



Rotary District 9520

District Certification

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

January 2012

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Rotary Youth Exchange District Certification Criteria **(To be read in conjunction with the Club Certification Criteria)**

In 2006 Rotary International (RI) directed that all Rotary Districts worldwide that wish to be involved in Youth Exchange programs must develop a Protection Policy and supporting documentation that embody the requirements stated within in the Policy. This material is required to comply with local laws and customs.

RI has also directed that these Districts, as requested, apply to RI Evanston for approval of the Policy, the implementation of the Policy and its supporting documentation. RI will then “Certify” that District to conduct Youth Exchange programs for a determined length of time.

RI has also directed that all Clubs who wish to be involved in Youth Exchange programs must obtain their District’s confirmation that they have complied with the requirements of the RI approved Policy, thus certifying the Club to be involved in YE programs for a period of 12 months.

The following documentation is a revision and update of the original “*Guide to Club and District Certification*” and supporting documentation resubmitted to RI in 2011. It complies with RI’s latest protection requirements and the procedures currently in use in our District. In January 2012 RI approved the documents and recertified District 9520 for a further five years.

D9520 has a zero-tolerance policy relating to abuse and harassment which is reflected in the revised 2011 Student Protection Policy (YESP DI1) which encompasses and addresses abuse and harassment in all its forms (sexual, physical and emotional).

There are **two key documents** – **DI 1** and **CL 1**. They present the procedures now followed by D9520 and those followed by the Clubs within D9520 who are involved in Youth Exchange Long-term Programs in a form that complies with RI’s new requirements (2011).

Some of the remaining documents listed below, set out procedural steps for those involved in Youth Exchange to receive certification and to the best of D9520’s ability ensure the safety of students involved in exchanges.

The balance of the documents comprises checklists, which enable those responsible for overseeing the program to see that all procedures have been followed. The vetting and training of key individuals in the program is seen as two of the most important factors in the Protection Policy.

All above mentioned Club documents are contained in the associated manual “Rotary District 9520 Club Certification Policy, Procedures and Supporting Documentation for Protection Youth Exchange Students”

YESP DI 1 - Rotary D9520 Youth Exchange Student Protection Policy (2011)

1. **Policy Framework**

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

Rotary 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 others involved in our youth programs to safeguard to the best of their ability the welfare of and to prevent the physical, sexual and emotional abuse of children and young people with whom they come into contact.

Rotary District 9520 has a zero-tolerance of abuse and harassment, both towards and by students. This is reflected in this Policy, which should be read as applying to abuse and harassment in all its forms (sexual, physical and emotional).

The implementation of this policy in Rotary District 9520 shall be shared by certified Rotary Clubs involved in the Youth Exchange Program, the District Youth Exchange Committee, the District Protection Officer and Committee, and the Club Protection Officers.

The main duties of the District Youth Exchange Committee are:

- provision of training sessions for Rotary Clubs and Counsellors in conjunction with the District Youth Protection Committee
- provision of the necessary written information for Clubs by way of the relevant YESP CL & YESP DI 2 & 3 forms to explain to them how to carry out their duties and responsibilities and if they wish to be involved in the program, to apply for certification by the District Youth Exchange Committee
- assessment of Clubs after receipt of their signed CL forms and if they are deemed suitable, certifying them to be involved in the Rotary Youth Exchange Program. Notice of certification is to be in writing to the president.
- ensuring that all the required relevant CL forms are received by the required date and appropriately dealt with to confirm each Club involved has fulfilled their obligations. It is recommended a District Committee member be assigned this task.
- ensuring the Clubs send to the district a list of services with phone numbers for their incoming student should they need them e.g. police and ambulance; lifeline, rape and suicide hotlines; drug awareness programs for teenagers; community services and any other contact which may be helpful to the student in an emergency.
- provide a dedicated mobile (cell) phone answerable 24 hours a day to be held by the District Youth Exchange Chairman or his nominee. Its sole purpose is to receive and answer any questions, concerns or problems exchange students may have. The phone number is to be prominently shown in the students' manuals.
- preparation of:
 - publicity and promotional material for distribution to participating and non- participating Rotary Clubs to promote the Youth Exchange Program
 - manuals and training materials for distribution to participants. It is highly desirable that all forms and information provided in written form are also available on the District web site.
- report to the District Governor immediately all serious incidents such as accidents, deaths, abuse or harassment and early student returns. The latter item must already have been discussed with the District Governor when a problem with the student which could result in an early return became obvious. The District Governor will, as soon as practical, but in all instances no later than 72 hours after the event, directly inform RI in Evanston and Parramatta.
- maintenance of the Committee numbers by the introduction of new members.
- The District Governor will approve the nomination (or nominate) Rotarians (and their partners) whom the Committee will then screen as "Registered Volunteers" using the DI 4 and CL 4 forms.
- storage and destruction of documentation as detailed in Section 12 "Maintenance of Information"

- compliance with the Operational Guidelines “Rotary District 9520 Youth Exchange Committee” as approved by the District Management Committee and incorporated in the District By-laws, pages 29 – 32.

The Main Duties of the District Protection Officer and/or District Protection Committee are:

- to ensure any incidents of harassment or abuse are correctly dealt with in accordance with Rotary International “Harassment and Abuse Reporting Guidelines”
- to arrange an independent qualified non-Rotary counsellor as needed for any student who has been harassed or abused, sexually or otherwise
- to investigate all allegations of abuse or harassment (in all its forms) not investigated by the police
- to report all allegations of sexual harassment or abuse to the District Rotary Youth Exchange Committee, the District Governor and Rotary International, Evanston and RI Parramatta. See Section 8, “Investigation Guide Lines” for more detail relating to handling allegations.
- in conjunction with the District Youth Exchange Committee develop a training calendar that defines when, and in what form, training should be given to Registered Volunteers involved in the youth exchange program. All training is to be in accordance with the RI training manual.
- to establish guidelines to ensure all participants have received the required training maintaining or ensuring the relevant forms are completed to ensure compliance

The Main Duty of Participating Rotary Clubs under the guidance of the Club Protection Officer is:

- the selection of suitable inbound and/or outbound Counsellor(s) who is not a host family member
- to return to the District Youth Exchange Committee copies of the relevant CL 5, CL 6 or CL 5/6 ST forms in order to obtain certification prior to the commencement of the exchange
- initial selection of potential outbound students
- the provision of guidance for outbound students and their family before the commencement of the outbound exchange
- to select suitable host families
- to confirm the suitability of host families with a home visit before the commencement of an exchange and with announced and unannounced visits while the student is in residence
- to ensure a reserve host family is available should a student need to be withdrawn from one of their planned host families for any reason.
- the provision of the names of three people who are not related to each other and do not have close ties to host families or the club counsellor who can if needed help the inbound student with problems. These people could, if suitable, be the club president, the student’s YEC Group Coordinator, the student counsellor at the student’s school, etc
- the provision of a list of services with phone numbers for the incoming student should they need them e.g. police and ambulance; lifeline, rape and suicide hotlines; drug awareness programs for teenagers; community services, the Rotary District Youth Exchange dedicated phone number, and any other contact which may be helpful to the student in an emergency. A copy of this list is to be forwarded to the District Youth Exchange Committee Chairman
- day to day welfare of incoming students
- to maintain regular contact with their students
- to familiarise themselves with document YESP DI 3 (*Abuse and Harassment Allegation Reporting Guidelines*)
- to complete and return the relevant Rotary Youth Exchange Club Protection Officer Check List and Declaration YESP CL 7 or CL 7 ST form to the District Youth Exchange Chairman within the required timeframe.
- safekeeping and destruction of Club forms as detailed in Section 12, “Maintenance of Information”

2. Definition of Terms

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
- has a role such that there is seen to be an opportunity for the student to be placed at risk of abuse
- who has been police, referee checked and approved as detailed in Section 4.
- may be a Youth Exchange Committee member or any Rotary Club counsellor or any host family member over 18 years of age living in the family home while the student is living there.
- A "Registered Volunteer" may also include Rotarians or others who take students on organised events or adults who it is planned will be caring for Rotary Exchange Students at times on their own where there is seen to be an opportunity for the student to be placed at risk of abuse.

A "Responsible Adult"¹ is an adult who:

- is in a position to offer a student an educational, cultural or recreational experience
- in a family or group situation, is responsible for caring for a student for a short time
- has a role such that there is virtually no opportunity for the student to be at the risk of abuse
- the student's counsellor and/or host parents would establish is a suitable and caring person, acting as conscientious parents would do in similar circumstances
- has not been police and referee checked
- may be the family of school friend who invites the student for an overnight stay, a Rotarian who invites the student for a family meal, or a close relative of the host family who invites the student to join their family for a weekend, or any similar person where there is virtually no opportunity for abuse or harassment to occur.

Student: Young person participating in Rotary Youth Exchange, regardless of whether they are of the age of majority.

District Protection Officer and Committee The District Governor is to appoint a Protection Officer and Committee to carry out the duties listed in Section 1 – Policy Framework. It is suggested the committee comprise:

- a Rotarian who is very well versed and keeps up to date with Rotary Youth Exchange requirements but is not directly involved in running the program, e.g. a past District Youth Exchange Chairman
- the District Governor, the District Governor Elect and the District Governor Nominee
- Rotarians who are familiar with the operations of the current District Youth Exchange Programs.

Club Protection Officer: The Club Protection Officer is an appropriate Rotarian in the Club preferably not directly involved in running the Club's youth exchange program. This Rotarian could be the Club's Risk Management Officer, the Club President or any other suitable Rotarian.

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 serious 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.

¹ It is realised that nothing Rotary or anyone does can guarantee the complete safety of every student. To give them the chance to participate in the many opportunities that will spring up 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 experiences would make their life sterile and their exchange meaningless

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 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 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
- sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive 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 or other characteristics which are offensive, embarrassing or humiliating to the student to whom they are directed.

3. Insurance, Incorporation and the Law

- District 9520 is incorporated and as a result the District Youth Exchange Committee conforms with the appropriate Australian State Incorporations Acts either in South Australia, Victoria or New South Wales.
- All Rotary Clubs having exchange students are to be incorporated under the appropriate Australian State Incorporations Acts.
- Recognising laws differ in the various states and territories of Australia and that the territory of District 9520 covers parts of each of South Australia, Victoria and New South Wales state law will, in the case of conflict, override any Rotary rules and must be adhered to.
- All Australian Youth Exchange District Committees participate in the Australian long term Rotary YEP Travel Insurance Program, with the following Summary of Benefits. Short Term RANZE students are covered for the same amounts but by the Australian Rotary insurance policy. This insurance covers them for a maximum of 90 days from the time they leave Australia until arriving back in the country.

Overseas Medical/Dental	Unlimited
Accidental Death	AUD\$ 30,000
Capital Benefits	AUD\$100,000
Tutorial Costs	AUD\$150 per week (26 weeks)
ACE Assistance	Unlimited
Kidnap & Ransom	AUD\$250,000
Hijack & Detention	AUD\$100 per day (60 days)
Cancellation	AUD\$10,000
Loss of Deposits	AUD\$10,000
Baggage/Personal Property	AUD\$7,000
Money	AUD\$2,000
Legal Liability	AUD\$10,000,000

The National Australian Rotary Public Liability Policy is extended to include claims arising from molestation with an indemnity limit of \$1,000,000 and a deductible (excess) of \$20,000.

An incoming exchange student is required, before being accepted in the Australian Rotary Youth Exchange program, to provide evidence they have insurance organised in their own country with the following minimums in US dollars:

Overseas Medical/Dental	1 000 000
Accidental Death	25 000
Capital Benefits	100 000
Emergency Evacuation	100 000
Legal Liability	5 000 000

Alternatively an incoming student may buy the Australian Youth Exchange Insurance giving them the same cover as listed for Australian students.

4. Registered Volunteer Selection and Screening

All Australian Rotary Youth Exchange Districts commit to screen all adult Rotarian and non-Rotarians classified as Registered Volunteers. See Section 2 - Definition of Terms "Registered Volunteer".

The Screening shall consist of:

1. Obtaining a police check (SA), a Working with Children Card (Vic) or a Prohibited Employment Declaration (NSW) to confirm they:
 - a. have not committed a crime against a child or young person
 - b. are not 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
2. Completing an "Information and Declaration Form" YESP CL4
3. Signing the form to confirm their agreement with its content including the waiver and details of any offences committed.
4. Having the references on their CL4 form checked and found satisfactory
5. Having a personal interview
6. Assessment of each YESP CL4 form to determine the suitability of the applicant. Two Rotarians should always be used for this process.²
7. Ensuring the person understands all of their responsibilities and agrees to comply with the Australian Rotary Youth Exchange guidelines as prescribed in this policy in relation to abuse and harassment prevention and the Rotary International "Sexual Abuse and Harassment Allegation Reporting Guidelines".

All District 9520 Clubs adhere to the Rotary International requirement that any Rotary "Registered Volunteer" or "responsible adult" who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment have their duties, and if a Rotarian, their membership terminated.

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" or "Responsible Adult" 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.

² *This assessment is to be carried out by Rotarians, and for Club Registered Volunteers by Rotarians or a Rotarian and partner.*

5. Student Selection and Screening

All Australian Rotary Districts select and interview potential students firstly at a Club level and then at District level.

- Rotary Clubs within D9520 involved in sponsoring a student are required to have students apply using the Club application form which must include the requirements set out under “Selecting a Student” in the YESP CL1 form.
- The Clubs must interview both the student and the student’s parents or guardians separately, selecting only suitable candidates to put forward to the District Interviews. (See “Procedures Relating to Sponsoring Outbound Students”, YESP CL 1). In the case of short term RANZSE students the parental interview is also to be established if the family is suitable to host a matched New Zealand student.
- The District Youth Exchange Committee is required to carry out in-depth interviews of all applicants put forward by Clubs. These interviews should include the following:
 - interview and information sessions for the student, the student’s parents or guardians and the Club counsellor. All of these interviews are to be conducted separately. (In the case of a short term RANZSE student, the student and parental interviews are to be conducted in the family home.)
 - sessions that will amongst other things evaluate the student’s ability to cope as an exchange student and their ability to cope if required with a foreign language, if applicable their enthusiasm, suitability for exchange, the reasons for wanting to be an exchange student and their knowledge of Australia and Rotary.
 - assessment of the parents or guardians to ensure they are supportive of their son or daughter going on an exchange, have an overall understanding of what is involved in being and required of a Rotary Exchange Student, and in a position to adequately meet the financial obligations of the exchange. In the short term RANZSE exchange, the enthusiasm, capability and suitability to host a matched student must be assessed.

At the conclusion of interviews it is the District Committee’s role to decide:

- which candidates are suitable to be exchange students
- in the case of long term students to which overseas districts each candidate is best suited. Consideration will be given to student preferences and the family financial situation.
- In the case of short term RANZSE students, the committee must also decide if the family is suitable to host.

6. Training

The District 9520 Rotary Youth Exchange Committee with the assistance of the District Youth Protection Committee is required to provide thorough and complete training and briefing to all participants in the Youth Exchange Program (ie all students, all counsellors, all host families of inbound students and the parents of outbound students) in accordance with the RI training manual. This training will cover all aspects of the exchange rules, guidelines and obligations, personal and cultural adjustment, and physical and emotional wellbeing including abuse and harassment prevention. Specifically in relation to the latter the following topics should be covered:

- All outbound students before departure and all inbound students shortly after arrival shall be thoroughly briefed on at least two separate occasions on the following points relating to keeping them safe from harassment and abuse in all its forms.
- Tips for students on how to avoid/stop harassment and abuse in all its forms. (Form YESP DI2 - Rotary Youth Exchange Tips for Students to Use to Stay Safe) These tips should be discussed and printed in the student’s manual.
- The action students need to take if they are sexually harassed or abused, emphasising
 - that they must take immediate action
 - harassment or abuse is likely to escalate until the student takes action.

Give the students this list of people they can go to for help if harassed or abused.

- Current host father or mother (unless a host family member is the perpetrator)
- Previous host father or mother (Long term only)
- Club Counsellor or partner
- Any of the three independent people nominated by the Rotary Club for them to approach if needed
- Club president or partner
- District Governor in their host or sponsoring District
- Student counsellor at school
- Student's natural parents
- Club counsellor in Australia or partner
- District Coordinator in Australia or partner
- Police or local child protection service (It is strongly recommended that the students are accompanied by one of the above people of their choice when going to the police or a protection service).

Explain that this list is not in any particular order.

- Students should go to the person they feel most comfortable with and who they feel will act.
- Warn them not to go to anyone who is a friend of the perpetrator.
- The students need to know they will be supported and not disadvantaged in identifying a person who has sexually harassed or abused them.
- It is to be strongly stressed that even though it may be very hard for them to tell someone about an incident, they must do so not only for their own sake but for the safety of students who will follow.
- Explain that they will be fully supported when they make a complaint even though the initial reaction of friends of the accused will probably be one of shock or disbelief. Stress that they must be persistent in their complaint. If one person does not believe them, they must tell another until a supportive response is forthcoming.
- Tell outbound students either they or the person they inform must tell their District Committee in Australia about the incident. In this way the District Committee can ensure students are fully supported and protected.
- It is important to stress that male students are as vulnerable as females to sexual abuse by both male and female perpetrators.
- Explain in the case of rape, hard though it is, they must go promptly to the police with the person in whom they have confided and they should take any evidence they may have (e.g. clothing) for forensic testing. Tests for disease and pregnancy will also need to be carried out irrespective of whether charges are laid.
- Stress any student who has been abused or any student returning early as a result of difficulties will be fully supported on coming back to Australia.
- Professional independent counselling will be made available if needed.³
- Print in the student manual the address for CHILD-SAFE TRAVEL-SAFE, www.child-safe.org.uk and encourage students to look at the site.
- Rotary will not tolerate or support **any student** abusing or harassing another person.
- Any student found to have done this will be repatriated unless a crime has been committed in which case the local police may keep the perpetrator in custody.

³ Where physical or psychological damage has been noted, Rotary insurance will cover medical and psychological treatment for 12 months after the student's return. Where problems unreported during the exchange have occurred, the District will have to pay treatment costs. If it can subsequently be shown the problem occurred as the result of the exchange, the insurance will then pay.

The Rotary District Youth Exchange Committee with assistance from the Youth Protection Committee carries out the majority of training but some is carried out by participating Rotary Clubs as detailed in **Section 1 - Policy Framework – The Main Duties of Participating Rotary Clubs.**

The District is responsible for training the people listed in the table below.

District Governor	The District Youth Protection Committee Chairman or his nominee shall brief The District Governor on all aspects of student protection and abuse and harassment reporting guidelines
Assistant Governors	The District Youth Protection Committee Chairman or his nominee shall brief the Assistant District Governors on all aspects of student protection and abuse and harassment reporting guidelines
District Committee	Although not a requirement, it is normal for a person appointed to the District Committee to have previously been involved in the Youth Exchange program, either as a parent, a host parent or a Club counsellor. Depending on that person’s knowledge, the District Committee Chairman or his nominee will provide training appropriate on a one-to-one basis to ensure that all District Committee members have a thorough understanding of their responsibilities, particularly in the area of student protection. A member of the District Youth Protection Committee will present a segment on student protection to all members of the District Youth Exchange Committee at the committee’s Information/Planning meeting held at the beginning of the Rotary year.

D9520 YEC is responsible for training all parties involved in Long Term Exchanges

Inbound Club Counsellors	1 st session a minimum of four weeks prior to the student’s arrival 2 nd session in conjunction with student Home Briefing shortly after the inbound student’s arrival
Outbound Club Counsellors	1 st session in conjunction with or near the time of the student District Interviews 2 nd session in conjunction with the main Student Briefing Day
Inbound Student	1 st briefing at the District student Home Briefing shortly after the inbound student’s arrival 2 nd session in conjunction with the outbound Student Briefing Day (When students arrive at irregular times, special arrangements are made for training generally on a one-to-one basis.)
Outbound Student and Parents or Guardians	1 st in conjunction with the main Student Briefing Day 2 nd in the last two months before departing for overseas at the Final Briefing morning
Host Parents	1 st session in conjunction with the student District Interviews 2 nd training session in conjunction with the District student Home Briefing shortly after the inbound student’s arrival

D9520 YEC is responsible for training all parties involved in Short term RANZSE Exchanges

Club Counsellors	1 st session in conjunction with the student District Interviews 2 nd session in conjunction with the main student Briefing Day
Inbound Student	1 st session at the Orientation Camp to be held shortly after arrival 2 nd session in conjunction with the student Short-term Safari
Outbound Student and Parents or Guardians	1 st session in conjunction with the student District Interviews 2 nd session in conjunction with the main student Briefing Day

7. Allegation Reporting Guide Lines

District 9520 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 will be handled in accord with the “Youth Exchange Abuse and Harassment Allegation Reporting Guidelines”, YESP DI3. Directions for the implementation of these guide lines by specific groups and individuals are listed in other parts of this policy. It is a requirement they be used in all instances by all people to whom a student reports an incident of sexual abuse or harassment (sexual, physical or emotional).

8. Investigation Guide Lines

District 9520 takes all allegations of abuse or harassment seriously. The District Protection Officer and Committee will cooperate with all law enforcement, child protection services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

- All such allegations shall be reported immediately they are made to the District Protection Officer. This Officer shall cooperate fully with all branches of the police who may be involved. The Protection Officer will use any help or information the District Youth Exchange Committee or the particular Rotary Club involved is able to give to help should they conduct an inquiry. To assist in this inquiry they may recruit any Rotary or non-Rotary experts they feel can assist.
- The District Protection Officer on hearing of an accusation of sexual abuse or harassment will immediately in all but minor cases of harassment
 - first ensure the police have been notified
 - will advise the District Governor of the allegation
 - will advise the District Youth Exchange Chairman of the allegation
 - The District Governor shall directly advise Rotary International in Evanston and also advise RI in Parramatta.
- The District Protection Officer shall have in place procedures for the investigating of and proper handling of non-criminal offences and historic cases the police will not investigate.

9. Some D9520 Youth Exchange District Committee Specific Responsibilities

The District Youth Exchange Committee will:

- through participating Rotary Clubs, ensure all incoming students have the level of insurance cover set down in Section 3.
- provide Abuse and Harassment prevention training as set out in Section 6.
- ensure each Rotary Club hosting a student has provided them with a list of available local services and their phone numbers similar to the following for each student to access. (In larger Districts like 9520 different lists will be required to cover different areas).

- Police Response Call Centre (capital cities) and/or local C.I.B. (country areas)
 - Rape Crisis Centre
 - Suicide Life Lines
 - Family Drug and Alcohol Assistance programs
 - Child Abuse report line
 - Crisis Care Unit (out of office hours)
 - Kids Help Line
 - Youth Help Line
 - Police Sexual Crimes Investigation Unit
 - Other information as thought necessary
- complete a student data request form for all participating Youth Exchange Students and will return it to Rotary International one month before the beginning of the exchange. (to be forwarded by RI)
 - ensure that each exchange student knows their District Youth Exchange Committee, Group Coordinators and how to contact them.
 - follow RI guidelines for Youth Exchange websites and usage of the Rotary Marks.
 - on learning of a sexual abuse or harassment allegation, ensure the matter has been reported to the police and the District Protection Officer.
 - The District Youth Exchange Committee will complete forms YESP DI 5, DI 6 and DI 5/6 ST “Rotary Youth Exchange District Check List and Compliance” forms and forward them to the District Governor by the required time each Rotary year.

10. The Time Frame for completion of a Club's Youth Exchange Duties

The following are the time-lines for Clubs to carry out the required tasks in relation to hosting and sponsoring exchange students. Most Clubs do some tasks earlier, i.e. many have most of their host families in place before the student arrives.

For Long-term Exchange Inbound students

<p><u>Club counsellor:</u> Select and notify District Youth Exchange Committee of Counsellor/s name and contact details</p>	<p>For July/Aug inbound by end of March For Jan/Feb inbound student by end of Sept</p>
<p>Obtain a Police Check (SA), a Working with Children Card (Vic) or a Prohibited Employment Declaration (NSW). The Club interviews the three referees and confirms the counsellor's suitability</p>	<p>For July/Aug inbound student by 15th May For Jan/Feb inbound student by 15th Nov</p>
<p><u>Club Certification</u> Submit the Club Application for Certification to host an inbound student (CL5) to the District Youth Exchange Committee.</p>	<p>For July/Aug inbound by end of May For Jan/Feb inbound student by end of Nov</p>
<p>Submit the CL7 LT Inbound Checklist to the District Youth Exchange Committee</p>	<p>No later than one calendar month after the student's departure from Australia.</p>
<p><u>Host Families</u> Select and interview the first host family.</p>	<p>For July/Aug inbound by end of March For Jan/Feb inbound student by end of Sept</p>
<p>Obtain a police check (SA), a Working with Children Card (Vic) or a Prohibited Employment Declaration (NSW) for all adult members of first host family. The Club interviews the three referees and confirms the host family's suitability</p>	<p>For July/Aug inbound student by 15th May For Jan/Feb inbound student by 15th Nov</p>

For Long Term Exchange - Outbound students

<p>Interview the applicant and parents.</p>	<p>6 weeks before the District student interviews</p>
<p><u>Club Certification</u> Submit the Club Application for Certification to sponsor an outbound student (CL6) to the District Youth Exchange Committee.</p>	<p>4 weeks before the District student interviews</p>
<p>Submit the CL7 LT Outbound Checklist to the District Youth Exchange Committee</p>	<p>No later than one calendar month after the student's return to Australia.</p>
<p><u>Club counsellor:</u> Select and notify District Youth Exchange Committee of Counsellor/s name and contact details</p>	<p>4 weeks before the District student interviews</p>
<p>Obtain a Police Check (SA), a Working with Children Card (Vic) or a Prohibited Employment Declaration (NSW). The Club interviews the three referees and confirms the counsellor's suitability</p>	<p>By District Interview date</p>

For Short-term RANZSE Exchange

Club Certification Submit the CL 5/6 ST Club Certification Application to the District Youth Exchange Committee	No later than 4 weeks prior to Briefing Day
Interview the student and his/her parents	By the official District Interview closing date
Obtain a Police Check (SA), a Working with Children Card (Vic) or a Prohibited Employment Declaration (NSW) for all adult members of the student's family. The Club interviews the three referees and confirms the host family's suitability	At least 6 weeks prior to Briefing Day
Submit the CL 7 ST Checklist to the District Youth Exchange Committee	No later than one calendar month after the completion of the exchange both legs
Club counsellor: Selecting and briefing a counsellor(s) for the exchange (to be counsellor to both the Australian and New Zealand student during the exchange)	At least 6 weeks prior to Briefing Day
Obtain a Police Check (SA), a Working with Children Card (Vic) or a Prohibited Employment Declaration (NSW) for the counsellor. The Club interviews the three referees and confirms his/her suitability	At least 4 weeks prior to Briefing Day

11. Club Compliance

- All Clubs that wish to apply to the District for certification must provide the District Youth Exchange Committee with the following completed and signed forms:
 - CL5 Club Application for Certification to Host a Long-term Inbound student
 - CL6 Club Application for Certification to Sponsor a Long-term Outbound student
 - CL 5/6 ST for involvement in the Short-term RANZSE exchange program
- District 9520 Youth Exchange Committee will monitor and ensure that all certified Clubs within the District comply with RI guidelines for abuse and harassment prevention as set out in this policy and in further detail in document YESP CL 1 "Rotary Youth Exchange Club Certification Criteria"
- District 9520 Youth Exchange Committee will verify that all Rotary Club Protection Officers complete and return to the District Chairman completed copies of the relevant YESP CL 7 form as confirmation that all the requirements of YESP CL 1 have been complied with and that everything has been done within the required time frame.
- Rotary Clubs are required to be certified for involvement in Youth Exchange annually..

12. Maintenance of Information

In keeping with Australian privacy laws and the Australian District Youth Exchange Privacy Policy, information collected by the District Youth Exchange Committee, and the District Youth Protection Committee shall be kept as follows.

- Following all exchanges which appear to be free of any major problems or potential problems, three pages of all students' application papers shall be kept.
 - The first page with their photo, updated with the student's latest known residential address, e-mail address and phone numbers
 - The Guarantee Form
 - The signature page confirming the student's and parents' acceptance of the rules
 - In addition the following information shall be kept.
 - A list of Host Families and contact details (inbound students only)
 - The students debriefing form

It is strongly recommended the above information be scanned to a disk rather than kept in paper form.⁴ The balance of the application papers, monthly reports and correspondence are to be destroyed 1 year after the student's scheduled return date.

- Following all exchanges where there has been a serious problem or it is felt a serious problem may surface in the future, all of the student's application papers, monthly reports, letters and notes must be kept. A serious problem could be an incident of serious harassment or assault, suspected but not claimed rape, serious injury or sickness, fiercely resisted repatriation, severe financial loss or death. In such instances the paperwork listed above together with any other relevant information must be placed in a red folder with the student's name, Club and District on the outside top left-hand corner. A note as to why it is being kept is to be placed inside the front of the folder. The folder is to be forwarded in an express post envelope to the District 9520 Protection Officer who will ensure it is securely kept.

The folders will be securely stored until it is felt:

- all ramifications relating to the matter are resolved or
- a forty year period has elapsed since the exchange. Following this the folder and its contents will be destroyed.

Any letters or reports from exemplary students that the District wishes to keep for promotional or other purposes can be kept after receiving written permission from the student to do so. The permission must be kept with the retain documents.

- All District copies of YESP CL5, 6 & 7 and YESP DI5 & 6 forms shall be kept for five years and then destroyed unless a serious problem that could possibly result in a legal claim might arise. In these instances:
 - if the problem relates to a student, the appropriate YESP CL 5, 6, or 7 and YESP DI 5 or 6 form should be placed in a red folder with the student's name on it and forwarded to the District Protection Officer
 - If the problem relates to a Club, the District Youth Exchange Committee or a Registered Volunteer, the appropriate YESP DI5 or 6 District form with all correspondence, notes or other information shall be placed in a red folder appropriately labelled, dated and forwarded to the District Protection Officer.

⁴ All information scanned to disks must be updated to the latest readily available format every three years.

- The names of police and referee checked Registered Volunteer applicants, when approved, shall be forwarded to the District Web Master who will add each name received to a list of approved Registered Volunteers on a secure section of District 9520 website.
 - The date of the Police Certificate (SA), Working with Children Card (Vic) and Prohibited Employment Declaration Form (NSW) shall also be added to the web site.
 - South Australian Police checks are valid for three years.
 - Victorian Working with Children Cards can be checked for currency by visiting the Victorian “Working with Children” website where there is a list of all valid card holders.
 - New South Wales Prohibited Employment Forms must be renewed annually.
 - Registered Volunteer reference checks are valid while the Registered Volunteer continues to work in a Rotary youth program or for three years, whichever is longer.
- If a Registered Volunteer ceases (for a period of one year or more) to work in a Rotary youth program and it is more than three years since they were referee checked, a new set of referee checks must be obtained if they wish to resume working in a Rotary youth program.
- The documents obtained by Clubs which relate to student exchange shall be maintained in accordance with the directions given in YESP CL 1.

NB - All YESP FORMS MUST BE KEPT IN A SECURE PLACE AND ONLY ACCESSED BY THE DISTRICT OFFICERS WHO ARE REQUIRED TO COMPILE OR SEE THEM.

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 others 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

Rotary Youth Exchange District Committee Member Screening Report

A Guide for the District Governor for Assessing New Youth Exchange Committee Members

Candidate's Name: _____

Partner's Name (if applicable) _____

Date of Interview: _____

Names of Delegates Interviewing: _____

Step 1

The candidate(s) should be interviewed and made fully aware of the roles and responsibilities of committee members, the length of appointment to the committee and the time commitment involved.

Distribute and explain the CL4 form, Police Certificate (SA), Working with Children Card (Vic) or Prohibited Employment Declaration Form (NSW).

Have the candidate complete CL4 and retain the other for personal lodgement after.

Please read the following questions before meeting the candidates.

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 they have a good knowledge of Youth Exchange Club level procedures?	
Were they keen to learn of their commitments and duties?	
Did questions asked show they had been thinking seriously about the job?	
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) obey the rules and requirements?	
Do you think the candidate has good organisational skills?	
Do you think the candidate has good skills in dealing with people?	
Do you feel the candidate(s) was taking on 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

Rotary Youth Exchange District Checklist and Compliance Form

Included are all **Long-term Inbound Students** who are in Australia at end of April(year)

Record of Briefings for Long Term Inbound Students, Counsellors & Host Families, Club Certification & Student Insurance

Please fill in the appropriate spaces below with dates as required. Use a second sheet for additional students. Add another digit in front of the student number on subsequent sheets. It is appreciated there will always be a small number of people for a variety of reasons (e.g. illness) who will not be able to attend a briefing on a set date. These people need to be given a supplementary briefing as close to the set date as possible. If there are any discrepancies or other matters causing the District concern, please detail these on attached sheets

No	Student's Name	Host Club	O/S insurance sighted or Aust. insurance bought		Student		Counsellor		Date of Certification (CL5 received)	1 st Host Family Briefing Date	2 nd Host Family Briefing Date	3 rd Host Family Briefing Date	4 th Host Family Briefing Date	Date CL7 received
			Date Sighted	Date Bought	1 st Briefing Date	2 nd Briefing Date	1 st Briefing Date	2 nd Briefing Date						
_1														
_2														
_3														
_4														
_5														
_6														
_7														
_8														
_9														
10														

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I, the District Youth Exchange Chairman _____ and I, _____ the Secretary/Deputy Chairman confirm that the details given in this YESP DI 5 form with the information on the attached sheets are true and correct. We further confirm that monthly report forms have been received from all inbound students.

Chairman Signature _____ Date _____ Secretary/Deputy Chairman Signature _____ Date _____

NB Form to be given to the District Governor by 31st July.

Ensure document confidentiality. To be kept for 5 years then destroyed

Included are all **Long-term Outbound Students** who are overseas at the end of April(year)

Dates for Briefing of Outbound Students, Parents and Club Certification

Please fill in the appropriate spaces below with dates as required. Use a second sheet for additional students. Add another digit in front of the student number on subsequent sheets. It is appreciated there will always be a small number of people for a variety of reasons (e.g. illness) who will not be able to attend a briefing on a set date. These people need to be given a supplementary briefing as close to the set date as possible. If there are any discrepancies or other matters causing the District concern, please detail these on attached sheets

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No	Student's Name	Sponsor Club	Papers sent Overseas	Student		Counsellor		Parents		Date of acceptance overseas (receipt of GF)	Date CL7 received
				1 st Briefing Date	2 nd Briefing Date	1 st Briefing Date	2 nd Briefing Date	1 st Briefing Date	2 nd Briefing Date		
_1											
_2											
_3											
_4											
_5											
_6											
_7											
_8											
_9											
10											

I, the District Youth Exchange Chair, _____, and I, the Secretary/Deputy Chair, _____ confirm that the details given in this YESP DI 6 form with the information on the attached sheets are true and correct. We further confirm that monthly report forms have been received from all inbound students.

Chairman Signature _____ Date _____ Secretary / Deputy Chairman Signature _____ Date _____

NB Form to be given to the District Governor by 31st January

Ensure document confidentiality – To be kept for 5 years then destroyed

Rotary Youth Exchange District Checklist and Compliance Form

YESP DI 5/6 ST

Included are all students who participated in(year) **RANZSE**

Dates for Briefing of Students, Counsellors and Families & Club Certification

Please fill in the appropriate spaces below with dates as required. Use a second sheet for additional students. Add another digit in front of the student number on subsequent sheets. It is appreciated there will always be a small number of people for a variety of reasons (e.g. illness) who will not be able to attend a briefing on a set date. These people need to be given a supplementary briefing as close to the set date as possible. If there are any discrepancies or other matters causing the District concern, please detail these on attached sheets

	<u>Matched Students' Names</u>	<u>Home Club & District</u>	<u>Counsellor</u>		<u>Student</u>		<u>Parents</u> Briefing Date	Arrival Date	Depart Date	Date of Club Certification CL5/6(ST) received	Date CL7(ST) received
			1 st Briefing Date	2 nd Briefing Date	1 st Briefing Date	2 nd Briefing Date					
1a											
1b											
2a											
2b											
3a											
3b											
4a											
4b											
5a											
5b											

the District Youth Exchange Chair, _____, and I, the Secretary/Deputy Chair, _____ confirm that the details given in this YESP DI 5/6 form with the information on the attached sheets are true and correct. We further confirm that monthly report forms have been received from all inbound students.

Chairman Signature _____ Date _____ Secretary / Deputy Chairman Signature _____ Date _____

NB Form to be given to the District Governor by 31st January

Ensure document confidentiality – To be kept for 5 years then destroyed

