



District 9520 Youth Exchange Committee

<http://9520.ryea.org.au>

Student and Host Family Guide

revised edition 2017

This is the student guide.
It is important.

It is not a set of instructions that you can ignore until the wings have fallen off, you are upside down and on fire, your battery is flat, there's no signal and the website is down...

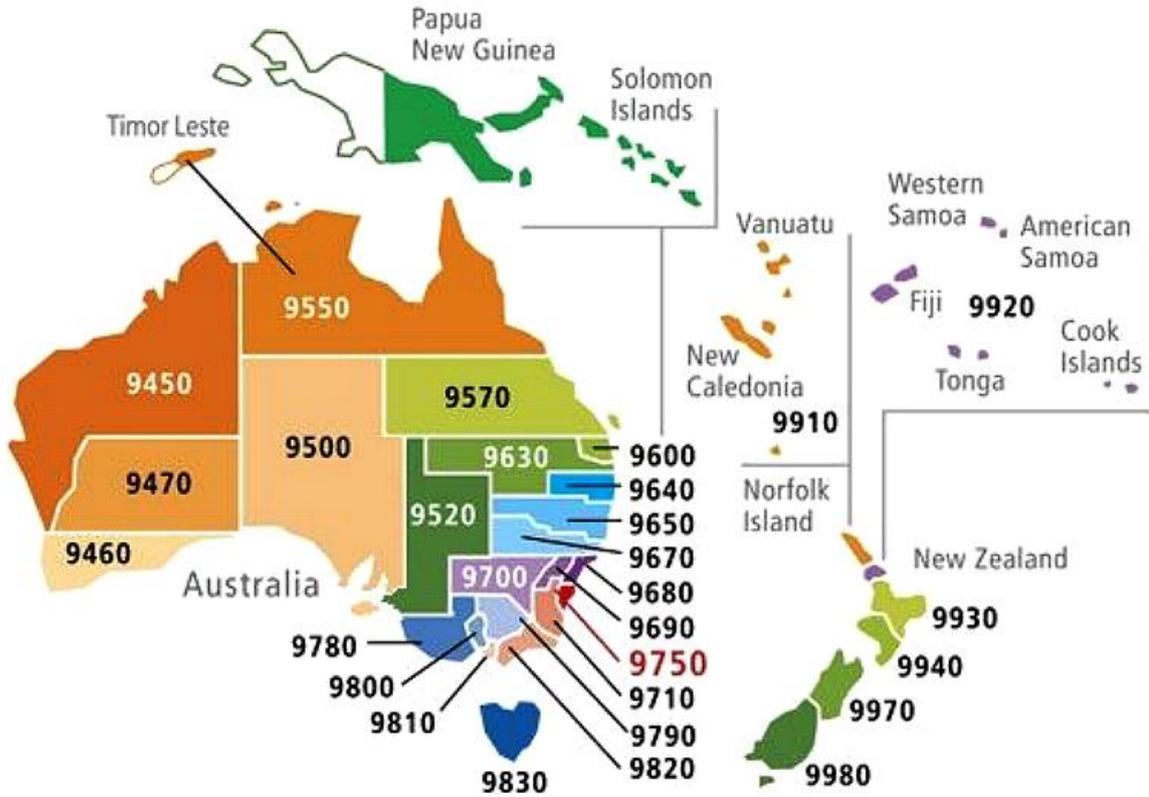
Some of it, like how to send you money, is important for your parents to know. Show it to them.

There are companion Counsellor and Host Club guides.
Electronic copies are on the website.

Rotary District 9520

North eastern South Australia, north western Victoria, and western New South Wales (and a tiny bit of Queensland)

Rotary International South West Pacific Area - Districts



Map courtesy © Raj Nagi Design Consultancy



A Finn, Australia, mid-winter

Emergency Phone Numbers

In Australia
the EMERGENCY PHONE NUMBER for
POLICE, AMBULANCE and FIRE is
000 (triple zero)

112 is the international standard emergency number which can only be
dialled on a digital mobile phone.

This is a free call.

You will be asked:

- Which service you want (Police, Fire or Ambulance)
- Where you are (state, town and address). You may also be asked for the number you are calling from, so they can ring you back, in case you are accidentally disconnected.
- Your name
- What has happened.

- Heavy penalties apply for making false or hoax calls to these numbers.

24-hour emergency phone number for the Chair of the District 9520
Youth Exchange Committee:
+61 (0)408 317 326

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There are five very important supplemental sections that you must read. They are in the Appendix, before the forms.

Registered Volunteers and Responsible Adults

Personal Safety tips for students

Social Media Policy

Allegation reporting guidelines

It is very important that you are familiar with what to do when a student reports an incident of abuse or harassment.

Grievance resolution procedure

There is a flow chart of the steps to follow when a problem cannot be solved simply and before it gets out of hand.

Rotary International's Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

Adopted by the RI Board of Directors, November 2006

Information for the student

YOU

You have left your family, your friends and all that you know to come to a strange country. The moment you decided you wanted to do this was the moment your life changed forever. It is our job to make this the best year of your life so far.

- We want you to be part of Australian life: in your host family, at school, and in your Rotary Club.
- Talking is important. Telling someone you have a problem is the best way to fix a problem.
- Nothing here is better or worse than at home. It is just different.
- If you are interested in everything you see and hear, and the people you meet, then people will be interested in you.
- “Please” and “Thank You” are magical words in Australia. Use them as much as you can.

The Language

- We speak Australian English. Our accent is different, we have odd sayings, we speak much too fast, and we don't open our mouths.
- Even if you have studied English this is tricky. If you don't understand, ask us to explain. And slow down.
- If you are unsure of your English it is difficult, but keep trying. Smiles, laughter and pantomime help a lot.
- After about three months you will have a good understanding of what is being said.

YOU and the first few days

When you arrive

You will be met at the airport by your first host family, your Club Counsellor and partner, and someone from the District Youth Exchange Committee. You don't have to remember all their names.

We do not expect you to do much in the first few days. You need to get over your jetlag, get some sleep and adjust to the local time.

It may seem harsh, but we will try and keep you awake on your first night until it is bedtime.

Ask these questions on the first night in your new home, then ask them again when you're awake

Getting to know your host family

- What do I call you? Mum, Dad, or by your first names?
- Do you have any dislikes, for example:

- Chewing gum?
- Certain kinds of music, and how loud - or soft?
- Pyjamas worn in the TV room or lounge room?
- Is there anything you would like me NOT to do?
- Do my host brothers/sisters have any likes or dislikes?
- If I have a problem, how should I talk to you about it with you?
- Is there anything else you would like me to do?

Around the house

- Are parts of the house private?

Food

- When are meal times?
- May I help myself or must I ask first?
- What can I do to help at meal times? For example, lay the table, clean away after the meal, wash or dry the dishes, pack away the dishes, empty the rubbish bin, etc.?
- What should I make for school lunch?

My room

I know I must make my bed each day, keep my room tidy, and make sure the bathroom is clean after I use it.

- What else do you want me to do around the house?
- May I put pictures on my bedroom wall?
- May I re-arrange my bedroom?
- Where can I store my suitcase?
- Do I need to buy coat hangers?
- Where do I clean my shoes?

Transport

- How do I get to school?
- How do I get around locally, to visit school friends for example?
- How do I get to the town, or city?

The bathroom

- Where can I keep my toiletries?
- May I use the family soap, shampoo and toothpaste?
- When is a convenient time for me to use the shower or bath?

Water in Australia is a scarce resource. The flow from taps and shower heads is restricted and we often have only 5 minute showers. Toilets have a half-flush and a full-flush button.

Washing

- Where should I put my dirty clothes?
- Do you want me to wash my own underwear?
- Do I need to do my own ironing?

- May I use the washing machine and iron at any time?

Going out and coming home

- What are the rules if I want to go out at night?
- When time must I be home?
- How often may I go out during the week?
- May I have friends home to stay the night, or visit me during the day?

Bedtimes

- What time do I need to get up on school days, and on weekends and holidays?
- What is the normal "lights out" time?

Telephone and internet

- What are the rules about me using your telephone?
- Must I ask first?
- May my friends call me?
- May I make long distance calls? How much does it cost?
- May I make calls to home? How much does that cost?
- Should I keep a record of my calls and refund you?
- Can I connect to your Wi Fi? How much download capacity can I use? If Wi-Fi is not available, can I use your computer, and if so what restrictions are there?

Television and stereo

- May I use the stereo or TV at any time?

Mail

- How do I send a letter, and what address do I use for mail sent to me?

Banking

You and your Counsellor will open TWO accounts:

- An EVERYDAY ACCOUNT for day to day expenses. This is where your parents can send you money and where your host Club will pay your allowance. This account usually has a card for EFTPOS and ATM access.
- An EMERGENCY ACCOUNT. This is where we put the 400 AUD you were asked to bring. This account will be operated by you, your counsellor and a member of your Host Club. It is for genuine emergencies.

Australian banks do not use an IBAN, common in Europe for transfers. Here they use a SWIFT Code (also known as a BIC) which identifies the bank, with a BSB number which identifies the branch, and an account number.

SWIFT Codes for popular banks are:

ANZ	ANZBAU3M
BankSA	SGBLAU2S
Bendigo Bank	BENDAU3B
Commonwealth	CTBAAU2S
NAB	NATAAU3303M
People's Choice Credit Union	CUSCAU2S
St George Bank	SGBLAU2S
Westpac	WPACAU2F

Many banks need a nine (9) digit account number for an international transfer. If this is the case ask your bank at home to add a leading zero(s).

Passport, Visa and airline ticket

- Your counsellor will take a copy of your PASSPORT, VISA GRANT NOTICE and AIR TICKET (or the official airline schedule if an e-ticket) so that you have the information easily to hand.
- We put the original documents in a safe deposit at the bank or in a Rotarian's home/office safe. You will always have access if needed.

Mobile phone

Australia is a big country. Mobile reception in cities and large towns is generally good, but in the countryside you may struggle for a signal. There are many cheap providers of pre-paid services but generally you are best to stick with Telstra or Optus. Telstra has the best coverage, and is the best choice in the countryside, but it is often the most expensive. There are cheaper Telstra resellers with generous data allowances. Take advice from your counsellor or host family.

The Internet

Some internet services in Australia have limited downloads, and the speed can be very variable. Check with your host family on the limits of their plan. Do not stream your favourite TV program from home without asking.

YOU and your school

Enrolling at school

Your counsellor will help you to enrol at school.

- The Club has asked the school to guarantee a place.
- Your parents signed SECTION C of the AASES (ACCEPTANCE ADVICE of SECONDARY SCHOOL STUDENT) form. If you did not send it to Inbound Coordinator YOU MUST BRING IT WITH YOU. The school signs Section D.
- The school will decide what is the best year level for you. Because your exchange starts in the middle of the Australian school year you will go up to the next level at the end of the summer holidays.

- Choose suitable subjects to study. What you choose depends on whether your year away counts academically back at home. You may be able to choose subjects that interest you but which you don't have the opportunity to do at home, like art, drama, cooking or photography.
- Decide on the other things, like sport, that you would like to do.

School uniform, fees, books, and a whole lot more

- School students in Australia are expected to wear a uniform. Your host Rotary Club may help buy this for you but they don't have to. Your counsellor will help you and your first host parents to buy or borrow school uniform items, including regulation school and sports shoes if these are compulsory.
- Basic school fees, for things like text books, hire of a school laptop, a calculator and other curriculum requisites are paid by the Club. Fees for extra subjects and activities are normally paid by you.
- Pick up textbooks for your subjects and get whatever stationery items you will need ready for your first day of classes.
- Ask for a copy of your weekly timetable.
- Find out where your locker is to store your things while you are in class.
- Get a school library card.
- Get a student identification (ID) card. This gives you cheaper rates on public transport, at the cinema and other activities within your home State.
- Check how to get to school and home again.
- Your school may appoint a 'buddy' to show you around, introduce you to teachers and other students, and help you settle in to school routines.
- Your buddy's family or a good friend's family may end up hosting you later in your exchange.

School and your Visa

You are on an educational and cultural exchange. You have a Student (Temporary) Visa to go to school here for a year. You must comply with your Visa Grant conditions:

- You must go to school every day. Your host parents must report to the school if you cannot go for any reason.
- Your visa can be withdrawn if your attendance is not satisfactory.
- The school must give its permission for you to take days off to attend compulsory Rotary District youth exchange activities, and the non-compulsory 3-week Australian Rotary Safari. If you have been working hard at school and have been well behaved and helpful you are more likely to be granted permission for time away.
- You are expected to get the best results you can. Depending on your knowledge of English when you arrive, you may not be able to do well in some subjects but you must try. This includes doing any homework set.
- You must behave in an acceptable manner both in and out of school.

Your school is paid by our government to support your academic year in Australia if you attend regularly. If schools don't get government funding for exchange students they will not offer to host them in future.

A helpful, friendly attitude at school as well as regular attendance and satisfactory academic progress will make it easier for them to accept another student after you.

School Holidays

- Australian schools have four terms (or two semesters), with a two-week holiday between. There is a much longer break over summer (in December and January).
- Travel opportunities you may get, and are approved, should be planned in the school holidays.

Adapting to Your School

There are many things about your Australian school that are different to school back home. Wearing a school uniform is just one of them. It is your job to accept the differences, adjust, and fit into your school life here.

If I have a problem at school what do I do?

Your school will have ways to help.

- Talk to your teacher about it.
- Talk to the school's student counsellor.
- If this does not seem to work, talk it over with your host parents. They will try to help, or ask your Club Counsellor to help.

YOU and your friends

- No one expects you to give up your friends at home but your relationship with them will change.
- Good friends will stay with you no matter how far away or how long it is since you last saw them.
- School is one of your best opportunities to make new friends. Choose them wisely. Although it is often easier to make friends with other exchange students who are experiencing similar problems, it is important that you also make friends with Australian young people. Remember you came here to experience our culture. Having Australian friends is one of the best ways to do this.
- At school or in your local community, playing a team sport, or being involved in music, drama or debating, going to the gym or joining a youth organisation are other ways to make friends.

YOU and your health

You **MUST** have these things:

An Overseas Student Health Cover (OSHC) policy and card

- This card allows you to visit a doctor and have part of the cost paid by the government.

- Some doctors charge more than the amount the government will pay. You must pay the difference (called the “gap”) yourself, like any Australian.
- If you have OSHC with an Australian health insurance provider you must register on-line when you arrive to receive a copy of your policy and OSHC card.
- Instructions are printed on the bottom of your OSHC Confirmation Certificate. You may need your host parents’ or counsellor’s help with this.

A Travel Insurance Policy

- This policy should cover a range of things from baggage insurance to hospital charges and surgery costs. It will also pay the “gap” on doctor’s bills.
- Note: Some students will have taken out their own country’s overseas student health cover and travel insurance. Most choose an Australian OSHC provider and our Australian Rotary travel insurance.

Whichever is the case, your Club Counsellor must see your Certificates of Insurance Cover and OSHC card before the Home Briefing so they can record policy numbers and other details.

An Emergency Assistance Card

- An ACE card is included in the Australian Rotary travel insurance policy and is an add-on card to home country insurance. It must be carried with you always.
- There is a phone number on the card which can be called in any real emergency and you will get immediate help. You can also call this number if you need dental, hospital or medical treatment which costs more ‘up-front’ than you have available. The insurer will contact the provider, authorise treatment, and arrange to pay them directly.

Medic Alert Identification Bracelet or Pendant

- This will be given to you.
- It identifies you if you are in an accident and cannot talk. If you have a medical condition this tag will let medical people who are treating you know about it.
- It could save your life, so make sure you always wear it. Even if you are completely healthy, it identifies you.
- You and your parents agreed to this before you left home.

Home Sickness

- Home sickness is normal.
- Almost all students get it, some more than others.
- It usually only lasts a few weeks, for some students much less.

This is what a student who had been away for 7 months had to say:

“...tell them what home sickness IS, not just say that it something everyone will experience. It is when you cry for no reason at all, when you start crying irrationally in the middle of class,

walking to school or at dinner with your host family. And it isn't because you are having a bad time, or that you want to go home, it is just because you are so far from home for such a long time. And also tell them they will be fine, once they have found their place as an exchange student in their new country..."

- You might get it again later, at Christmas, or when family members and close friends back home have a birthday, but you will be fine.
- There are things you can do which will help.
 - Keep busy. Find people to talk to and things to do. Do not stay alone in your room. Exercise, go for a walk or a bicycle ride instead. Play your favourite music, watch a movie or an interesting TV program, whatever it takes to distract or cheer yourself up. Some students cook a favourite recipe from home.
 - Smile. It may be hard to do when you are feeling unhappy but it helps a lot. Laughing is even better.
 - Do not phone, email or Facetime or Skype home when you are feeling homesick.
 - Stay away from Facebook.
 - If you hear your parents' or close friends' voices or see what they are doing it will only remind you that you miss them. This makes it much harder to overcome your homesickness.
 - Write an e-mail or even better, a real letter, but make sure it hides that you are homesick, as this will worry them.
 - Don't communicate too often. We recommend either a phone call or conversation on Facetime or Skype no more than every two weeks and don't talk for more than half an hour.
 - You need to think of the about your new life and not concentrate on home. The more you can do this, the less homesick you will feel.

Culture Shock

Often homesickness is due to, or is confused with, 'culture shock'. No matter how well you may have been briefed, or how much research you may have done, the reality when you get here may not match your expectations – at least not at first when everything is new and strange.

Some things former exchange students found overwhelming or disappointing at first are:

- The distance between places, and that most Australians use their own car to travel everywhere. Especially in less-populated areas where there is no public transport, or it is infrequent and expensive. Students are not always able to go where they want, when they want. And perhaps not at all if it is not convenient for someone to drive them there.
- That they would be hosted by about four different families, including older parents with no children still living at home (although many have grand-children whom they regularly look after or visit); or that their hosts may have limited incomes and cannot afford certain things the student is used to having.
- Adjusting to our extremely hot summer days, high UV (ultraviolet) levels and the danger of sunburn all year round, and water restrictions.

YOU and if you're NOT OK

Adolescent Mental Health Services

These services are full of good advice, but the best advice is to seek help and tell someone you're "Not OK."

<http://www.headspace.org/>

<http://www.youthbeyondblue.com/>

<http://www.mindhealthconnect.org.au/teenage-mental-health>

<http://www.au.reachout.com/>

YOU and your money

What do I pay for while I'm on exchange?

- The cost of going out with friends, or if you go somewhere on your own for the day.
- Any extra food or drinks, souvenirs etc. you want to buy.
- Any clothes and shoes you need.
- The "Gap" in medical expenses that is not covered by your OSHC provider. (You can use your emergency fund for this and claim the "gap" back later from your travel insurance. You must then top up your emergency fund.
- If you are given the opportunity to go to stay somewhere different with a host family's relatives or other Rotarians, you may be asked to pay some travel expenses.
- The cost of the Rotary Australian Safari Tour. This is not a compulsory trip, but is something you and your parents agreed before you left home.
- The cost of other non-compulsory Rotary District Youth Exchange events you want to go to while you are here.

What does my host family pay for?

- Your host family provides your bedroom and meals, as they do for their children.
- They will also provide or pay for your transport to and from school by whatever means they choose.
- Usually they will pay for small items like toiletries, but you should check this with each host family.
- They will normally also pay for you if they take you somewhere with them locally, or on a family holiday.

What does my host Rotary Club pay for?

- Your Club pays for your schooling, books, supplies and amenities. Some Clubs also help with the cost of your school uniform.
- It does not normally pay the cost of any special classes or school excursions.
- Clubs do not usually pay for any travelling expenses. However, if a Rotarian invites you on a trip they may offer to cover your expenses personally. You should always offer to pay,

especially for your share of meals and snacks. For a longer trip, it is best to ask how much money you should take.

- Rotarians who invite you to a special activity would normally pay for you.
- Your Rotary Club gives you pocket money, usually ~100 USD (~120 to 130 AUD) a month, and pays for your meal when you attend their weekly meeting.
- Compulsory Youth Exchange events for inbound students, like the Calperum weekend, the District Conference and the joint District 9520/9500 Briefing Day, are paid for by the District Youth Exchange Committee.

YOU and our new family

Find out the family rules early

- Often some of the simplest things cause stress when you go to live with a new family.
- This is why we asked you to ask your new family a lot of questions. Some questions are obvious, some are not.

Family Differences

- All families are different and will do, and expect you to do, things in different ways.
- No family is right and another wrong, they are just different.
- As a member of a family you are expected to do things their way. You are the one who must adapt to your family's ways. They do not have to adapt to you.
- This can mean several changes in the way you do something during your year, but learning about differences and adapting to fit in is one of the things your Exchange is all about.

Family Confidentiality

- What each family does is their business.
- Respect their confidence and do not discuss with others the way they do things or what they let or did not let you do.
- Nothing will upset a new host family more than to say: "My last host parents didn't make me do that".

Don't be too demanding of your family

- Your families are expected to look after you but also live their normal lives.

Don't forget to say Thank You

- Show you are grateful for the things people do for you. More and better opportunities will follow.

Always Ask

- If you want something extra, like bringing a friend home - especially for a meal, ask first, before you invite your friend. Your family may have something already planned. Most families are happy to meet your friends.

- The same applies to meeting up with, or staying overnight with friends if you are relying on your host family to drive you there. Ask if it is convenient for them before you make final arrangements. If they, or another responsible person, can't take you accept that you can't go.
- Give your family plenty of notice and don't change your plans at the last minute.

When must I be home at night?

- This is for your host parents to decide and will vary from family to family. Host parents have the final say in this matter and you must comply with their wishes.

What other things must I accept?

- Your host parents are acting as your natural parents. They do not know you as well as your real parents do, and may be much more cautious about allowing you to do things.
- You must accept their decisions in all matters.

If I really think my host parents are being unreasonable what do I do?

- First, discuss the matter with them. Try to see their point of view.
- If you are still very unhappy with the outcome and feel your host parents are being unreasonable, talk to your Club Counsellor.

YOU and your host Rotary Club

- You should involve yourself in the life of the Club. Go to as many meetings as possible, especially to important Club events. Help with major projects.
- Remember that you are an ambassador: for you, your family, the Club that sent you, your host Club here, and Rotary Youth Exchange.
- The Program depends on you making a good impression, and you never know what chances you may get as a result.

Rotary Talks

- Your club will ask you to speak and tell the members about yourself, your life and interests, and your country. This will be sometime in the first couple of months after you arrive.
- They also will expect you to give a farewell speech shortly before you go home. This is often naturally very different, more thoughtful and reflective on how you have changed because of all the things you have done and seen and learned.
- The Youth Exchange Committee may also ask you to talk to other Rotary clubs about your country and your exchange.

Club meetings and significant calendar events

- At Club meetings, you should briefly report on what you have been doing since the last meeting you attended, and contribute in whatever way you are asked.

- Special Club celebrations, like the Club's birthday, Australia Day (January 26th) and Christmas, in addition to its formal Changeover Meeting in June/July, take priority over anything else you might prefer or arrange to do on those dates.
- In return, the Club will celebrate your birthday, acknowledge your country's national days and other special occasions (if you tell your Counsellor what these are), and organise a farewell function at the end of your exchange.

YOU and the Youth Exchange Committee

Group Coordinator

- Your Host Club has found families to look after you and appointed a Counsellor to guide you.
- The Committee has appointed a District Group Coordinator, who reports to the Inbound Coordinator.
- All are here to make your exchange as pleasant and trouble-free as possible.
- If you cannot resolve a problem with your host family or Club Counsellor, go to your Group Coordinator or their partner.

Compulsory Rotary District Functions

There are four compulsory District functions that all incoming exchange students must attend. These take precedence over other functions, including Host Club and school activities. They are:

- The Briefing Day in August/September
- The Calperum weekend in November
- The Rotary Program of Enrichment (RYPEN) in March/April
- The District Conference in March/April

Make sure your Rotary Club and your host families and school are aware of these important dates.

Student Monthly Reports

- We need to know how you are getting on, and if there is anything we should do to improve your year here.
- There are monthly report forms which you must submit to the Inbound Coordinator by the specified due date.
- These reports are compulsory and if you do not do them when asked, and reminded, you will be sent home.
- The forms can be filled in on the internet at <http://9520.ryea.org.au>
- If there should be any problems with the web based reports, copies of the report forms will be emailed direct to you by the Inbound Coordinator.
- Email chair@rotaryyouth9520.com.au if you are having difficulties with the web reports.

YOU and your safety

We take your personal safety very seriously. There are Tips to Help You Stay Safe, and Guidelines and Procedures to guide those people you ask for help if you are in trouble.

The District 9520 "*Youth Exchange Policy and Procedures for Student Protection*" aim to keep exchange students safe by:

- Ensuring that all the people involved in looking after overseas students are suitable people to do so.
- Having procedures, requirements and checks in place to guide districts and clubs carrying out exchanges.
- Training students how to act in a safe manner and be aware of the dangers that could confront them.
- Giving the students confidence in the Rotary organisation and people so they will speak out if the worst should happen and they are seriously harassed or abused.
- Training the people a student is likely to approach if they have been abused, so they know the correct way to calmly and sympathetically handle the situation, what must be done and how to do it.

What does this mean for you personally?

- Your Counsellor and Group Coordinator will go through the appended "*Personal Safety Tips for Students*" with you, to make sure you are well-aware of these simple but important points.
- There will be a session on Youth Protection for inbound exchange students as a group at the August/September Briefing Day.
- Adults to whom you report an incident of abuse or harassment will treat you with kindness and understanding.
- They will be familiar with the "*Allegation Reporting Guidelines*", so will know exactly what action to take.
- The "*Rotary Youth Exchange Grievance/Problem Resolution Procedure*" flow chart describes what the people involved in your exchange must do when solving, or trying to solve, any grievance or problem that arises.
- Whenever you are away from home, your host parents and counsellor must make sure that you are going to a safe place, in the care or supervision of a Responsible Adult or Registered Volunteer, and you are getting there and back by a safe route and means of transport.
- All travel and nights spent away from your host family's home must be approved. This applies to both personal travel and travel to attend events organised by Rotary. (See the section 'You and Travelling'.)

YOU and The Rules

The Four Ds (Don'ts)

Rotary has four fundamental rules - the four Ds. **If you break the first one you will be sent home immediately.** If you break the others, you run a strong risk of being sent home.

Drugs

- Taking or possessing any illegal drugs is strictly prohibited. This includes cannabis (marijuana), a drug which in some countries is not looked on as a serious offence.
- If a student is found to be taking illegal drugs, they will be sent home immediately.
- No excuse will be considered.

Drinking

- It is strictly forbidden for any exchange student to drink alcohol in public.
- Your host family may occasionally invite you to have an alcoholic drink while in their company in private. If they do, you do not have to accept if you don't want to, but you may.

Driving

- Driving any motorised vehicle is strictly forbidden.
- If you do it voids your insurance policy and puts your Rotary Club at great risk should anything happen to you.
- To be clear, a motorised vehicle includes any form of powered vehicle, even ride-on lawn mowers.

Dating

- A romantic connection with another person is strongly discouraged.
- The aim of a Rotary Exchange is for you to experience as many different aspects of our life and culture as possible, and to mix with as many people as possible. If your life is centred on one person, this will not happen.
- Any student found to be having sexual intercourse will be sent home.

Three More Rules

Rotary District 9520 has three more important rules:

Decoration

- Rotary will not allow changes to your body, like tattooing or piercing, while you are an exchange student.
- You may put on some weight but otherwise we want to send you home to your parents with your body the same as it was when you left.

Bad Behaviour

- Rotary will not tolerate any student's behaviour which could be interpreted as sexual harassment or any other form of harassment of anyone, either in the host family, at school or in any other situation.
- Any exchange student involved in any way in an act of sexual abuse or in any other criminal act while in Australia will be liable to the penalty prescribed by our law.

Social Media Misuse

- Rotary District 9520 covers parts of South Australia, Victoria and New South Wales. Social Media Abuse laws in each State are different, but national law also applies. They are to protect young people from abuse by adults, but can be used to protect young people from other young people.
- District 9520 has its own strict rules about exchange students' abuse of social media in all its forms. These include not sexting, posting or sharing obscene, defamatory, insulting, threatening, discriminatory and inappropriate personal comments and/or 'intimate' images - whether or not such material is publicly viewable.
- Be aware of the potential dangers and serious consequences that may follow if you engage in any of the behaviours outlined in the "*D9520 Youth Exchange Program Social Media Policy*".
- Severe penalties include reduction of privileges, possible Police action, and being sent home.

One last thing: Smoking

- In your Application, you signed a statement that you do not smoke. Your host families have accepted you on that basis.
- Rotary expects you to honour that commitment and will act if you break the no-smoking rule.
- If you continue to disregard this rule you could be sent home.

Important note: You must abide by all the rules governing Rotary Youth Exchange during your entire stay in Australia. A few otherwise good exchanges have been spoiled by bad behaviour towards the end (e.g. whilst on Safari, or at farewell parties). This reflects badly on the student as well as the good name of Rotary within your District and the wider community.

YOU and travelling

Student Travel Rules

- The only travel you are automatically entitled to is that organised by Rotary.
- Any other travel is a privilege, not a right.
- Personal travel must not clash with the plans of your host family, nor your host club, nor others who provide you with hospitality during your stay with us.
- It must also not break school attendance requirements.
- The host Club, Counsellor and Host Families are responsible for your safety. They must assess any personal travel plans, putting your safety first.
- Travel opportunities come to those students who work for it. If you are bright and cheerful and take an interest in your host families, club members and other people you meet, you will find that people will want to take you places.
- Be grateful and show enthusiasm when accepting invitations. Regretfully decline if, for good reason, you can't take up an offer.

Definitions of Travel

Under our Rotary Rules, travel is defined as being away from your current host family's home for one or more nights. There are two types of travel.

Brief travel: less than 3 nights

- You are away from your current home for three nights or fewer.
- You must have the written permission of your host parents.
- If you are away for more than two nights, you also need written permission from your Counsellor.
- If you will miss school, you need written permission from the school as well.
- Remember these are the people responsible for you. They must agree to your travel or any activity outside your normal routine.
- Complete the Brief Travel Approval form and give a copy to your counsellor.

Extended travel: 4 nights or more

- For longer-term travel away from your current home, whether you are travelling with your host parents or with someone else:
- You will need permission from the same people as for short term travel.
- You must also have permission from:
 - your natural parents or guardians (your parents signed a blanket permission before you left home)
 - your host Rotary Club
 - the District YE Committee

District Committee approval can only be obtained by filling out the official travel permission form fully. Your Counsellor will send this to your Group Coordinator at least two weeks before you wish to travel. You will normally be advised within a week of your Group Coordinator's receiving this form whether permission has been granted.

- You can only undertake longer term travel on your own if all the following requirements are met:
 - You travel on a plane or bus that goes non-stop to your destination.
 - You are put on the transport by your host family or a Rotarian.
 - You are met at your destination by a person approved by your Counsellor and the District Committee.
 - You are in the care of an approved person during your stay.
- Note: Permission will only be granted for Brief or Extended Travel if, in the opinion of your host parents and counsellor, you are being looked after by a Responsible Adult or Registered Volunteer, whichever is appropriate.

There are copies of 'Permission for Travel' forms in the Appendices. Also see the definition of a "Responsible Adult" and a "Registered Volunteer".

Some Travel is Forbidden under Rotary rules

- Travelling by light aircraft. This refers to all planes that are not licensed to carry passengers. Travel on small planes that are licensed to carry passengers but are not commercial aircraft requires permission from your natural parents and is discouraged.
- Travel on gliders, ultra-light planes or hang-gliders.
- Hitch hiking can be dangerous and it is strictly forbidden for all exchange students.
- Travel outside Australia is not permitted under any circumstances while you are on Exchange in District 9520.

YOU and visits by your parents

- You and your parents signed a Visiting Policy before you came to Australia.
- The Youth Exchange program restricts visits by parents, friends or relatives because they may unsettle the student and may conflict with the objectives of the Exchange program.
- Short visits by parents, within the guidelines, can be very rewarding and give them an insight into the life their child is leading.
- Each visit will be judged on its merits and may be approved, or refused, depending on the nature of the proposed visit.
- Early notice of visits will allow time for negotiation.

Timing of your parents' visits

- Visits are not allowed in the first six months as they may severely unsettle you just when you are starting to feel comfortable in your new country.
- Plan visits in the second six months, but never in the last month.
- Your parents should talk with you as near to their planned visit as possible. This makes sure you are comfortable with them coming, and that you feel you can cope with the emotional stress of them coming and then saying goodbye when they leave.
- All visits are to take place in school holidays, whenever possible. If your parents want to take you touring this too must be during the school holidays. Remember the condition on your visa which requires you to attend all programmed school classes.
- Visits must not interfere with your attendance at a compulsory District activity, the Rotary Australian Safari Tour or any club activity at which you are required to be present.
- Parents should always consult with your host club to be sure their visit will fit in with the club and host parent activities. Many clubs happily organise the parent's stay in their town to make it more memorable.
- Visits by Parents to the student's town or suburb require the permission of the host Club and the District Committee. Both must be advised in writing, with a brief outline of the visit, before approval can be granted.

Travelling with your parents

- A detailed itinerary of a proposed trip must be given to the club and District Committee.
- You must have permission from the District Committee.
- You must also have permission from the Host Club and current host family.

- The time away from the Host Club should be negotiated with the counsellor and Club President but must not be more than one week.
- Your parents must take legal responsibility for you while you are away from your Host Club. They must be aware that there are certain things you cannot do under your Rotary travel insurance.

What is Allowed and Not Allowed

- Visits by relatives and family friends can occur but should be kept to minimum length of stay, must be approved by the host club and District Committee, and will be disallowed if it is felt that it will be unsettling. These visits must not take the student away from their host family.
- Visits by close friends (i.e., boyfriends, girlfriends or school friends) are not allowed.

YOU and going home

Your return flights

Your sponsor District should have told you what you need to do to organise your flights home.

- Some Districts make all final travel bookings for their students.
- Some leave it up to the student to organise from Australia.
- If you are unsure about what you need to do **PLEASE check with your parents and/or District at home. DO THIS AT LEAST 3 MONTHS BEFORE YOU EXPECT TO LEAVE AND/OR YOUR VISA EXPIRES.**
- Remember, you will be leaving during our school holidays, which is a busy time for airlines so you cannot leave bookings until the last minute.
- You **MUST** let the District Committee LTYE Inbound Coordinator know your return flight details (date, time & flight number) as soon as they are confirmed - ideally about 2 months before your departure.

Luggage

It is inevitable that you will accumulate more and more stuff as your exchange year goes on.

- You will buy clothes and other items
- People will give you things, particularly at the end.
- You will have papers, pamphlets and books on places you visit.
- This can be a big problem when it is time for you to pack to go home and your luggage now weighs much more than the baggage allowance specified on your airline ticket.

Weeding your stuff and sending it home

Each time you change host family

- Look through your things and get rid of anything you don't want.
- Put aside anything you want to take home but will not need for the rest of your time here.
- Pack them up and freight them home now (before you move).
- This makes changing families easier and avoids a problem at the end.

- You may not have enough to freight each time you move, but sort through your possessions anyway and put the items you are not going to need in a separate box to send home before your next move.

A couple of weeks before leaving for home

- You will have to freight a parcel back.
- There are several ways you can send parcels home:
 - Under 10 kg: Australia Post is reasonable.
 - Over 20 kg: Other students have used Baggage Masters and found them good.

Baggage Masters (Specialists in Unaccompanied Baggage)

140 Ashley Street, Underdale SA 5032

Telephone: 08 8352 1355 or 08 8352 1388

Mobile: 0418 617 909

Fax: 08 8352 1255

E-mail: info@baggagemasters.com.au

Website: www.baggagemasters.com.au

Farewell parties

Often you and your friends will want to have a farewell party. The Rules still apply. Do not give in to temptation and think you can get away with a few drinks or break other rules. Good exchanges have been spoiled by bad behaviour at the end. Have a good time but leave with your good name and the good name of Rotary intact.

The emotions of going home

Early in your stay it is hard to believe that going home can be very difficult. Many of you will be emotionally torn.

- You will be keen to see your parents, family and friends again.
- But, you will have made some wonderful friends in Australia. Many of you will also have become very close to some of your host families.
- When you said good bye on leaving home in the first place you knew it was only for a year.
- Now you probably do not know when you will see your new friends and host families again. Some you never will.

When you get home, you (some more than others) will probably be homesick for Australia. In the last few weeks of your stay in Australia, think about what it means to go home and try to prepare yourself emotionally for this change.

Drama at the airport

On top of all the emotions of leaving Australia, you can turn your goodbye at the airport into a nightmare because you arrived at the airport badly prepared.

Some things we see every year are:

- A student is the airport, but their ticket and passport are still on their bed or the kitchen bench. No-one is thinking very clearly on the day you leave.

- Students with their case open on the airport floor trying to decide what to take out because their suitcase is too heavy and the airline will not take it.
- Students waiting anxiously to find out the cost of “excess luggage”. One student with 55 kg was charged \$960, and around \$400 for smaller amounts is not uncommon.
- Students being sent back from the boarding gate and running out of time to catch their flight because they had too much hand luggage and were trying to get friends to send it to them later.
- Sorting out luggage problems takes a lot of time. Often we must make students board their plane before they have finished saying goodbye to those who have come to see them off.

Sometimes airlines are “kind” to returning exchange students and will allow several kilograms of extra luggage, but it all depends on what else must be loaded on the plane, and you never know.

If you arrive at the airport with your ticket, passport and visa, a bag weighing no more than the maximum allowable (or what you can easily carry) and the correct amount of hand luggage, you will have all your time at the airport for goodbyes rather than dealing with airline staff.

NB. Please tell your host Counsellor that you arrived home safely as soon as possible so they can tell your host families, the rest of the Club and the District 9520 Youth Exchange Committee. We fret.

Information for Host Families

Your role is vital. Without you the program would not exist. We are extremely grateful for the huge amount of time, effort, and funds you give.

We hope you will be rewarded by the experience, but we know that hosting a Rotary exchange student is not always easy and requires compromise and sometimes sacrifice.

A good rule of thumb is to treat the student as you would your own children. Bear in mind that you do not know them or their friends nearly as well as you know your own children and their friends. A little extra caution is needed to ensure their safety, but let them live their new life. Communication, love and understanding are the key elements in successful hosting.

The Counsellor can encourage other club members to invite the student for outings or meals, and give you a break.

Kindness and Understanding

An exchange student has taken a brave step into the unknown and deserves all the kindness and understanding you can give them as they encounter new challenges. Please open your hearts to them and have other members of your family do the same. Don't take a judgmental attitude toward them. Be tolerant when they make mistakes; appreciate their cultural differences and their problems in understanding our strange expressions.

Compromise

If you find points where cultures clash, talk about it together. Try to understand each other's point of view and although in principle the student is here to experience our way of life, there could be instances when a compromise is a good solution. But not so far as the student saying: "in our country we are all allowed to come home at two in the morning" when you have had your own children in by ten-thirty.

Host Parents act in place of the student's natural parents or guardians (*in loco parentis*) during the student's stay in their home. In addition to providing board, food and other necessities, and generally looking after the student in a loving and caring manner, you should attend to the following matters:

Accommodation

If possible the student should have a room of their own. If it is not possible they may share a room with another member of your family, but naturally it must be someone of the same gender. There should still be some way they can have some privacy.

Student Problems

Be alert for any problems that may occur.

Homesickness is something any student may have to some degree. If your student seems to be spending a lot of time alone in their room, this could be a sign of homesickness. Try to keep them busy with other things to think about. If you think the homesickness is a concern, or you are worried or suspicious about anything else, or if you feel the student may be breaking a Rule or is having a problem at school, talk to them and alert the Counsellor.

The Student's Funds

The student will have some money of their own to buy clothes, souvenirs, etc. We give them pocket money each month. This is normally supplemented by their parents. There is also frozen money in an account for emergencies.

Managing Money

Some students are good at managing money but for many it is something they have never had to do before. If you see problems, like all their pocket money disappearing in the first one or two weeks, try to give some guidance. Explain about setting a budget. Please do not just give them money when they run out. The Rotary pocket money is for things like pre-paid mobile phone cards, postcards, movies, coffee with friends, etc. The host families are only expected to cover the student's day to day living costs, including transport to and from school if they need to take a bus, train or tram.

Mobile Phones and Tablets

We almost all keep in touch this way nowadays. There are times, say at meals and during conversations and family outings, when it is inappropriate for students to be reading messages or texting. Modern communication also makes it possible for young people to continue to be intimately involved in the lives of their friends back home. This can make it difficult to settle into Australian life, and may also make home sickness worse. Please try to discourage excessive communication with people back home.

It is equally important that you monitor the student's use of Social Media in all its forms while they are in your home, just as you would your own children's. District 9520 has strict rules about students' social media usage. Should you notice or hear of any instances of misuse, please report them to the Club Counsellor who will refer it on to the District YE Committee.

P Plate Drivers

We strongly recommend that students are not passengers in a car driven by a P Plate driver without a responsible adult being in the car.

Young, inexperienced drivers are prone to having accidents. If you are comfortable that a P Plater you know well is very responsible and observes all legislatively-imposed restrictions, you may use your discretion and give permission for the student to travel with that driver.

Note: Under South Australian law P1 licence holders are not permitted to drive between midnight and 5am. Also, they are not allowed to have more than one passenger aged 16-20 years in the car. P1 platers can drive an exchange student hosted at their home to and from school, as well as their brother or sister because immediate family members are exempt from this rule.

Student Protection Policy and Sexual Abuse & Harassment Allegation Reporting Guidelines

- The Guidelines are in the Appendix. So are “*Personal Safety Tips for Students*”.
- All families must be familiar with these two important documents for keeping exchange students safe, and be prepared to abide by them.
- If the student is travelling or staying with others you should ensure that he or she is in the care of a “Responsible Adult”.
- A “Responsible Adult” might be the parent of a school friend who invites the student for an overnight stay, a Rotarian who invites the student for a family meal or social outing, a close relative of yours who invites the student to go away with their family for a short period, or any similar person where because of the time frame and the presence of other people there is virtually no opportunity for harm or harassment to occur to the student.

Religion

The student may be of a different religion to yours. If they want to worship elsewhere, and it is possible, please arrange it when you can without disrupting your own family life. The student may like to go with you to experience another religion, but respect their wishes if they do not want to.

School

Just as you would for your own children, host parents:

- Decide how the student gets to school and pays any associated costs.
- Notify the school when the student is or will be absent for good reason.
- Help the student obtain their school uniform and other requisites if you are the first host family.
- Attend parent-teacher interviews and any school activities in which the student is involved, if convenient.
- Authorise curriculum matters, such as work-experience placement, discuss the student’s subject choices (if asked for advice) but consult with the counsellor regarding any extra-curricular activities, school excursions and course requirements that involve a fee.

Rotary District Youth Exchange Program events and Host Club activities

Host parents should work together with the Counsellor to arrange transport to District-organised Youth Exchange events, the Safari, Club meetings, and other Rotary activities. These take priority over anything else the student might prefer or has arranged to do.

Calendar

It is very important you know the student’s commitments. Make sure the student adds all their plans, especially Rotary and school commitments, to the family calendar.

Sharing your Student

Other members of the Rotary Club will be able to host the student for various activities. This is something the Counsellor will encourage. It gives you a break which, no matter how well you get on, is a good thing. It adds variety to the student's experiences and the range of people they meet.

At the same time, you and your family are welcome at any Club meetings and activities, whether or not the student is directly involved.

Change of Host Families

The Counsellor will keep you advised about hosting arrangements and ensure that you know in advance when each change will occur. Remind the student that this is an excellent opportunity to cull their stuff and send things home they want, but don't need now.

District Committee and Host Club communications with the student

The Inbound Coordinator will copy host parents in to any email communications with the student regarding Rotary Youth Exchange Program events, submission of monthly reports and anything else that it is important for parents to know.

The student's Counsellor is the main link between the student, host families, school and the host Rotary Club. Parents should contact the Counsellor first if they have any questions or issues that cannot easily be resolved.

Appendices and FORMS

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.**
- Has completed the *Volunteer Information and Declaration form (YESP CL4)*, and
- Whose three referees have been spoken to by a responsible club member who has been satisfied the candidate is suitable to work with students, and
- 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 for 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.

In practice this means:

- **The Counsellor, and**
- **Host Parents, and anyone else over the age of 18 who lives in the host family home**

And:

- **The Club President, as the representative of the club Board,**
- **The Youth Director or Youth Exchange Officer, and**
- **The Club Protection Officer if appointed separately as the auditor and custodian of youth exchange records.**

Members of the Youth Exchange Committee are REGISTERED VOLUNTEERS.

Almost everyone else that the student meets are considered **RESPONSIBLE ADULTS**. The distinction is important and often causes confusion.

A Responsible Adult 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 under-age 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.

Personal safety tips for students

Safety tips

- Never suffer in silence.
- 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.
- Think things through carefully before you act and do not take unnecessary risks.
- Always look and behave confidently.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- 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.
- Follow the instructions of your leader, teacher and other supervisors, including those at any place you are visiting (unless those instructions constitute a crime or are contrary to Rotary regulations).
- 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.
- Look out for anything that might hurt or threaten you or anyone in your group and tell someone responsible.
- If you need to use a public toilet, go with a friend.
- 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.
- Always carry your mobile phone, and ensure that it is charged and has sufficient credit for calls.
- 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.

When you are travelling

- 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. Some countries impose death penalties for drug offences.
- If you are going to or travelling through an impoverished area or 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.

Social media policy

The Rotary District 9520 Youth Exchange Program has rules about social media usage, in addition to Australian Laws and the laws of the student's host country if away on exchange.

Social media is online media that allows for interaction and/or participation.

Some of the things discussed here, like sexting, may be crimes and not something over which Rotary has any discretion.

The penalties are severe and may be life-long.

For this policy, social media is defined as *'any conversation or activity that occurs online, where people can share information or data'*. Examples include but are not limited to:

- Social networking and micro-blogging sites like Facebook, Twitter, Myspace, Bebo, Foursquare, Tumblr, Pinterest, Snapchat, Instagram, WhatsApp.
- Video and photo sharing sites like Flickr and YouTube
- Online forums and discussion blogs.

District 9520 Youth Exchange Program **prohibits** students engaging in online content that is:

- malicious, misleading or unfair;
- obscene, defamatory, threatening or discriminatory to an individual or organisation;
- sexting or harassment using any form of social media;
- comments that you would not say directly to another person. Consider how other people might react before you post.

The Rotary District 9520 Youth Exchange Program **prohibits** students engaging in conduct which includes:

- making discriminatory, harassing, or bullying representations;
- using offensive language;
- inappropriately sharing information;
- issuing threats or insults;
- posts of a sexual or lewd nature;
- posting, sharing, or liking offensive material privately on social media - whether or not it is publicly viewable.

Students who engage in these banned practices will be subject to severe penalties, including reduction of privileges, possible police action and being sent home.

Rotary District 9520 covers parts of South Australia, Victoria and New South Wales. The laws in each state are different, but national law also applies.

“Out of bounds” is a smartphone app from the Law Society of South Australia and contains plain English explanations of the relevant laws. It can be found at:

https://www.lawsocietysa.asn.au/LSSA/Out_of_Bounds_App.aspx .

See also <http://lawstuff.org.au> for an explanation on the consequences of sexting in each State.

Laws about abuse of social media also exist in the countries with whom Rotary District 9520 exchange. Those countries will have their own rules about social media usage. Students are advised to familiarise themselves with those countries' laws and Youth Exchange rules.

Allegation Reporting Guidelines

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

Any adult to whom a student reports an incident of abuse (whether sexual, emotional or physical) or harassment is responsible for following these ***Allegation Reporting Guidelines***.

1. Report from Student

- a. **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.
- a. **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
- a. **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 record the student's story and report it to the proper authorities.
- a. **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.
- a. **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 and all contact with alleged abuser or harasser **immediately**. Reassure the student that this is for his or her own safety and is not a punishment.

3. Report to Appropriate Law Enforcement Authorities

- a. Immediately report all cases of abuse and harassment to the police. In Australian capital cities contact the "Police Response Call Centre". In country areas contact the local "CIB".
- a. If the police wish to interview the student or arrange for a forensic medical examination, accompany the student
- a. As soon as possible advise the student's Club counsellor of the accusation unless the counsellor is involved in the accusation; then contact the District Protection Officer or a member of the District Protection Committee.
- a. The student's Club counsellor if advised of an allegation **must** immediately advise the District Protection Officer or a member of the District Protection Committee.

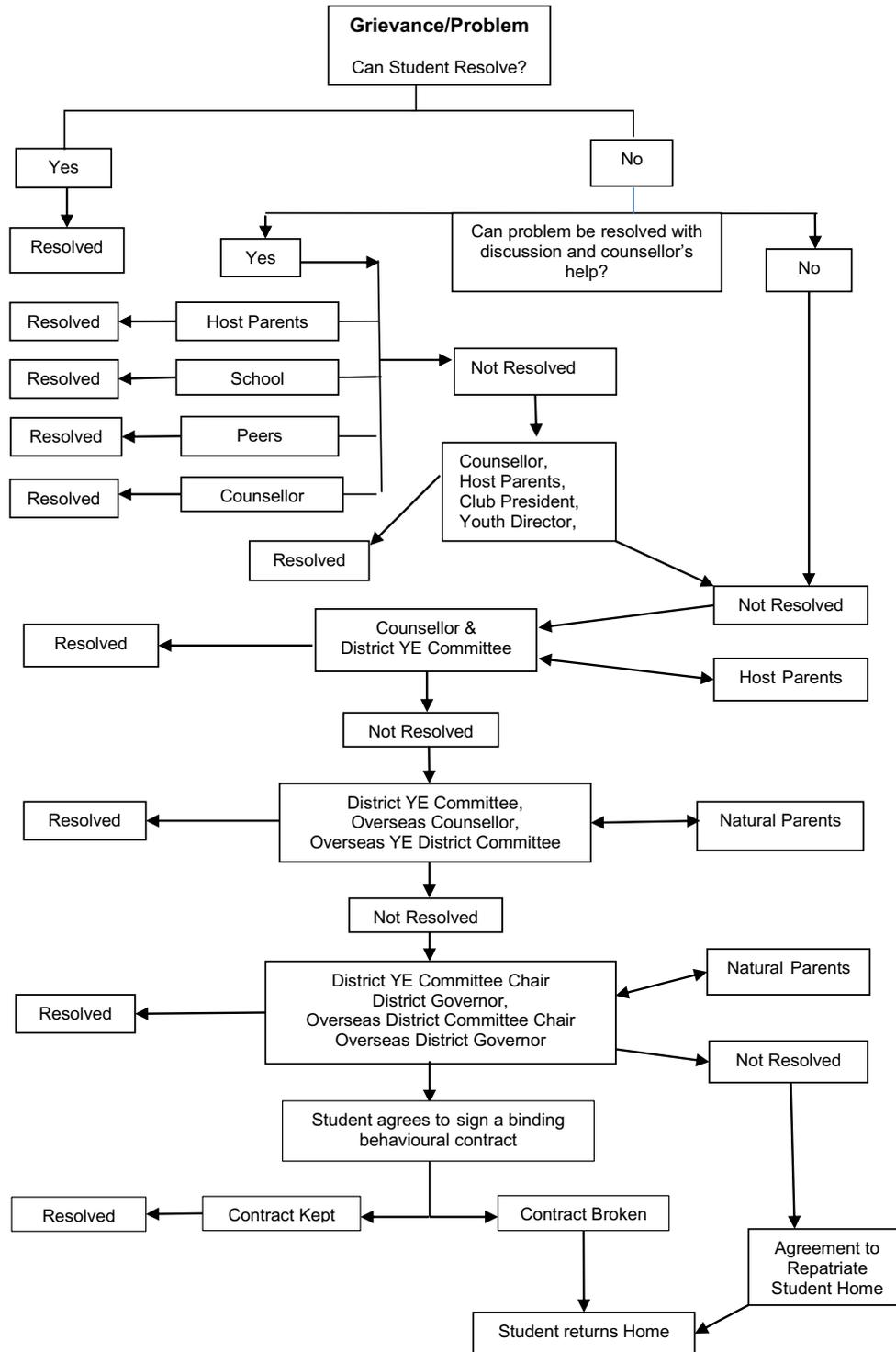
4. Avoid gossip and blame. Do not tell anyone about the report other than those required by the guidelines. **Care must be taken to protect the rights of both the victim and the accused during the investigation.**

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 or Committee and District Governor are responsible for investigating, with the assistance of the District Youth Exchange chair and the Club counsellor as needed. The District Protection Officer will initiate contact with the alleged offender after the student has been moved to a safe environment.*

6. Follow-up

After reporting allegations to the student's club counsellor or District Protection Officer, follow up to make sure steps are being taken to address the situation.

Rotary Youth Exchange Grievance Resolution Procedure



The “Rotary Youth Exchange Grievance and Resolution Procedure” (flow chart above) must be adhered to when solving or attempting to solve any grievance or problem that arises.

BRIEFING Day: late August, early September

This is a compulsory activity for all inbound students and counsellors.		
This form is due July 31. Please return it to Mary Anne Hannay: hannay@internode.on.net		
Club		
Student		prepaid
Counsellor		prepaid
Phone		
Assistant Counsellor or partner*		prepaid
*Where the student and Counsellor are not the same gender the Counsellor's partner or Assistant should come.		
The student will be travelling to and from the Briefing Day with		
Phone		
*Others who will be coming		*Costs will be advised
Special dietary requirements		
<p>I give the District Youth Exchange Committee the authority to act, as they think necessary for the welfare of the student while the student is in their control.</p> <p>In the event of sickness or accident to the student I on behalf of my Rotary Club give the District Youth Exchange Committee authority to take whatever action is deemed necessary to maximise their health and safety.</p>		
Counsellor signature		Date

CALPERUM weekend: mid-November

This is a compulsory activity for all inbound students.

This form is due October 31. Please return it to Mary Anne Hannay: hannay@internode.on.net

Club		
Student		
Will be travelling to Renmark with		
Phone		
Will be returning from Renmark with		
Phone		
Current Host Family		
Phone		
Special dietary requirements		
<p>I give the District Youth Exchange Committee the authority to act, as they think necessary for the welfare of the student while the student is in their control. In the event of sickness or accident to the student I on behalf of my Rotary Club give the District Youth Exchange Committee authority to take whatever action is deemed necessary to maximise their health and safety.</p>		
Counsellor signature		Date

District CONFERENCE transport and permission:

March or April

This is a compulsory activity for all inbound students.

This form is due February 28. Please return it to Mary Anne Hannay: hannay@internode.on.net

Club		
Student		
Will be travelling to Conference with		
Phone		
Will be returning from Conference with		
Phone		
Current Host Family		
Phone		
Special dietary requirements		
<p>I give the District Youth Exchange Committee the authority to act, as they think necessary for the welfare of the student while the student is in their control. In the event of sickness or accident to the student I on behalf of my Rotary Club give the District Youth Exchange Committee authority to take whatever action is deemed necessary to maximise their health and safety.</p>		
Counsellor signature		Date

Australian SAFARI Tour: March or April

This is an optional activity for all inbound students.

This form is due February 28. Please return it to Mary Anne Hannay: hannay@internode.on.net

The President and Board of the
Rotary Club of

agree that

Student

is permitted to take part in the Australian Safari Tour

From

To

The rules and requirements of the Australian Safari Tour have been discussed with the student and we are satisfied that he/she understands them.

Counsellor or President

Date

School approval

Date

I give the Tour Leaders the authority to act, as they think necessary for the welfare of the student while the student is in their control.

In the event of sickness or accident to the student I on behalf of my Rotary Club give the Tour Leaders authority to take whatever action is deemed necessary to maximise their health and safety.

Counsellor signature

Date

Failure to comply with the Tour rules, or to follow the instructions of the Tour leaders could result in the student being returned to Adelaide early at their expense.

Student

Date

BRIEF travel

This form is the student's responsibility. It is kept by the host family with whom the student is staying at the time of travel.

Three nights or fewer away from the host family's residence.

Student

will be away from the host family residence

From

until

Host family approval

Date

Counsellor approval (if more than 2 nights away)

Date

School approval if you will be absent from school

Date

Where will you be going?

With *whom with you be going?

With *whom will you be staying?

Where will you be staying?

Contact numbers

Yours

Travel hosts

*Must be a responsible adult as defined in the Protection Policy and this manual.

EXTENDED travel

This form must be completed by the student and their Counsellor.

The President of the Rotary Club of			
agrees that			be permitted to travel
To			with*
		from	to
Reason for travel			
Host family approval			Date
Club approval			Date
School approval if absent from school			Date
Natural parents' approval	Note blanket travel permission obtained before arrival		
Itinerary (transport, route, destination and times)			
Flight schedules			
Contact phone number(s)			
Club Counsellor			Date
Group Coordinator			Date
Forward this form to the District Committee Group coordinator for approval at least two weeks before departure. Travel cannot be undertaken without this permission.			