately after the allegation was made | | |

Club Protection Officer Declaration

I _____, as the appointed Club Protection Officer of the Rotary Club of

 Print Name

_____ declare I have carefully checked to see that all the tasks

 Print Club Name

to which the questions listed in this document refer, have been satisfactorily completed by the times specified, thereby fulfilling our Club Certification obligations.

 Signature

_____/_____/_____
 Date

Copy this form and send the original to the **Chairman of the District Youth Exchange Committee** as soon as the last tasks are completed, but **no later than one calendar month** after the student's departure from Australia.

Ensure document confidentiality – The Club copy of this form should be kept for one year following the end of the Rotary year in which it was submitted and then destroyed. The District is to retain the original for five years.

Rotary Youth Exchange Club Protection Officer Checklist and Declaration

Checklist for Club Sponsoring a Long Term Outbound Student

Outbound Student: _____

The Club Protection Officer should have an overview of student exchange in their Rotary Club. They need to be familiar with the requirements outlined in the "Rotary Youth Exchange Club Certification Criteria" CL1 to ensure that none of the steps outlined are overlooked and all are done within the required time frames. Compliance with the following checks should ensure your Club is correctly handling student exchange.

Should a problem of sexual harassment or abuse occur to the Club's student, the Club Protection Officer must ensure the matter is handled in accordance with Rotary International's "Harassment and Abuse Reporting Guidelines" YESP DI 3.

Please place a tick or a cross in the first column to indicate whether or not the task was completed. Please tick the second box confirming whether or not the task was completed by the required time. The checklist must be read in conjunction with the "Rotary Youth Exchange Club Certification Criteria" YESP CL 1.

| <u>Requirement</u> | <u>Completion Timeline</u> | <u>Job Done</u> | <u>Within Time</u> |
|---|--|-----------------|--------------------|
| Did the student and the student's parents (or guardians) separately receive a thorough interview by the Club or in conjunction with other local Clubs | No later than 6 weeks prior to the date of the District Interviews | | |
| Did the Club select a suitable counsellor(s) for your student in accordance with the guide lines, a counsellor who is happy to carry out the task | No later than 4 weeks prior to the date of the District Interviews | | |
| Did the counsellor forward to the Club President a DCSI Check (SA), Working with Children Card (Vic) or a Working With Children Card (NSW)? Has the Club interviewed the three references and confirmed the counsellor's suitability? | By the District Interview date | | |
| Did the Club submit an Application for Certification (CL6) to District Youth Exchange Committee to sponsor an outbound student. | No later than 4 weeks prior to the date of the District Interviews | | |
| Did the Club received certification from the District Youth Exchange Committee to sponsor an exchange student. | By end June | | |
| Has the counsellor been helpful and communicated regularly with the student inviting the student to some Club meetings in the period before their departure | Between student's acceptance in the program and departure | | |
| Did the counsellor communicate regularly with the student while they were on exchange, informing Club members of the student's activities | The full exchange period | | |
| Did the counsellor debrief the student on their return and assist them if needed | After return home for as long as is needed | | |
| If your student claimed they were sexually molested, did your Club handle the matter in accordance with RI's "Sexual Harassment and Abuse Reporting Guide Lines" YESP DI3 | Immediately after the allegation was made | | |

Please ensure the **Club Protection Officer Declaration** below is signed prior to submission

| | |
|---|-------------------|
| <u>Club Protection Officer Declaration</u> | |
| I _____, as the appointed Club Protection Officer of the Rotary Club of | |
| Print Name | |
| _____ declare I have carefully checked to see that all the tasks | |
| Print Club Name | |
| to which the questions listed in this document refer, have been satisfactorily completed by the times specified, thereby fulfilling our Club Certification obligations. | |
| _____ | _____/_____/_____ |
| Signature | Date |

Copy this form and send the original to the **Chairman of the District Youth Exchange Committee** as soon as the last tasks are completed, but **no later than one calendar month** after the completion of the exchange.

Ensure document confidentiality -- The Club copy of this form should be kept for one year following the end of the Rotary year in which it was submitted and then destroyed. District is to retain the original for five years.

Rotary Youth Exchange Club Protection Officer Checklist and Declaration
Checklist for Clubs involved in RANZSE Exchange Program

The Club Protection Officer should have an overview of student exchange in their Rotary Club. They need to be familiar with the requirements outlined in the "Rotary Youth Exchange Club Certification Criteria" CL1 to ensure that none of the steps outlined are overlooked and all are done within the required time frames. Compliance with the following checks should ensure your Club is correctly handling student exchange.

Should a problem of sexual harassment or abuse occur to the Club's student, the Club Protection Officer must ensure the matter is handled in accordance with Rotary International's "Harassment and Abuse Reporting Guidelines" YESP DI 3.

Please place a tick or a cross in the first column to indicate whether or not the task was completed. Please tick the second box confirming whether or not the task was completed by the required time. The checklist must be read in conjunction with the "Rotary Youth Exchange Club Certification Criteria" YESP CL 1.

Outbound Student's name:

Inbound Student's name:

| <u>REQUIREMENT</u> | <u>COMPLETION TIME FRAME</u> | <u>JOB DONE</u> | <u>WITHIN TIME</u> |
|---|---|------------------------|---------------------------|
| <u>Relating to student and parents</u> Has the club interviewed and thoroughly briefed the student and their parents separately in the student's home and were the CL 4 forms distributed and explained? | By the official District Interview closing date | | |
| Did the relevant authorities forward to the Club a DCSI Check (SA), Working with Children Card (Vic) or a Working With Children Card (NSW)? Has the Club interviewed the three referees and confirmed the counsellor's suitability? | At least 6 weeks prior to the District Briefing Day | | |
| <u>Club Certification</u> Did the Club apply for certification by submitting CL 5/6(ST) form to District Youth Exchange Committee Chairman? | At least 4 weeks prior to the District Briefing Day | | |
| <u>Relating to Counsellor</u> Did the Club select a suitable Counsellor for the students in accordance with CL1, a person who was happy to carry out the task? | At least 6 weeks prior to the District Briefing Day | | |
| Did the Club receive and check CL4 forms and either a DCSI Check (SA), Working with Children Card (Vic) or Prohibited Employment Declaration (NSW)? Has the club interviewed the three referees and confirmed the counsellor's suitability? | At least 4 weeks prior to the District Briefing Day | | |
| Did the Counsellor offer assistance and communicate regularly with the students prior to and during the period of the exchange and did they invite them to Club meetings prior to departure? | From the time of the student's acceptance into the program through to departure | | |

| | | | |
|---|--|--|--|
| <p>Did the Counsellor correspond with the student and keep the Club members informed of the students' activities while the student was in New Zealand?</p> | <p>The full exchange period</p> | | |
| <p>Did the counsellor invite the student to address the Club about their exchange on their return, and give any assistance needed?</p> | <p>After exchange and for as long as needed</p> | | |
| <p>Did the counsellor meet the incoming New Zealand Student at the airport, invite the New Zealand student to Club meetings and check the student and the host family were getting along well in accordance with the rules?</p> | <p>The full period of the New Zealand student's exchange</p> | | |
| <p>If there were claims of molestation involving your student, did your Club handle the matter in accordance with Rotary International's "Sexual Harassment & Abuse Reporting Guidelines (YESP DI 3)"?</p> | <p>Immediately after the allegation was made</p> | | |

Club Protection Officer Declaration

I _____, as the appointed Club Protection Officer of the Rotary Club of
Print Name

_____ declare I have carefully checked to see that all the tasks
Print Club Name

to which the questions listed in this document refer, have been satisfactorily completed by the times specified, thereby fulfilling our Club Certification obligations.

Signature

_____/_____/_____
Date

Copy this form and send the original to the **Chairman of the District Youth Exchange Committee** as soon as the last tasks are completed, but **no later than one calendar month** after the completion of the exchange (both legs).

Ensure document confidentiality -- The Club copy of this form should be kept for one year following the end of the Rotary year in which it was submitted and then destroyed. District is to retain the original for five years.

D9520 Rotary Youth Exchange – Personal Safety Tips for Students

If you have a problem or are worried about something, always tell an adult you trust about it, such as your teacher, counsellor or current or recent host parents – **NEVER** suffer in silence!

Pack your own suitcase and never carry items abroad for others. Take care that you do not unwittingly or wittingly act as a drug courier for someone else given that some countries impose death penalties for drug offences.

Before you go on exchange find out how to use a public phone in your new country. Carry the telephone numbers for the emergency services in that country and keep them handy. If you are taking a mobile phone with you or getting one when you arrive ensure the emergency numbers are in it.

Ask your first host parents to send you their address written in their language. Organise this before you go on exchange and take it with you.

Explain to your hosts about your insurance cover and always carry your emergency card.

Follow the instructions of your leader, teacher and other supervisors (unless those instructions constitute a crime or are contrary to Rotary regulations).

Tell someone where you are going and what time you will be home – don't change your plans at the last minute as this can cause confusion.

Look out for anything that might hurt or threaten you or anyone in your group and tell someone responsible.

If you are out at night in the centre of town, stay in places with street lights – wherever you are, make sure that you don't get separated from your friends.

If you need to use a public toilet, go with a friend.

If you are going to or travelling through an impoverished country, do not carry handbags, cameras, or wear jewellery of any kind, even cheap earrings. Watches, necklaces and earrings may be grabbed and pulled away, causing injuries.

If you do get lost or separated go to a shop or place where you will be seen by lots of people to ask for directions.

If someone you don't know talks to you, just walk away.

Have the details of your accommodation on you, whether it's your host family's address and telephone number or hotel or campsite details.

Make sure you have your mobile phone and that it is charged. Also in case of a problem keep enough money to make a public phone box telephone call.

Keep your money hidden in an inside pocket, bum bag, concealed money belt or something similar – choose whichever is comfortable for you.

Arrange for someone to pick you up at night unless you can take public transport where you are amongst a sizeable group of people.

Make sure you know the person who is coming to pick you up. Never get into a car unless it is with this arranged person.

If you are on a bus and someone makes you feel unsafe, move to a seat near the driver. Dress and behave sensibly and responsibly.

Be sensitive to local codes and customs.

Think things through carefully before you act and do not take unnecessary risks. Always look and behave confidently.

Be very careful of any information you place on a social media site. Be aware these can be easily accessed by people you would not want to have this information.

Rotary International Youth Exchange Abuse and Harassment Allegation Reporting Guidelines

Introduction

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures.

A Youth Exchange student will spend a year, or perhaps just an extended period of time, living with a host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual or emotional abuse or harassment of every student with whom they come into contact.

Rotary International is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. **The safety and well-being of students should always be the first priority.**

Definitions

Abuse and Harassment: Abuse and harassment refers to any form of abuse or harassment whether it is sexual, emotional or physical, including neglect.

Is it abuse or is it harassment?

Whether the alleged conduct amounts to abuse or harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations should be immediately reported as required by law in Australia to the police.

Emotional Abuse: Emotional abuse is any action or comment which unreasonably disturbs the student. This includes but is not limited to repeated comments about a student's social background, home country, language, culture, personal appearance or other characteristics which are offensive, embarrassing or humiliating to the student to whom they are directed.

Physical Abuse: Physical abuse is any physical harm inflicted on a student and includes but is not limited to -

- providing insufficient nourishment for the student
- depriving the student of a reasonable amount of sleep
- requiring the student to do an unreasonable amount of work
- inflicting physical pain on the student

Sexual abuse: Sexual abuse refers to engaging in sexual acts with a student or forcing or encouraging a student to engage in sexual acts alone or with another person of any age, of the same sex or the opposite sex.

Additional examples of sexual abuse could include, but are not limited to:

- non-touching offences
- indecent exposure
- exposing a child to sexual or pornographic material.

Sexual harassment: Sexual harassment refers to sexual advances, requests for sexual favours or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse, and is a technique used by sexual predators to desensitize or groom their victims.

Examples of sexual harassment could include, but are not limited to:

- sexual advances;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comment about an individual's sexual activity, deficiencies, or prowess
- verbal abuse of a sexual nature;

- displaying sexually suggestive objects, pictures or drawings; and
- sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

Allegation Reporting Guidelines

(For use by all adults to whom a student reports an incident of abuse or harassment.)

Any adult to whom a young person reports an incident of abuse or harassment (sexual or otherwise) is responsible for following these *Allegation Reporting Guidelines*. It is strongly recommended a copy of the first two pages (points 1-5) of these reporting guidelines be given to any leader or other person it is felt a young person may approach with an allegation of abuse or harassment.

1. Listen to the Student

- **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
- **Assure privacy but not confidentiality.** Explain that you are required by law to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
- **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that she/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the student's story to the proper authorities.
- **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticise the student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.
- **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

2. Protect the Student

Ensure the safety and well-being of the student. Remove the student from the situation immediately and all contact with alleged abuser or harasser. Reassure the student that this is for his or her own safety and is not a punishment.

3. Report the allegation to Appropriate Law Enforcement Authorities, and to D9520 District Protection and D9520 Youth Exchange Committees

- Immediately report all cases of abuse and harassment (sexual or otherwise) to the police. In Australian capital cities contact the "Police Response Call Centre". In country areas contact the local CIB.
- If the police wish to interview the student or arrange a forensic medical examination, accompany the student if requested.
- As soon as possible inform the following parties of the allegation and of actions already put in place
 - The District 9520 Youth Exchange Committee Chairman; and/or
 - The District 9520 District Protection Officer (or a member of the D9520 District Protection Committee) who will then notify (not necessarily in the order below):
 - the student's parents or legal guardians;
 - the student's sponsoring District and/or
 - the student's sponsoring Club

- the student's hosting Club counsellor (unless the counsellor is involved in the accusation)
- the D9520 District Governor

The District Governor or the Youth Protection Officer must inform RI through Rotary's Australian Office, Parramatta of the allegation within 72 hours of the initial allegation and provide follow-up reports of the status of all investigations)

4. Avoid gossip and blame. Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.

5. Do not challenge the alleged offender. The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the District Protection Officer is responsible for investigating, with the assistance of the District Youth Exchange Committee Chairman and the Club counsellor as needed. The District Protection officer will be in contact with the alleged offender after the student has been moved to a safe environment.

District Protection Officer Responsibilities

The District Youth Protection Officer must ensure the following steps are taken immediately after an abuse allegation is reported:

- Confirm that the exchange student has been removed from the situation and has no contact with the alleged offender.
- Ensure the student receives immediate support services.
- Offer the student an independent, non-Rotarian counsellor to represent his or her interests, someone who is not in any way involved in the youth exchange program.
- Ensure all parties mentioned under section 3c (above) have been notified and are kept abreast of the situation.
- On contacting the student's parents or legal guardians:
 - If the student is away from home, they in conjunction with the student should decide whether the student is to stay in the host country or return home.
 - If the student is to remain in the host country, written authorisation from the student's parents or legal guardian is required.
 - If the student and the student's parents choose for the student to return home, consult with police before making any travel arrangements.
 - If an investigation is pending, the police may not approve of the student leaving the country at that time.
- Remove the alleged offender from all contact with all other participants in any Rotary youth programs and activities while investigations are conducted.
- Cooperate with the police or legal investigation
- If law enforcement agencies will not investigate, the District Youth Protection Officer should coordinate an independent review of the allegations

After the authorities have completed their investigation, the District Youth Protection Officer must follow through to make sure the situation is being addressed. If there is to be any independent investigation by Rotary, those involved must ensure that such investigation do not contravene state or federal law, and does not jeopardise or interfere with any legal proceedings.

Post-allegation Report Considerations

Responding to the needs of the youth program participant:

Districts shall adopt a cohesive and managed team approach to supporting a young person after an allegation report. The exchange student is likely to feel embarrassed and or confused and may become withdrawn.

After a report of harassment or abuse, students may have mixed feelings about remaining on exchange. If they do chose to stay, they may or may not want to continue their relationship with their hosting Rotary Club. In some cases, a student may wish to remain in the host country but change to a different host Club.

Although Club members and host families may have trouble understanding how the student is feeling, they need to do whatever is necessary to reassure the student of their support at all times.

Addressing issues within the hosting club:

When addressing an allegation of abuse or harassment, the most important concern is the safety of the exchange student.

Club members should not speculate on, nor offer personal opinions that could potentially hinder any police or criminal investigations, either within the local community or to media.

Making any comments either supportive or otherwise about alleged victims or perpetrators violates both the *Statement of Conduct for Working with Youth* and Rotary ideals, and could lead to a slander or libel claim being filed by either party against individuals or Rotary Clubs.

Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Adapted by the RI Board of Directors, November 2002