



# **Rotary District 9630 Youth Protection Policy**

## **Rotary Programs for New Generations**

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*All references to either the male or female gender in this Policy are to be regarded as referring to both genders; the plural includes the singular and the singular includes the plural.*

## SECTION 1 –

### 1. PRINCIPLES OF THIS POLICY

#### 1.1 Introduction

Rotary District 9630 wholeheartedly adopts the principles and practices of

- ▶ The 4-Way Test
- ▶ Rotary Code of Conduct
- Charter for Child Protection

#### 1.2 The 4-Way Test

In January 1943, The Board of Directors of Rotary International agreed that the 4-Way Test should be used by all Rotarians as a practical yardstick in their business, community and personal affairs.

#### *THE 4-WAY TEST*

Of the things we think, say or do

- 1) Is it the TRUTH?
- 2) Is it FAIR to all concerned?
- 3) Will it build GOODWILL and BETTER FRIENDSHIPS?
- 4) Will it be BENEFICIAL to all concerned?

#### 1.3 Rotary Code of Conduct

“Rotary District 9630 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.”

(Statement of Conduct for Working with Youth, Rotary Code of Policies, October 2003, following Rotary International Board Decision, November 2002).

#### 1.4 Charter for Child Protection

1. All children have the right to live free from harassment, intimidation and abuse.
2. Rotarians commit to a rejection of this type of behaviour.
3. Breaking the silence on this issue is a responsible approach to this matter.
4. Allegations by children regarding breaches of this issue will be responded to promptly and with sensitivity.
5. Rotary Clubs and District Committees when planning and carrying out activities involving children will adhere to relevant legislation.
6. Appropriate ‘Risk Assessment’ and reporting procedures are to be established, including appropriate training programs.
7. Rotary’s Youth Programs should be conducted in a professional manner, sensitive to all relevant issues.
8. A ‘child’ is a person under the age of eighteen years.
9. This Charter shall apply to all relevant programs of Rotary where Rotarians are involved in a ‘person in authority’ role.
10. This charter should be applied to GSE, Rotaract and like programs.

(Charter adopted by the District Governors of Zone 7A and 8A at the Adelaide Institute, November 2002)

Harassment and abuse prevention is a serious concern of youth programs around the world, including those sponsored by Rotary. A multi-faceted approach incorporates proper screening of host families, mandatory training and education of youth mentors and counsellors and effective management of abuse situations. Although harassment and sexual abuse cannot be uniformly prevented, it can be lessened through protective measures enacted by all volunteers who deal with youth. The safety and well-being of participants in Rotary programs and projects must always be the first priority.

## **1.5 Reporting Procedure**

District 9630 reports all serious incidents, which includes, but is not limited to medical emergencies, accidents, early returns, deaths, abuse and harassment, to RI through the RI South Pacific and Philippines Office.

## SECTION 2 –

### 2. DEFINITIONS

#### 2.1 Youth

For the purposes of this policy, a youth may be any young person involved in a Rotary program for New Generations (eg Rotary Youth Exchange, Interact, community service or youth service program or project beneficiary, etc) that is primarily focused on youth, regardless of whether they are of the age of majority and to whom Rotary may have a Duty of Care. This specifically includes children, who by law in Australia are generally defined as anyone under the age of 18 years. In most instances, a youth will be referred to as a student in this policy, without limiting the generality of the above definition.

#### 2.2 Rotary Youth Volunteer

Any adult involved with Rotary activities for New Generations, who has direct interaction with students, either supervised or unsupervised.

This includes but is not limited to, Rotarians and non-Rotarians, their spouses, partners, adult family or friends who may

- ▶ host students in their homes and/or for activities or outings
- ▶ drive students to events or functions,
- ▶ are Club and District Officers, Counsellors or Committee Members for
  - Interact
  - Rotary Youth Leadership Awards (RYLA)
  - Rotary Youth Program of Enrichment (RYPEN)
  - Youth Exchange or
  - Other programs at a District or Club level, specifically planned to meet the needs of young people.

#### 2.3 District 9630 Youth Protection Committee

2.3.1. The District 9630 Youth Protection Committee will consist of a minimum of three adults to be drawn from the following :-

2.3.1.1 The District Governor

2.3.1.2 The District Governor Elect

2.3.1.3 The District Governor Nominee

2.3.1.4 A Rotarian appointed by the District Governor to the position of Chair of the District Youth Protection Committee,

2.3.1.5 Other members, appointed or co-opted as the need arises, should include, where possible, at least one non-Rotarian and be from the following –

The District Committee Chairman/Representative of the program/program involved in the investigation, complaint or accusation,

The Club President;

A Senior Police Officer;

A Member with legal qualifications;

A Member with qualifications and/or experience in counselling.

2.3.2 Should the District Governor be the subject of the complaint the immediate Past District Governor, who is available at the time, will be consulted.

2.3.3 Should the relevant District Committee Chairman be the subject of the complaint, a senior Rotarian with relevant District experience, will be consulted.

2.3.4 The duties of the District Youth Protection Committee include, but are not limited to:

- ▶ investigating all allegations of sexual abuse or harassment not investigated by the police;
- ▶ in matters where the Police do not consider an investigation is warranted, the District Youth Protection Committee will conduct an internal review of its policies and procedures to ensure that similar incidents do not occur in the future;
- ▶ ensuring any incidents of sexual harassment or abuse are correctly dealt with in accordance with Rotary International's "Sexual Harassment and Abuse Reporting Guidelines" and with Rotary District 9630's Youth Protection Policy;
- ▶ arranging an independent qualified counsellor as needed for any student who has been sexually harassed or abused – where possible, this should be a non-Rotarian;
- ▶ reporting all allegations of sexual harassment or abuse to the District Governor;
- ▶ reporting incidences of sexual harassment or allegations or abuse to Rotary International through the Manager, Parramatta Officer of Rotary International.
- ▶ See Section 8 - GUIDELINES FOR INVESTIGATION / REPORTING AN ALLEGATION OF ABUSE / HARASSMENT BY A STUDENT.

## 2.4 Club Youth Protection Officer

2.4.1 The Club Protection Officer is an appropriate Rotarian in the Club who could be the New Generations Director but may not be the Youth Exchange Student Counsellor, the Rotarian Adviser to an Interact Club or a member of any District Committee that deals with programs for New Generations.

2.4.2 The duties of the Club Youth Protection Officer, include but are not limited to :

- ▶ maintaining and safeguarding a register of Blue Card information – including the name of the person to whom the Blue Card has been issued, the number and expiry date of the card;
- ▶ ensuring all of the major Club duties in relation to hosting and / or sponsoring a Youth Exchange student have been carried out;
- ▶ completion and return of relevant check list, declarations and forms to the District Youth Protection Committee / Youth Exchange Committee / District Youth Protection Officer in accordance with the requirements of Section 3.

## 2.5 Abuse or Harassment

Abuse or Harassment is any unwelcome or unwanted physical, written or verbal conduct of a nature which the perpetrator knew or should have known, was offensive to the victim. It includes sexual, emotional or physical acts against the victim.

Counselling, warnings, restrictions, etc., resulting from inappropriate action by the student are not normally considered 'harassment' unless done in a way that unnecessarily embarrasses or belittles a student.

Be sensitive to the fact that there is much scope for misunderstanding in cross-cultural situations. What might be acceptable conduct in one country or social situation for one individual may be offensive to another. Customs, gestures and etiquette may differ greatly among different cultures.

Harassment includes

- ▶ bullying,
- ▶ unwanted physical contact,
- ▶ physical or verbal abuse,
- ▶ sexual abuse – see 2.5.1
- ▶ sexual harassment – see 2.5.2

- ▶ neglect.

Harassment can accumulate and become harm if it is prolonged or significantly distressing, eg has a significant impact on the young persons emotional well being, Both males and females can be subjected to Abuse / Harassment.

2.5.1 Sexual Abuse – refers to engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or the opposite sex.

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

- ▶ Full sexual intercourse, masturbation, oral sex, fondling;
- ▶ Non-touching offences;
- ▶ Indecent exposure;
- ▶ Requests for participation in the making of pornographic videos or the taking of pornographic photographs;
- ▶ Displays of offensive, sexual or pornographic videos, pictures or illustrations.;
- ▶ Voyeurism;
- ▶ Pornographic computer images or emails.

2.5.2 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 is not limited to -;

- ▶ Sexual advances;
- ▶ Sexual epithets or jokes;
- ▶ Unwelcome and / or uninvited physical contact, such as brushing or touching;
- ▶ Written or oral references to sexual conduct;
- ▶ Gossip regarding one's sex life;
- ▶ Comment about an individual's sexual activity, deficiencies or prowess;
- ▶ Verbal abuse or innuendo of a sexual nature;
- ▶ Suggestive, insulting or demeaning comments, remarks or jokes;
- ▶ Obscene language or gestures;
- ▶ Continuing / frequent unwelcome telephone calls;
- ▶ Coercion and persistence by someone able to threaten or confer favours on the recipient of the sexual advances, eg implied or overt promises of preferential treatment or threats concerning a person's employment status, academic progress or career opportunities.

2.5.3. Emotional Harassment is any action or comment which unreasonably disturbs the student. Harassment can take the form of repeated comments or gestures about

- ▶ social background;
- ▶ home country,
- ▶ language;
- ▶ culture;
- ▶ personal appearance or other characteristics.

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

- ▶ Providing inadequate accommodation or insufficient nourishment for the student;
- ▶ Cruelty.



## SECTION 3 –

### 3. PREVENTION

**3.1 The primary goal of the District 9630 Youth Protection Policy is to prevent abuse from happening in the first place.**

**3.2 This can be achieved through general provisions, applicable to all programs for New Generations, including :**

3.2.1. **Education** of the student about safety measures prior to any abuse ever occurring, through appropriate training sessions associated with each program (eg at Orientation for District Inbound and Outbound Youth Exchange students).

3.2.2. **Advice** to students on how to disclose abuse (Refer Section 6 of this Policy Document).

3.2.3. Appropriate **screening** of those working with Youth :

(a) Form YV 1 shall be used to access the suitability of Club Members who are actively involved in the District programs for youth – Refer to Section 11, Declarations, Certification, Information, Forms for more details.

(b) Volunteers must complete Form YV 4 before beginning any involvement with any District Committee that organises any program or activity for young people – Refer to Section 11, Declarations, Certification, Information, Forms for more details.

3.2.4. **Breaking the silence** about harassment and sexual abuse. The more that survivors speak out about their experience, the more that abusers will no longer be able to depend on silence to protect them from exposure, which may discourage some potential abusers from ever starting down that path.

3.2.5. Implementation of appropriate investigating and reporting procedures upon disclosure of abuse (Refer Section 8 of this Policy Document).

3.2.6. **Code of Conduct** - All District Rotarians, spouses, adult family members or other volunteers involved in Rotary Programs for New Generations in District 9630 shall

(a) support all provisions of the Code of Conduct for Persons dealing with young people in a program or project in Rotary District 9630 (Refer Section 4 of this Policy Document).

(b) comply fully with the requirements of the Commission for Children and Young People and Child Guardian in Queensland by obtaining a valid Blue Card.

*Note 1 - If either the name of the authority or the card issued in compliance with the requirements of the authority should alter, those changes apply, immediately, to this clause.)*

*Note 2 – it is the personal responsibility of every person who has or desires to have any involvement with a program or project for young people in Rotary District 9630 to obtain a Blue Card before that involvement begins.)*

### 3.3. Specific and additional provisions apply to Youth Exchange

3.3.1. The main duties of the District Youth Exchange Committee are the :

(a). provision of training sessions for Rotary Clubs and Rotary Club Student Counsellors;

(b). provision of the necessary written information for Clubs to complete the Information Forms and Declarations, (refer Section 11 of this Policy Document) for Counsellors and Host Parents;

(c). assessment of Clubs after receipt of the completed Forms and Declarations;

(d). issuing of certification of suitability to be part of the District's Youth Exchange Program; certification to be to the President of the Club, in writing;

(e). safekeeping of all documentation and destroying same, in accordance with the provisions of Section 11 of this Policy Document

- (f). preparation of
  - i. publicity and promotional material for distribution to Clubs in the District;
  - ii. student and other manuals for distribution to participants;
- (g). interview and arrange placements of suitable Outbound students recommended by Rotary Clubs;
- (h). placement of Inbound students;
- (i). receipt and monitoring of monthly reports for all Inbound and Outbound YE students;
- (j). preparation and conduct of information and orientation sessions for Outbound and Inbound YE students, which include :
  - i. tips for students on the ways to stay safe;
  - ii. RI and District rules and expectations of YE students;
  - iii. suggestions of who could assist when a student has a problem;
- (k). ensuring that all Outbound students participate in the Australian Rotary YEP Travel Insurance Program and that Inbound Students hold an Insurance Policy of equal or greater benefits;

3.3.2. The main duty of the participating Rotary Club in Youth Exchange is :

- (a). initial selection of potential Outbound Students;
- (b). selection of suitable Inbound and Outbound student counsellors;
- (c). selection and training of suitable host families;
- (d). completion and return to the District YE Committee of completed Information and Declaration Forms;
- (e). safekeeping and destruction of Club forms as detailed in Section 11 of this Policy Document – Maintenance of Information;
- (f). day to day welfare of all students;
- (g). maintaining contact with the student before departure, while overseas and after return.

## SECTION 4 –

### 4. Code of Conduct –

#### Dealing with Young People in a Program or Project of District Committees or Clubs in Rotary District 9630

##### 4.1 Purpose

4.1.1. The purpose of this Code Of Conduct is to provide guidance to Rotarians and volunteers on Rotary projects and programs when dealing with young people. The purpose of the programs for young people is to encourage the physical, intellectual, emotional and social development of young people.

4.1.2. The development of young people in Rotary Programs is achieved by the example and guidance of dedicated Rotarians. They help these young people in the fulfilment of the ideals of Rotary, so that they will become constructive and responsible citizens.

##### 4.2 Application

It is expected that this Code of Conduct will be strictly observed by all adults – both Rotarians and non Rotarians who work on or within Rotary Projects and Programs, recognizing at all times they should act responsibly and exercise a “duty of care” to the people within their charge.

##### 4.3 Volunteer Selection and Screening

District 9630 will maintain in perpetuity all records of criminal background checks, waivers and screening for adults working with minors.

4.3.1 **All volunteers** interested in participating in the District 9630 Youth Exchange program must meet the following requirements:

4.3.1.1 Complete the Rotary Youth Volunteer Information and Declaration Form and authorise the district to conduct a criminal background check (subject to local laws and practices).

4.3.1.2 Undergo personal interviews.

4.3.1.3 Provide a list of references for the district to check.

4.3.1.4 Meet RI and district eligibility requirements for working with students. RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact as well as for the protection of the accused. 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.

4.3.1.5 Hosting clubs within District 9630 must have a procedure in place for moving students into temporary accommodation in the case of an allegation against their current host family.

4.3.1.6 Understand and comply with RI and district guidelines for the Youth Exchange program.

4.3.1.7 Hold a current Queensland Government Blue Card. A criminal background check is conducted for this card.

4.3.2 **Host families** must meet the following selection and screening requirements, in addition to those listed above:

- 4.3.2.1 Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. Host families must demonstrate:
- Commitment to the safety and security of students;
  - Motivation for hosting a student consistent with Rotary ideals of International understanding and cultural exchange;
  - Financial ability to provide adequate accommodations (room and board) for the student;
  - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being.
- 4.3.2.2 Host families must complete a written application.
- 4.3.2.3 Home visits must be conducted for each family and should include announced and unannounced visits, both before and during the placement. Home visits must be conducted annually, even for repeat host families.
- 4.3.2.4 All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family who are permanent or part-time residents in the home. All host family residents must hold a current Queensland Government Blue Card.

4.3.3 **Counsellors** must meet the criteria for all volunteers, as well as the following:

4.3.3.1 Counsellors must not be a member of the student's host family.

4.3.3.2 Counsellors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of physical, sexual or emotional abuse or harassment.

#### 4.4 Student Selection and Screening

All students interested in participating in District 9630 Youth Exchange program must meet these requirements.

- Complete a written application and be interviewed to determine suitability for participation in the program.
- Attend and participate in all district orientation and training sessions.

**All parents or legal guardians of students** interested in participating in the District 9630 Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

Parents of outbound students are not required to host inbound students. They may of course volunteer to host inbound students.

#### 4.5 Statement of Principles

Representatives of Rotary District 9630 or of any of its Clubs will observe the following principles:

4.5.1 We respect the dignity of others and ourselves.

4.5.2 We will demonstrate a high degree of personal responsibility, recognizing at all times that our words and actions are an example to all members of our community.

4.5.3 We will act at all times in a manner consistent with the Rotary Principles and Ideals, thereby setting a personal and appropriate example to follow.

4.5.4 We will not (while involved with Rotary Projects) promote our own personal beliefs, behaviours or practices where these are incompatible with the basic Rotary principles.

4.5.5 We will act with consideration, good judgment and high moral ideals in all our interpersonal relationships, both inside and outside Rotary

- 4.5.6 We will respect the absolute right of each individual to personal privacy at all times.
- 4.5.7 Adults representing a Rotary Club in District 9630 will, wherever possible, avoid unaccompanied and unobserved activities with young people.
- 4.5.8 Rotarians and other adults should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying young people. It is recognized that, in certain circumstances, it may be necessary for a member or adult whilst acting responsibly and exercising "duty of care, to be alone with a young person.
- 4.5.9 We realize that bullying, unwanted physical contact, physical or verbal abuse, harassment, use of computers for pornographic or other inappropriate purposes, neglect or any other type of abuse, represents unacceptable conduct.
- 4.5.10 We acknowledge, support and will abide by the RI, YEP Rule that says - *The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If the host family offers a student an alcoholic drink, it is permissible to accept it under their supervision in their home.*
- 4.5.11 For the safety of all participants, we will ensure that a no-alcohol rule exists, not only in YEP, but in all camps and such other New Generations programs and events organised for Youth in District 9630.
- 4.5.12 We acknowledge the need to abide by Rotary International's Code of Conduct.
- 4.5.13 We acknowledge the need to abide by the Youth Protection Policy issued by Rotary District 9630.
- 4.5.14 We acknowledge that we must at all times act in a manner upholding the name of Rotary International.
- 4.5.15 Throughout this document reference is made to the training provided to students, host family members and student counsellors. Other volunteers such as district and club level committee members, students natural parents and other volunteers who may participate in Youth Exchange activities and who may have direct unsupervised contact with students are also provided with training.

## **SECTION 5 –**

### **5. TIPS TO STAY SAFE**

#### **5.1 Core Concepts of Personal Safety**

- 5.1.1. Everyone has the Right to Safety – it is up to each of us to be aware of and maintain our own safety while respecting an other person’s right to safety.
- 5.1.2. Remember, if it feels wrong, it is wrong!
- 5.1.3. Keep Violence in Perspective by educating ourselves about the source of our fears we can develop strategies to minimise risks.
- 5.1.4. Being committed to our own safety is fundamental to maintaining it.
- 5.1.5. Think things through carefully before you act and do not take unnecessary risks.
- 5.1.6. Follow the instructions of your leader, teacher and other supervisors, including those at the venue of any visit (unless those instructions constitute a crime or are contrary to Rotary regulations).
- 5.1.7. 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.
- 5.1.8. If someone you don’t know talks to you, be careful, consider if you should just walk away.
- 5.1.9. Arrange for someone to pick you up at night unless you can take public transport where you are amongst a sizeable group of people.
- 5.1.10. If you are on a bus and someone makes you feel unsafe, move to a seat near the driver.
- 5.1.11. Make sure you know the person who is coming to pick you up. Never get into a car unless it is with someone you know and trust.
- 5.1.12. If you are out at night, stay in places with street lights, make sure that you don’t get separated from your friends.
- 5.1.13. Confidence – always look and behave confidently.
- 5.1.14. Use Strong Body Language – head up, shoulders back, looking people in the eye, walking purposefully.
- 5.1.15. Dress and behave sensibly and responsibly.
- 5.1.16. Awareness of surroundings minimises the possibility of someone attacking or assaulting you.
- 5.1.17. Look out for anything that might hurt or threaten you or anyone in your group and tell someone responsible.
- 5.1.18. By listening to your instincts you can take action to remove yourself from any source of threat and reduce the risk of attack.
- 5.1.19. Networks – If you have a problem or are worried about something, always talk about it, to an adult you trust such as your parents / host parents, club or district counsellor, teacher, a member of your sponsor / host Rotary Club – NEVER suffer in silence!
- 5.1.20. Devise a Personal Safety Plan of Safety strategies to suit your lifestyle and abilities, that become a habit of daily life.

#### **5.2. General Tips**

- 5.2.1. Keep the telephone numbers for Rotary and emergency services given to you by your Counsellor handy.
- 5.2.2. Keep enough money to make a telephone call and ensure that you have a means to contact the district at all times (24/7).
- 5.2.3. Keep your money hidden in an inside pocket, bum bag, concealed money belt or something similar – choose whichever is comfortable for you.

- 5.2.4. If you need to use a public toilet, go with a friend.
- 5.2.5. Keep the details of your accommodation on you, whether it's your host family's address and telephone number, hotel or campsite details.
- 5.2.6. Exchanges outside of the district's structure are prohibited.

### **5.3. Tips for Overseas Travel and Youth Exchange Students**

- 5.3.1. Pack your own suitcases; never carry items overseas for others.
- 5.3.2. Take care that you do not wittingly or unwittingly act as a drug courier for someone else – some countries impose a death penalty for drug offences.
- 5.3.3. If possible, find out how to use a public phone in your new country, before you leave home.
- 5.3.4. Before you go on exchange, ask your first host parents to send you their address written in the language and the script of their country. Remember to carry it with you.
- 5.3.5. Tell someone where you are going and what time you will be home – don't change your plans at the last minute, without notifying someone, as this can cause confusion.
- 5.3.6. 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.
- 5.3.7. Be sensitive to local codes and customs.
- 5.3.8. Explain to your hosts about your insurance cover.

## SECTION 6 –

### 6. STUDENT ACTION IN CASE OF ABUSE/HARASSMENT

6.1. What you should do if you feel you are subject to abuse or harassment from a Rotarian (or their spouse), adult family member or other volunteer or person while involved in a Rotary Program for New Generations in District 9630.

6.2. The Full definition of Abuse or Harassment, is found in Section 2.5 of this Policy.

6.3. It can be summarised in the following statement –

“Abuse or Harassment is any unwanted physical written or verbal conduct of a nature which the perpetrator knew or should have known was offensive to the victim. It includes sexual, emotional or physical acts against the victim.

Harassment includes bullying, unwanted physical contact, physical or verbal abuse, sexual harassment, or neglect, but can take the form of repeated comments or gestures about a student’s social background, home country, language, culture, personal appearance or other characteristics”.

Counselling, warnings, restrictions, etc, resulting from inappropriate action by the student are not normally considered “harassment” unless done in a way that unnecessarily embarrasses or belittles a student.

Be sensitive to the fact that there is much scope for misunderstanding in cross-cultural situations. What might be acceptable conduct in one country or social situation for one individual may be offensive to another. Customs, gestures and etiquette may differ greatly among different cultures.

However whether intended or accidental, harassment is not something you should tolerate. Remember, “if it feels wrong, it is wrong!”

6.4. If you feel that you have been subject to harassment, please follow this procedure:

Step 1: If you can, make the person abusing or harassing you aware that the behaviour is unwelcome to you. Make it clear that the behaviour is to stop. The word “No” is a powerful word when used clearly and firmly. In most cases, harassment can be resolved at this early stage.

However if the person does not stop the objectionable behaviour, or you need someone to intervene on your behalf, speak first with the Rotarian(s) immediately responsible for you or the conduct of the Rotary program (this may be a Club Rotarian, your Club Counsellor, the Club President, Program Co-ordinator), your school teacher or liaison officer, or for a YEP student your host parent. Explain to them the facts and your feelings as clearly as you can.

Step 2: If this does not resolve the matter, or if any of the above are involved and/or you do not feel able or comfortable to discuss this with any person listed in Step 1, contact your District Committee Counsellor or support person, or the District Chair of the Rotary Program for New Generations with which you are involved. Irrespective of who may be involved in the harassment, your concerns will be taken seriously.

*YEP students: Should you feel unable to discuss your concerns with your host Club or District Committee, you should immediately contact your sponsor Club and/or District Committee.*

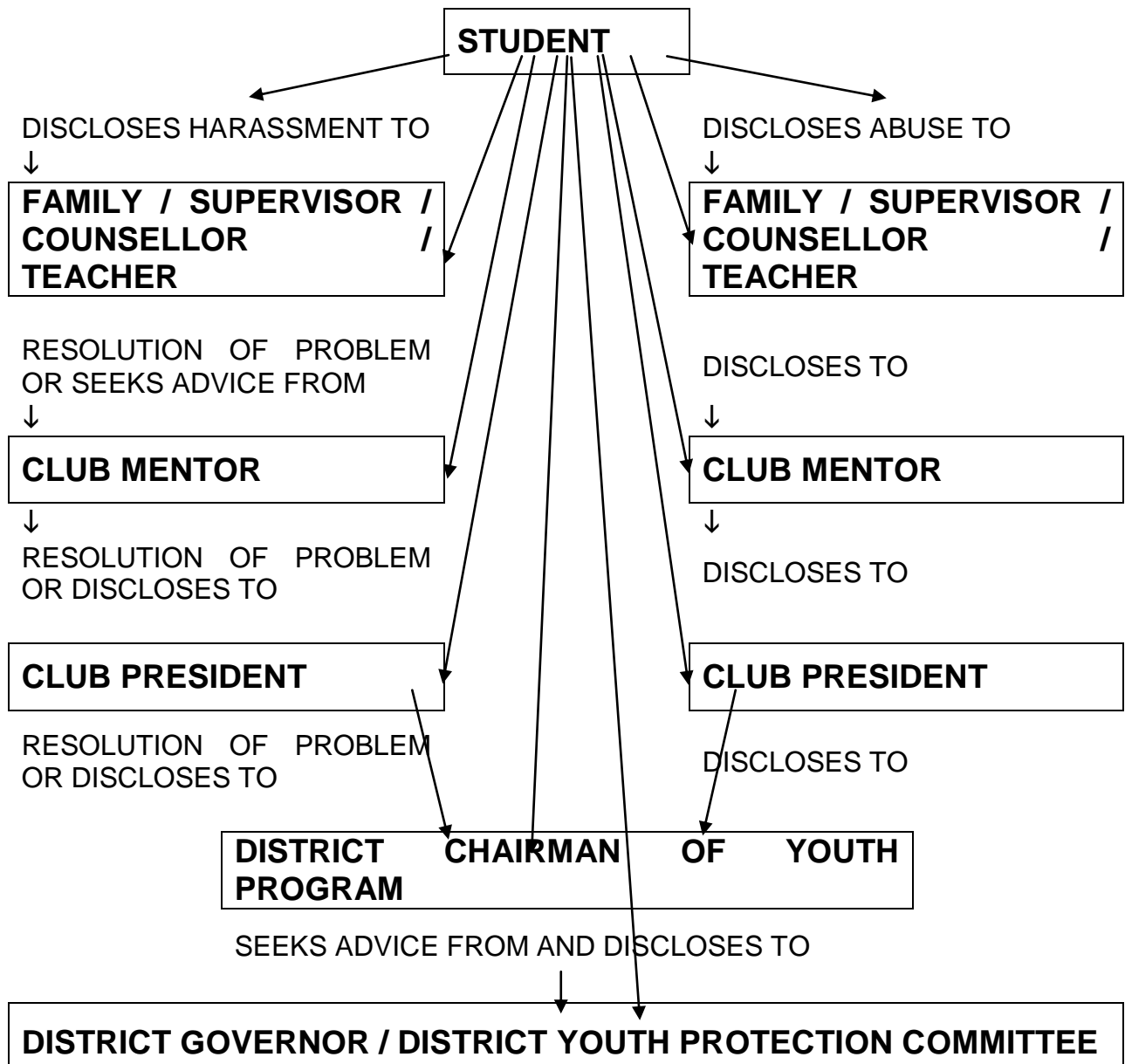
Step 3: If the matter is still not resolved satisfactorily or you have difficulty in contacting the appropriate District Officers, express your concerns directly to the District Governor.

Step 4 : Nothing limits your right to express your complaint to whomever you wish. However, the steps described above are matched to the process your Rotary Club and District Committee has in place to deal with any harassment complaint. Every effort will be made to resolve your complaint in a confidential and sensitive manner.



**6.5 Notification Steps**

**YOUTH PROTECTION  
NOTIFICATION STEPS OF ABUSE / HARASSMENT**



*The District Governor / District Youth Projection Committee will select appropriate actions from the following :*

- Ensure the safety of the student
- \* Report to Police
- \* Refer student to appropriate support (Psychologist, or other appropriate agency)
- \* Contact the student's parents
- \* YEP - Contact the District Governor of the sponsoring district.

**District Governor undertakes ongoing support**

## SECTION 7 –

### 7. Disclosure of Abuse/Harassment

When dealing with disclosures of abuse or harassment, follow the four R's:

- 7.1. Recognise
- 7.2. Respond
- 7.3. Record
- 7.4. Report.

#### 7.1 Recognise

7.1.1 Being alert to common signs of abuse and harassment is an important aspect of risk assessment and child protection.

7.1.2 The presence of indicators may suggest abuse, however the absence of indicators does not always discount the disclosure of maltreatment.

7.1.3 Generally, a single indicator may not provide conclusive evidence of abuse, however the presence of any indicators should be treated very seriously.

7.1.4 Indicators of abuse must be considered within the student's context, i.e:

- (a) what is known about the student's family, medical, psychological, educational and social history: and-
- (b) what developmental behaviours and competencies you would expect the student to be demonstrating.

7.1.5 Possible Adolescent Indicators of Child Abuse and Neglect

- (a) Out of character behaviour eg school truancy, early sexual activity, substance use and delinquency
- (b) School performance problems
- (c) Poor interpersonal skills eg lack of respect for others, intolerance of difference and lack of empathy
- (d) May respond aggressively or be withdrawn
- (e) Depression
- (f) Anxiety
- (g) Somatic/physical symptoms
- (h) Quick temper and explosive
- (i) Unable to accept responsibility or blames others
- (j) Disconnected from others, mistrustful, defensive.
- (k) Lacks confidence, but masks this with bravado.
- (l) Low self-esteem;
- (m) Self harm.

#### 7.2 Response to disclosures

7.2.1 Abuse must never be allowed to continue.

7.2.2 Disclosure must always be investigated. Many children and adolescents are devastated by the experience of abuse and, in the most serious cases, may be seriously harmed or have their life threatened.

7.2.3 The accused is removed from contact with the complainant and all other youth in a Rotary context until the matter has been resolved.

## 7.2.4 What should be done, by the person to whom abuse is disclosed:

- (a) When first notification of a possible problem is received, the person to whom the disclosure is made should **record the time, date and a brief summary** of how the information was notified, including the identity of the person who made the disclosure.. Pass this record to the District Governor or the District Committee Chair.
- (b) **All complaints of abuse/harassment MUST be treated seriously, and in accordance with the procedures in Section 8 of this Policy.**
- (c) **Stay calm and competent** – make sure that the young person feels safe and knows that he/she is not blamed for what has happened. Answer the complainant's queries as honestly as is possible.
- (d) **Referral** – the complaint shall be referred to the District Governor or the District Youth Protection Committee for assessment. Regardless of whether or not the matter constitutes a potential criminal offence it shall be referred to the Police or the Queensland Government Department of Communities, Child Safety and Disability Services.
- (e) **Privacy** – the complainant, male or female, should be spoken to, in privacy. An adult witness of the same gender as the alleged victim, must ALWAYS be present.
- (f) **Assure privacy but do not promise confidentiality** – explain that someone needs to be told about the abuse/harassment in order to make it stop and to ensure that it does not happen to any other person.
- (g) **Reassure** the complainant that they have done the correct thing in reporting the action/s and talking about the problem.
- (h) **Interview** – inform the complainant of the necessity of taking notes of the conversation. Use an audio recorder if permission is given and the equipment is available, otherwise take accurate, written records. It is important to use the student's words, without personal judgements or opinions.
- (i) **Get the facts, DON'T interrogate** – ask the complainant questions that establish what was done and by whom.
- (j) **Avoid** asking 'why' questions. Remember the responsibility is to present the complainant's story.
- (k) **Use open questions**, eg 'Can you tell me what happened?' not closed or leading questions. Ask only enough to establish that harm has occurred. You are not the investigator.
- (l) **Use active and passive listening skills and protective interrupting** – most importantly, listen attentively, indicate that it is correct to tell someone about their worries.
- (m) **Be non-judgemental** – do not be critical of anything that has happened or anyone who may be involved. Respond to the complainant's feelings; try to help the complainant identify their own fears.
- (n) **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.
- (o) **Action** – as previously explained all allegations must be reported to the Police and to the District Governor immediately.
- (p) **Do not challenge the alleged offender** – the adult to whom the report has been made must not contact the alleged offender.

- (i) In cases of abuse, interrogation must be left entirely to law enforcement authorities.
- (ii) In cases of non-criminal harassment, the District Governor and the District Youth Protection Committee are responsible for investigating and will be in contact with the alleged offender after the student has been moved to a safe environment.
- (q) The Young Person Should NEVER
  - (i) be blamed
  - (ii) have their own family or situation criticised or blamed
  - (iii) be subjected to adults who are angry or excited
  - (iv) have adults moralising about right or wrong
  - (v) be interrogated
  - (vi) be told to “forget it” or “get over it”
  - (vii) have their disclosure ignored...this is an enormous step for a student to take.
  - (viii) be shown excessive pity or sympathy.

### 7.3 Record

- (a) Update the written record of the conversation with the student as soon after the interview as possible, including the date and time of the conversation.
- (b) The notes taken, by tape recorder, or written word should be transcribed into a typed format, as soon as possible.
- (c) As far as possible, record the actual words used by the student, as well as any actual response.
- (d) They should be signed by both the interviewer and the interviewee, as an agreement to the accuracy of each page.
- (e) The second adult person should witness both signatures
- (f) These notes should be stored with the information recorded in para 7.2.3

### 7.4 Report

- (a) REPORT ANY DISCLOSURE IMMEDIATELY to the appropriate person from the Rotary organisation (refer Section 8), and they will select the appropriate people to be informed, as well as the appropriate action to follow in order to keep the student safe.
- (b) IT IS IMPORTANT to seek advice from the appropriate Rotary personnel before informing anyone else about the disclosure or letting any person suspected of abuse know what has happened - you could be putting the student in greater jeopardy by doing so!

### 7.5 Factors why children and adolescents do not always report abuse

For children and adolescents there is always hope that the abuse will stop. Disclosure can offer relief, however the following reactions can make it extremely difficult for children or adolescents to talk about the abuse they have experienced.

Many students often feel very confused and suffer great shame. They fear the consequences of the disclosure once it has occurred. These consequences may include removal of the offending person from the family, divided loyalty, sibling and family anger, and the possible need to repeat the disclosure to a large number of people.

Other reactions may include the following:

#### 7.5.1 Helplessness

- ▶ “there is nothing I can do to make this stop”
- ▶ “no one will believe me”
- ▶ “they made me promise that I wouldn’t talk about it”

#### 7.5.2 Fear

- ▶ “he said they wouldn’t believe me”
- ▶ “what will happen to my family (host family) if I tell - he said that they would send me away”
- ▶ “I can’t trust anyone”

#### 7.5.3 Guilt

- ▶ “this must be my fault”
- ▶ “if I...then he wouldn’t have...”
- ▶ “I am bad/stupid/naughty....that’s why this has happened”

#### 7.5.4 Shame

- ▶ “this makes me feel so dirty”
- ▶ “this must only happen in this family”
- ▶ “they’ll think I’m bad/naughty/easy”

### **THIS SHOULD NEVER PREVENT OR DELAY DISCLOSURE!**

## **7.6 Factors which deter adults from reporting disclosures or concerns**

- 7.6.1 Fear of litigation or liability for reporting;
- 7.6.2 Reluctance to testify in court if required;
- 7.6.3 Difficulty in identifying abuse;
- 7.6.4 Not believing the indicators of abuse, based on the stereotypes of the student or the informant, eg “Oh he’s always causing trouble”;
- 7.6.5 Fear of making an unjustified report;
- 7.6.6 Belief that reporting is not part of your responsibility;
- 7.6.7 Fear that reporting will antagonise others....the Rotary club, the family, colleagues, friends;
- 7.6.8 Belief that reported families are stigmatised;
- 7.6.9 Belief that reporting to authorities will not lead to a helpful intervention for the student;
- 7.6.10 Objection to the time and possible paperwork involved;
- 7.6.11 Fear of getting involved.

### **THIS SHOULD NEVER PREVENT OR DELAY REPORTING!**

## **7.7 How abuse may be minimised / discounted by adults**

- 7.7.1.All of that lot do that to their kids;
- 7.7.2.Attitudes to Children and Adolescents;
- 7.7.3.Class Stereotypes;
- 7.7.4.Club Focus;
- 7.7.5.Culture;
- 7.7.6.Defeatism;
- 7.7.7.Definition of Abuse;

- 7.7.8. Distress Leading to Denial;
- 7.7.9. He is just naughty who doesn't know when to stop;
- 7.7.10. Hey, the student is under so much stress, they are doing the best they can;
- 7.7.11. Kids all over the world deal with this – he won't even remember this;
- 7.7.12. Lack of Experience or Information or Support;
- 7.7.13. Maintaining Distance;
- 7.7.14. Minimising the Effects of Abuse;
- 7.7.15. Okay this is not a good situation, but maybe it's not abuse;
- 7.7.16. Racism Stereotypes;
- 7.7.17. Rationalisation of Personal Experience of Abuse;
- 7.7.18. She is a very tarty girl;
- 7.7.19. System vs Individual Needs
- 7.7.20. That poor student ... this is too horrible to think about;
- 7.7.21. That is a horrible story, but it isn't really any of my business;
- 7.7.22. That's the way that family operates...why should I intervene?
- 7.7.23. That's what happens to those types;
- 7.7.24. The damage is already done and reporting it will never achieve anything useful anyway, it'll just make it worse.
- 7.7.25. This happened to me and I survived...best to leave it alone;
- 7.7.26. This student is already the focus of so many people's energy and resources – now he is creating more problems;
- 7.7.27. Well what am I supposed to do about it?
- 7.7.28. What else do I take on? If I report this it'll open up Pandora's box;
- 7.7.29. Workload Stress.

**DISCLOSURE OF ABUSE MUST ALWAYS BE TAKEN SERIOUSLY & REPORTED!**

## SECTION 8 –

### 8. GUIDELINES FOR INVESTIGATION / REPORTING AN ALLEGATION OF ABUSE / HARASSMENT BY A STUDENT

8.1. This is the Procedure to follow when a student has made a complaint about abuse / harassment from a Rotarian (or their spouse), adult family member or other volunteer or person while involved in a Rotary Program for New Generations in District 9630.

8.2. The Full definition of Abuse or Harassment, is found in Section 2.5 of this Policy.

8.3. It can be summarised in the following statement –

“Abuse or Harassment is any unwanted physical written or verbal conduct of a nature which the perpetrator knew or should have known was offensive to the victim. It includes sexual, emotional or physical acts against the victim.

Harassment includes bullying, unwanted physical contact, physical or verbal abuse, sexual harassment, or neglect, but can take the form of repeated comments or gestures about a student’s social background, home country, language, culture, personal appearance or other characteristics”.

Counselling, warnings, restrictions, etc, resulting from inappropriate action by the student are not normally considered “harassment” unless done in a way that unnecessarily embarrasses or belittles a student.

Be sensitive to the fact that there is much scope for misunderstanding in cross-cultural situations. What might be acceptable conduct in one country or social situation for one individual may be offensive to another. Customs, gestures and etiquette may differ greatly among different cultures.

8.4. When a complaint is made, the student will have stated their concerns to their natural or host parent, school teacher, Club Counsellor or Mentor, Club President, or directly to the District Youth Program Committee (*refer to the procedures in Section 6 of the District 9630 Youth Protection Policy*).

8.5. **All complaints of abuse/harassment MUST be treated seriously and action immediately taken in accordance with the following procedures:**

Step 1: The person to whom the complaint has been made shall immediately notify the District Governor or the District Committee of the Rotary Program for New Generations concerned, through the relevant District Committee Counsellor, the District Committee Chair.

Step 2: If referred to the District Committee, the complaint shall be immediately notified to the District Governor.

**Note : IT IS IMPORTANT to seek advice from the appropriate Rotary personnel before informing anyone else about the disclosure or letting any person suspected of abuse know what has happened - you could be putting a victim in greater jeopardy by doing so!**

Step 2: Where the matter involves **SEXUAL ABUSE or any potential criminal offence**, the complaint shall be immediately referred to the appropriate authorities (i.e. Police) for investigation.

Step 3: In other cases, the District Governor, will refer it to the District Youth Protection Committee for further investigation.

Step 4: The District Governor/District Youth Protection Committee shall address the issue in an appropriate manner, to seek a satisfactory resolution of the complaint.

- 8.6. This may include, but not limited to –
- 8.6.1. **Protect the Student** – ensure the safety and well-being of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Reassure the student that this is for his or her own safety and is not a punishment;
  - 8.6.2. **Interview the Student** using the procedures listed in Disclosure of Abuse /Harassment, Section 7.2.3, page 13.
  - 8.6.3. Arrange **counselling** support for the student;
  - 8.6.4. **Liaise** with a Club President;
  - 8.6.5. **Address the issue** directly with the person who is the subject of the complaint;
  - 8.6.6. **Seek advice or guidance** from any Rotarian with expertise or skills in the area;
  - 8.6.7. **Offer advice** to seek counselling or support for the accused Rotarian, non-Rotarian or his/her partner;
  - 8.6.8. **Contact** Parents or Sponsor District Chair/Governor, if the victim is a Youth Exchange Student.
  - 8.6.9. **Advise** Rotary International through the Manager of the RI Office in Parramatta of the details of the accusations. This **MUST** be done within 72 hours. Provide follow-up reports of steps taken and the outcome of all investigations and resulting actions.
- 8.7. Any interview, in respect of the complaint, shall be held at the District Headquarters or in another, neutral, non-threatening environment. The person being interviewed, shall be given an indication of the accusation together with the opportunity to invite legal or other, appropriate, support to attend the interview. (See Section 9).
- 8.8. Any person or persons having a perceived or exhibited bias towards or against the accused or accuser shall excuse themselves from all parts of the process.
- 8.9. When the matter is considered to have been resolved, final approval for the solution must be obtained from the District Governor and the District Youth Protection Committee appointed to investigate the particular matter.

**Note:**

- 1) The reputation of both victim and accused are of equal importance and best efforts shall be made to respect the privacy of all concerned pending resolution of the matter.
- 2) **However, the first concern in the case of any allegation of harassment must be the safety and well being of the victim.** The Rotary Club and District's obligations to young people and their parents will be afforded the highest priority.



## SECTION 9 -

### 9. RIGHTS OF THE ACCUSED OF AN ACCUSATION OF ABUSE / HARASSMENT

- 9.1. Notification to the accused of an accusation by a Student of abuse / Harassment Prior to any determination being made by the Rotary District 9630 Youth Protection Committee, in relation to an accusation of abuse/harassment by a Rotarian, their spouse, adult family member, volunteer or any other person while involved in a Rotary Program for New Generations in District 9630 (referred to as '*the person*' in this statement), there must be verbal communication with the person accused of the suspected breach, followed by written notification to that person.
- 9.2. Such notification must include:
  - 9.2.1. the details of the accusation;
  - 9.2.2. a copy of the relevant sections of the Rotary District 9630 Youth Protection Policy;
  - 9.2.3. advice that the person has a reasonable opportunity to provide a statement (refer to para. 5) in relation to the suspected breach within a specified (reasonable) time;
  - 9.2.4. the role/authority of the author.
- 9.3. In deciding on when to notify the person of the accusation, care should be taken to ensure that any sensitive investigations are not compromised by doing so.
- 9.4. The accused person must be provided with the right to make a statement and a reasonable opportunity to make that statement.
- 9.5. Reasonable opportunity' includes, having:
  - 9.5.1 a reasonable period of time to provide a statement; and
  - 9.5.2 access to any material which will be considered in determining the matter.
- 9.6. In setting down the period, the Rotary District 9630 Youth Protection Committee should consider the seriousness and/or number of accusations.
- 9.7. The person may provide their statement either in writing or orally. Where the person chooses to make an oral statement or is to be interviewed in the course of the inquiry, they are to be provided with at least 24 hours notice of the time and place of the interview, together with the names of the interviewing committee and advised that they may bring a support person of their choice.
- 9.8. The support person should be independent of the matter being determined.
- 9.9. A person's decision not to provide a written statement will not be taken to be an admission to the accusation.
- 9.10. If, during the course of the investigation, it becomes evident that there is a significant variation in the nature or extent of the accusation which was originally notified, the accused must be notified in writing of the variation and provided with a reasonable opportunity (refer to Section 10, para. 10.5) to make a statement before a determination is made.
- 9.11. Any interview with the person should be in a place that is neutral and non-threatening. For this purpose, District Headquarters is a preferred venue although it is recognised that, in certain circumstances, a more convenient venue may be sought.
- 9.12. The object of the interview is to discuss the issue or issues with the person in order to recommend a course of action to be taken by the District. For this reason, it is important that any interview conducted by the Committee is carried on in a manner which is both factual and free from bias.

- 9.13. Inform the person who is the subject of the complaint of the necessity of taking notes of the interview. Use an audio recorder if permission is given and the equipment is available, otherwise take accurate, written records, including date and time. It is important to record the actual words, without personal judgements or opinions.
- 9.14. Both the person and the Committee are entitled to terminate the interview at any time and also to reconvene the interview at some future date if necessary.
- 9.15. Notes taken, by tape recorder, or written word should be transcribed into a typed format, as soon as possible.
- 9.16. They should be signed by all parties present at the interview, as an agreement to the accuracy of each page.
- 9.17. These notes should be added to and stored with the information gathered in Section 8. of this Policy, Guidelines for Investigation / Reporting an Allegation of Abuse / Harassment by a Student.

## **SECTION 10 –**

### **10. POST DISCLOSURE PROCEDURES**

- 10.1. The adult to whom the abuse/harassment has been reported should follow the Guidelines for Investigation / Reporting an Allegation of Abuse / Harassment by a Student, Section 8.
- 10.2. Co-operate with any police or legal investigation.
- 10.3. As far as is possible, maintain confidentiality, particularly if the matter has been handed to the authorities.
- 10.4. After a disclosure of harassment or abuse, the student may or may not remain involved in the Rotary program (eg on exchange), but if they do, they will most likely still continue their relationship with the Rotary club (depending on the circumstances).
- 10.5. If the police or authorities wish to interview the student or arrange for a forensic medical examination, accompany the student or arrange for a person of the same sex to accompany the student.
- 10.6. Make any arrangements necessary to provide a centralised and managed team approach to supporting the student and their family/host family.
- 10.7. Understand that the student may become withdrawn and appear to be avoiding members of the host family or club.
- 10.8. It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them.
- 10.9. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries.
- 10.10. There may also be short and long term ramifications of abuse, district committee, club members, or host families may experience emotional reactions as a result of the process. As such they also have a responsibility to themselves to self-care, and therefore there may be a need for debriefing and ongoing support.
- 10.11. When addressing an allegation of abuse or harassment, the most important concern is the safety of children and young people.
- 10.12. Club or District Committee members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations.
- 10.13. Club or District Committee members should be cautioned about speculating or commenting on the matter during the investigations.
- 10.14. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals.
- 10.15. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

### **SUPPORT ALL THOSE AFFECTED BY ABUSE!**

## SECTION 11.

### 11. DECLARATIONS, CERTIFICATION, INFORMATION, FORMS

- 11.1 Terms and Commitment to participants of Youth programs
- 11.1.1. Definition of Terms can be found in Section 2 of this Policy.
- 11.1.2. Rotary District 9630 is committed to the safety and wellbeing of all participants.
- 11.1.3. Rotary Clubs participating in the youth programs of District 9630 or their individual club programs or projects are required to show a clear commitment to the safety and well being of all participants.
- 11.2 Forms for all Rotary Youth Volunteers
- Form YV1 Rotary Youth Programs – Assessing Potential Committee Members
- Form YV2 Rotary Youth Volunteer Information and Declaration Form
- Form YV3 Rotary Youth Programs – Assessing Potential Volunteer(s) or Counsellor(s)
- 11.3 Rotary Youth Exchange Certification :
- 11.5.1. From 1 July 2006, to be part of Rotary’s Youth Exchange Program, Rotary International requires all Districts and Clubs to apply for Certification of the YE Program.
- 11.5.2. District 9630 has taken the necessary steps to comply with District Certification.
- 11.4 Forms for the Youth Exchange Program
- Form YEP D4 Dates for Briefing of Inbound Students, Counsellors and Host Families, Club Certification and Student Insurance
- Form YEP D5 Briefing of Outbound Students, Parents & Counsellors and Certification of Clubs
- Form YEP C6 Rotary Youth Protection Officer – Youth Exchange Checklist & Declaration
- Form YEP C7 Rotary YE Club Check List and Compliance Statement, Sponsoring an Outbound Student / Hosting an Inbound Student
- Form YEP C8 Rotary YE Assessing Potential Host Family Members
- 11.5 Requirements of Rotary Youth Exchange Certification :
- 11.5.1. Commit to the selection of caring and responsible people to fulfil the roles of Club Counsellor(s), host families and others who are called upon to support the Youth Exchange program.
- 11.5.2. To select a potential counsellor(s), appoint two Club members to visit and talk with the candidate(s) and to complete Form PC1, a Guide for Rotarians Assessing Potential Counsellor(s) or Volunteer(s). If the candidate(s) fully understand their duties and responsibilities wish to be a counsellor, supply a copy of Form YV 4, Rotary Youth Volunteer Information and Declaration Form. Explain the requirements of the form and ask for completion and return to either one of the Club members.
- 11.5.3. It is preferable that a minimum of three and a maximum of five host families should be arranged and that each be visited in their own home by two of the Club members. Complete the details on Form YEP C2, a Guide for Rotarians Assessing Potential Host Families. and ask the family to complete and return Form YV 4, Rotary Youth Volunteer Information and Declaration Form.

- 11.5.4. To confirm this commitment, Clubs are to be asked to fill in the form "Rotary Youth Exchange Club Check List and Compliance Statement, Form YEP C4 and forward it to the District Youth Exchange Committee Chairman.
- 11.5.5. Keep a copy for the Club records.
- 11.5.6. At the time of application, the minimum information is required on Form YEP C4, preferably details for the Club Counsellor(s) and (if possible) for the first host family for an Inbound Student.
- 11.5.7. Other details should be submitted as an update when additional information becomes available.

## 11.6 Maintenance of Forms

- 11.6.1. In keeping with Australian privacy laws and this Policy, all copies of Youth Volunteer and Youth Exchange Forms must be kept in a secure place and only accessed by the Club or District Officers who are required to compile or see them.
- 11.6.2. Following all exchanges which appear to be free of any major problems or potential problems, three pages of all student's application papers shall be kept. These are –
  - i. The first page with photo, updated with the student's latest known residential address, email address and phone numbers;
  - ii. The Guarantee form;
  - iii. The signature page confirming the student's and parents' acceptance of the rules;
- 11.6.3. In addition, the following information shall be kept –
  - i. A list of Host Families and contact details (Inbound Students only);
  - ii. The student's debriefing form.
- 11.6.4. Information collected by the District Youth Exchange Committee and the District Youth Protection Committee shall be kept as follows :
  - i. Clubs are to keep all copies of Forms YV2, YVE and YEP C8 for 5 years after the completion of the student's exchange year to which they relate;
  - ii. Should a host family or volunteers continue to be involved in YE for a second or more consecutive years(s), their forms should be maintained until five years after the final year of their involvement in the program or until they allow their police or alternate checks to expire and then destroyed.
- 11.6.5. Copies of Forms YEP C6 and C7
  - i. are to be destroyed by the Club annually at the conclusion of the Rotary year to which they apply.
  - ii. The District will keep their copies of these documents for five years.
- 11.6.6. In instances where there has been a serious problem or it is felt a serious problem may surface in the future,
  - i. 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, injury, sickness, financial loss or death;
  - ii. 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;
  - iii. a note as to why it is being kept is to be placed inside the front of the folder;
  - iv. the folder is to be forwarded in an express post envelope to the Manager, Rotary International South Pacific & Philippines Office, Parramatta.

**Rotary Youth Programs, Assessing a Potential Committee Member**

Candidate’s Name ..... Date of Interview .....

Partner’s Name (if applicable) .....

Names of Delegates Interviewing .....

*Please read the following questions before meeting the candidates and explaining the duties and responsibilities their role entails and assessing their suitability for that role. After the interview concludes fill in your impressions below.*

- Did they have a warm and friendly nature? \_\_\_\_\_
- Was the candidate(s) enthusiastic about doing the job asked of him/her? \_\_\_\_\_
- Did 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) obeys 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 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 G    Suitable G    Suitable with more guidance G    Doubtful G    Unsuitable G

*Please read the following questions; then select and phone only three of the referees given. One should preferably be the main employer and one the youth organisation representative if given. Ensure the referees know the candidate(s) well and also ask whether they have visited them in their own home and know how they treat their own family. At the completion of the phone call answer the following questions.*

1. Did the referee enthusiastically recommend the candidate as a conscientious employee/volunteer? \_\_\_\_\_
2. Was the candidate suitable with reservations? \_\_\_\_\_
3. Were they good at organising and handling other people? \_\_\_\_\_
4. Were there problems with the candidate’s approach? \_\_\_\_\_
5. How did the candidate perform in a stressful situation? \_\_\_\_\_
6. Were there problems with the candidate’s attitude particularly to those of the opposite sex? \_\_\_\_\_
7. Did the candidate have problems in working with fellow employees and or young people they were guiding? \_\_\_\_\_
8. Was there an incident or incidents that caused problems? \_\_\_\_\_
9. Were the employee/volunteer’s services terminated for unacceptable behaviour? \_\_\_\_\_

*Fill in the appropriate left three columns of answers on the next sheet. If the results are in any way inconclusive, phone al of the other referees and fill in the three columns to the right. Make a final overall judgement on the candidate based on these results and the interview results.*

Very Suitable G    Suitable G    Suitable with more guidance G    Unsuitable G

Blue Card Number \_\_\_\_\_ Date Expires \_\_\_\_\_ Date Suitability Confirmed G G  
Yes No

Candidate(s) advised their offer of assistance is    G    G  
Accepted refused

By \_\_\_\_\_  
Name Date

Candidate (and Partner's) Reference Results

C A N D I D A T E	Question Number	1 <sup>st</sup> Reference	2 <sup>nd</sup> Reference	3 <sup>rd</sup> Reference
	1			
	2			
	3			
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	7			
	8			
	9			

4 <sup>th</sup> Reference	5 <sup>th</sup> Reference	6 <sup>th</sup> Reference

P A R T N E R	Question Number	1 <sup>st</sup> Reference	2 <sup>nd</sup> Reference	3 <sup>rd</sup> Reference
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	9			

4 <sup>th</sup> Reference	5 <sup>th</sup> Reference	6 <sup>th</sup> Reference

*Fill in three columns to the right only if results to left are not conclusive*

Ensure document confidentiality -- Keep all YV 1 forms for five years after the final year of the committee member's involvement on the District Youth Committee. Should a District Committee member continue to be involved for a second or more consecutive year(s) their forms should be maintained for five years after the final year of their involvement or until they allow their Police or alternate checks to expire. Forms should then be destroyed.

## Rotary Youth Volunteer Information and Declaration Form

Rotary District 9630 is committed to creating and maintaining the safest possible environment for young people in Rotary programs and projects. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. Rotary is aware that among the many wonderful exchanges that have taken place in the past, there have been some instances of students being abused and are now doing all they can to see this does not happen in the future.

TO THIS AIM Rotary District 9630 will not permit any person to be a

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

if that person

- does not possess a current Blue Card
- is the subject of an existing court order preventing them from being with or within a certain distance of another person because of behaviour which the court deems is of a threatening or disturbing nature.

In order to better assess the suitability or role a Rotary District Youth Program or activity volunteer may play, Rotary District 9630 requires all potential participants to provide the following information about themselves.

### PERSONAL DETAILS

Name \_\_\_\_\_

Address \_\_\_\_\_

Town or Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Mobile phone \_\_\_\_\_ E-mail address \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ years

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

Are you a Rotarian? \_\_\_\_\_ If so state name of Club \_\_\_\_\_

Date joined \_\_\_\_\_

What will your role be in Youth in the Program or activity?

District Committee Member \_\_\_\_\_ G \_\_\_\_\_ Club Counsellor \_\_\_\_\_ G

Member of a host Family \_\_\_\_\_ G

Other please detail \_\_\_\_\_



**PERSONAL REFERENCES**

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

1 Name \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

2 Name \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

3 Name \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

**CRIMINAL HISTORY**

*You would be aware that your Blue Card application form included your consent to the Department of Communities, Child Safety and Disability Services for the Police to conduct a criminal background check. Please also answer the following questions.*

1 Have you ever been charged with, been convicted of, or pled guilty to any crime(s)?

Yes No

2 Have you ever been subject to any court order (including civil, family and criminal courts) involving sexual, physical or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protective order?

Yes No

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

**EMPLOYMENT HISTORY**

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

Your occupation \_\_\_\_\_

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

Are you self employed G Are you retired G

Name of the organisation you worked for \_\_\_\_\_

Name of immediate supervisor-manager \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

YV 2 – page 3

PREVIOUS EXPERIENCE WITH YOUTH

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

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

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

BLUE CARD INFORMATION

Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

YV 2 – page 4

I certify the following

- All the statements and information given on this Information and Declaration Form are to the best of my knowledge true and correct.
- I have never committed or been guilty or been accused of a crime against a child or young person of which I have not been cleared.
- I give my full permission for any of the people I have listed on this information sheet to be contacted by an authorised Rotary Youth Exchange Officer to confirm my suitability as a Youth Exchange volunteer recognising such enquiries are in the best interest of the program.
- I certify I have contacted my referees and all are happy for Rotary to contact them.
- I agree to abide unreservedly by the decision of the Rotary Club or the District reviewing my application as to my suitability as a Youth Exchange volunteer.

I HAVE READ AND UNDERSTOOD THE ABOVE DECLARATION AND SIGN THIS FORM VOLUNTARILY.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name Printed \_\_\_\_\_

Rotary Witness \_\_\_\_\_

Name Printed \_\_\_\_\_

Club \_\_\_\_\_

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

ROTARY CLUB USE

I \_\_\_\_\_ Name \_\_\_\_\_ President, Rotary Club of \_\_\_\_\_

verify that \_\_\_\_\_ whose signature appears above has complied with the declaration requirements and the Club has checked his/her references as required. I also confirm the authorised Rotary officer has examined his/ her Blue Card and the club finds him/her a suitable person to work with exchange students.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Club President

Ensure document confidentiality -- Keep all YV 3 forms for five years. Should a volunteer continue to be involved for a second or more consecutive year(s) their forms should be maintained for five years after the final year of their involvement.

**Rotary Youth Programs Assessing Potential Volunteer(s) or Counsellor(s)**

Counsellor's Name \_\_\_\_\_ Date of Interview \_\_\_\_\_

Assistant Counsellor's Name \_\_\_\_\_ Date of Interview \_\_\_\_\_

*Delete Counsellor or Volunteer as applicable*

Volunteer's Name \_\_\_\_\_ Date of Interview \_\_\_\_\_

Names of Delegates Interviewing \_\_\_\_\_

*Please read the following questions before meeting the candidates and explaining the duties and responsibilities their role entails and assessing their suitability for that role. After the interview concludes fill in your impressions below.*

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

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

Very Suitable G      Suitable G      Suitable with more guidance G      Doubtful G      Unsuitable G

*Please read the following questions; then select and phone only three of the referees given. One should preferably be the main employer and one the youth organisation representative if given. Ensure the referees know the candidate(s) well and also ask whether they have visited them in their own home and know how they treat their own family. At the completion of the phone call answer the following questions.*

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

*Fill in the appropriate left three columns of answers on the next sheet. If the results are in any way inconclusive, phone al of the other referees and fill in the three columns to the right. Make a final overall judgement on the candidate based on these results and the interview results.*

Very Suitable G      Suitable G      Suitable with more guidance G      Unsuitable G

Blue Card Number \_\_\_\_\_ Expires \_\_\_\_\_ Suitability Confirmed G G  
Date Date Yes No

Counsellor(s)/Volunteers advised their offer of assistance is G G  
Accepted Refused

By \_\_\_\_\_  
Name Date

Counsellor(s) or Volunteer Reference Results

C O U N S E L L O R	Question Number	1 <sup>st</sup> Reference	2 <sup>nd</sup> Reference	3 <sup>rd</sup> Reference	Name(s)	4 <sup>th</sup> Reference	5 <sup>th</sup> Reference	6 <sup>th</sup> Reference	
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A S S T  C O U N S E L L O R	Question Number	1 <sup>st</sup> Reference	2 <sup>nd</sup> Reference	3 <sup>rd</sup> Reference		4 <sup>th</sup> Reference	5 <sup>th</sup> Reference	6 <sup>th</sup> Reference	
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V O L U N T E E R	Question Number	1 <sup>st</sup> Reference	2 <sup>nd</sup> Reference	3 <sup>rd</sup> Reference		4 <sup>th</sup> Reference	5 <sup>th</sup> Reference	6 <sup>th</sup> Reference	
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**Fill in three columns to the right only if results to left are not conclusive**

Ensure document confidentiality -- Keep all YV 2 forms for five years after the student's exchange year. Should a counsellor or volunteer continue to be involved for a second or more consecutive year(s) their forms should be maintained for five years after the final year of their involvement or until they allow their police or alternate checks to expire. Forms should then be destroyed.

YEP D4

Sheet Number \_\_\_\_\_

**Rotary Youth Exchange District Checklist and Compliance Form**

Include All Inbound Students Who Are Scheduled To Be in Australia in March 20\_\_\_\_

Dates for Briefing of 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.*
- *Some special briefings may need to be arranged relating to students who do not arrive in the July intake.*
- *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		Club Certification Date	1 <sup>st</sup> Family Briefing Date	2 <sup>nd</sup> Family Briefing Date	3 <sup>rd</sup> Family Briefing Date	4 <sup>th</sup> Family Briefing Date	5 <sup>th</sup> Family Briefing Date	6 <sup>th</sup> Family Briefing Date
			Seen Date	Bought Date	1 <sup>st</sup> Briefing Date	2 <sup>nd</sup> Briefing Date	1 <sup>st</sup> Briefing Date	2 <sup>nd</sup> Briefing Date							
_1															
_2															
_3															
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_8															
_9															
_10															

I, the District Youth Exchange Chairman \_\_\_\_\_ and I, the Secretary \_\_\_\_\_

confirm that the details given in the YESP D1 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 \_\_\_\_\_ Date \_\_\_\_\_ Secretary/Deputy Chairman \_\_\_\_\_ Date \_\_\_\_\_  
 Signature Signature

YEP D5

Sheet Number \_\_\_\_\_

**Rotary Youth Exchange District Checklist and Compliance Form**  
 Include All Outbound Students Who Are Scheduled To Be Overseas in March 20\_\_\_\_\_

**Briefing of Outbound Students, Parents & Counsellors and Certification of Clubs**

*Please fill in the appropriate spaces below with date 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	Sponsoring Club	Papers Sent Overseas	Student		Counsellor		Parent		Evidence of Overseas District's RI Approval Date	Date of Acceptance Overseas	Date of YEP C5 Report of Club Protection Officer
				1 <sup>st</sup> Briefing Date	2 <sup>nd</sup> Briefing Date	1 <sup>st</sup> Briefing Date	2 <sup>nd</sup> Briefing Date	1 <sup>st</sup> Briefing Date	2 <sup>nd</sup> Briefing Date			
_1												
_2												
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_5												
_6												
_7												
_8												
_9												
_0												

I, the District Youth Exchange Chairman \_\_\_\_\_ and I, the Secretary \_\_\_\_\_

confirm that the details given in the YE D2 form with the information on the attached sheets are true and correct. We further confirm that monthly report forms have been received from all outbound students.

The District Governor was briefed on \_\_\_\_\_ (date)

Chairman \_\_\_\_\_ Date \_\_\_\_\_ Secretary/Deputy Chairman \_\_\_\_\_ Date \_\_\_\_\_  
 Signature Signature

### Rotary Youth Protection Officer – Youth Exchange Checklist & Declaration

The Club Protection Officer should have an overview of student exchange in their Rotary Club. They need to be familiar with the requirements outlined in the “Rotary Youth Exchange Club Certification Criteria” CL 1 to ensure that none of the steps outlined are overlooked and all are done within the required time frames. Compliance with the following checks should ensure your Club is correctly handling student exchange.

Should a problem of sexual harassment or abuse occur to the Club’s student, the Club Protection Officer must ensure the matter is handled in accordance with Section 8, Guidelines for Investigation / Reporting an allegation of Abuse / Harassment by a Student.

*Please place a tick or a cross in the first column to indicate whether or not the task was completed. Please tick the second box confirming whether or not the task was completed by the required time. The checklist must be read in conjunction with Section 11.2 of this Policy, Rotary YEP Club Certification Criteria.*

#### Checklist for Clubs Hosting an Incoming Exchange Student

Requirement	Minimum Time Frame	Job Done	Within Time
Have the responsible Rotarians in your Club selected, briefed and approved a suitable Club student counsellor(s) who has a Blue Card, in accordance with the guidelines, counsellor(s) who are happy to do the job?	For July Inbounds - End of Mar. For Jan. Inbounds - End of Sept. For Mar. Inbounds - End of Dec.		
Has the Club applied for certification from the District Youth Exchange Committee to host an exchange student	For July Inbounds - End of Mar. For Jan. Inbounds - End of Sept. For Mar. Inbounds - End of Dec..		
Have the responsible Rotarians selected, briefed, checked and approved a suitable 1 <sup>st</sup> host family in accordance with the guidelines, a family who is happy to host	For July Inbounds - End of Mar. For Jan. Inbounds - End of Sept. For Mar. Inbounds - End of Dec.		
Have all members of the 1 <sup>st</sup> Host Family been issued with a “Blue Card”	For July Inbounds – Mid June For Jan. Inbounds – Mid Dec. For Mar. Inbounds – Mid Feb.		
Has the 2 <sup>nd</sup> Host Family been briefed, checked and approved as a suitable host family in accordance with the guide lines, a family who is happy to host	Five weeks before they host the student		
Have all members of the 2 <sup>nd</sup> Host Family been issued with a “Blue Card”	Two weeks before they host the student		
Has the 3 <sup>rd</sup> Host Family been briefed, checked and approved as a suitable host family in accordance with the guide lines, a family who is happy to host	Five weeks before they host the student		
Have all members of the 3 <sup>rd</sup> Host Family been issued with a “Blue Card”	Two weeks before they host the student		
Has the 4 <sup>th</sup> Host Family been briefed, checked and approved as a suitable host family in accordance with the guide lines, a family who is happy to host	Five weeks before they host the student		
Have all members of the 4 <sup>th</sup> Host Family been issued with a “Blue Card”	Two weeks before they host the student		



Has the 5 <sup>th</sup> Host Family been briefed, checked and approved as a suitable host family in accordance with the guide lines, a family who is happy to host	Five weeks before they host the student		
Have all members of the 5 <sup>th</sup> Host Family been issued with a “Blue Card”	Two weeks before they host the student		
If your student claimed they were harassed / abused, did your Club handle the matter in accordance with Section 8 of this Policy	Immediately after the allegation was made.		

**Checklist for Club Sponsoring an Outbound Student**

Did the student and the student’s parents (or guardians) separately receive a thorough briefing by the Club or in conjunction with other local Clubs	By the official Club interview closing date		
Has the Club selected a suitable counsellor(s) for your student in accordance with the guide lines, a counsellor who is happy to carry out the task.	Four weeks before the official Club interview closing date		
Has the Club received certification from the District Youth Exchange Committee to sponsor an exchange student	Four weeks before the district interviews		
Has the counsellor been issued with a “Blue Card”	By the official Club interview closing date		
Has the counsellor been helpful and communicated regularly with the student inviting the student to some Club meetings in the period before their departure	November until departure		
Did the counsellor communicate regularly with the student while they were on exchange informing Club members of the student’s activities	The full exchange period		
Did the counsellor debrief the student on their return and assist them needed	After return home for as long as is needed		
If your student claimed they were sexually molested, did your Club handle the matter in accordance with Section 8 of this Policy	Immediately after the allegation was made		

**Club Protection Officer Declaration**

I \_\_\_\_\_ the Club Protection Officer of the Rotary Club of \_\_\_\_\_  
Print Name Print Club Name  
 declare I have carefully checked to see that all the tasks to which the questions listed in this document refer have been satisfactorily completed by the times I have entered.

\_\_\_\_\_  
Signature Date

***Copy this form and send the original to the Chairman of the District Youth Exchange Committee as soon as the last tasks are completed, but no later than the 30<sup>th</sup> April of (a) the year your inbound students completed or will complete their exchange and (b) the year your outbound students returned.***

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

## **Rotary Youth Exchange Club Check List and Compliance Statement**

Clubs wishing to participate in the Youth Exchange Program must apply to their district for certification. They should fill in this checklist as far as they are able and in accordance with the terms of the Rotary District 9630 Youth Protection Policy.

Note : In the first instance the form can be submitted with only the details of the counsellor and the first host family with the exception of certifying the existence of Blue Cards. The Club then needs to sign the declaration at the end of the statement.

A copy of this form is to be retained and filled in as the remaining tasks are completed

### **PART A – Sponsoring an Outbound Student**

#### **THE STUDENT**

*Tick boxes as appropriate*

- The Club will require the student applicant to submit a completed Club application form. G
- The Club will themselves or in conjunction with other Clubs, thoroughly interview of each student. It is suggested 20 to 30 minutes per student. G
- The Club or Clubs will, while one panel is interviewing a student, have a second panel conduct a thorough interview of the student's parents or guardians. G
- The Club will agree to submit to the District Interview only students they feel reasonably confident will make good exchange students and who have their parents (guardians) support. G

#### **CLUB OUTBOUND COUNSELLOR(S)**

- Has (have) received a "Blue Card". G
- Has (have) filled in a "Rotary Youth Exchange Volunteer Information and Declaration Form". The appropriate references have been checked confirming their suitability. G
- Is of the same sex as their student or alternatively their partner will assist as stipulated or a suitable assistant Club member of the same sex as the student has/will be appointed. G
- In the opinion of those Club members responsible for Youth Exchange, the counsellor(s) meets the criteria laid down. G
- The Club counsellor(s) is (are) aware of their duties and has (have) willingly agreed to carry out these duties. G
- Has (have) agreed to debrief the student on their return and assist them as necessary. G

#### **IMPORTANT NOTE**

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

**PART B – Hosting an Inbound Student**

**HOST FAMILIES**

*Tick boxes as appropriate*

- It is the Club's intention to have \_\_\_\_\_ host families  
Insert Number

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

Host Family No. 1	G	Host Family No. 2	G	Host Family No. 3	G
Host Family No. 4	G	Host Family No. 5	G		

- The following host family have received "Blue Cards".

Members Family No. 1	G	Members Family No. 2	G	Members Family No. 3	G
Members Family No. 4	G	Members Family No. 5	G		

- The following host family members have had their references checked confirming their suitability

Members Family No. 1	G	Members Family No. 2	G	Members Family No. 3	G
Members Family No. 4	G	Members Family No. 5	G		

**CLUB INBOUND COUNSELLOR (S)**

- Has (have) received a "Blue Card(s)" G
- Has (have) filled in a Rotary Youth Exchange Volunteer Information and Declaration Form (s). References have been checked confirming their suitability. G
- Is of the same sex as their student or alternatively their partner will assist as stipulated or a suitable assistant Club member of the same sex as the student has been / will be appointed. G
- In the opinion of those Club members responsible for Youth Exchange, the counsellor(s) meets the criteria laid down. G
- The Club counsellor(s) is aware of their duties and has willingly agreed to carry out these duties. G
- The Club counsellor(s) agrees attend the required District Youth Exchange training sessions. G
- The Club counsellor(s) is not, nor will be a member of a host family. G
- The Club members responsible for student exchange believe the counsellor(s) is able to be totally impartial in a dispute between the student and the host family G

**IMPORTANT NOTE**

**For a Rotary Club to be involved in hosting an exchange student this form should be returned to the District Youth Exchange Chairman no later than**  
**For July Inbounds -- by the end of Mar.**  
**For Jan. Inbounds – by the end of Sept.**  
**For Mar. Inbounds – by the end of Dec.**

**PART C – Declaration of a Club Youth participating in Exchange Program**

The Rotary Club of \_\_\_\_\_  
Print Club Name

wishes to be certified to sponsor and host a student

G

The undersigned Club members confirm all of the answers to the above questions are truthful and confirm what the Club has already done. Where a task (tasks) has (have) not yet been completed, the Club members signatures below further confirm that they will ensure all of the requirements laid down in the “Rotary District 9630 Youth Protection Policy and Rotary Youth Exchange Club Certification Criteria” will be completed in the timing required.

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

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Club President

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Club President-elect

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

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



**Host Family Reference Results**

		Family Name							
H O S T  M O T H E R	Question Number	1 <sup>st</sup> Reference	2 <sup>nd</sup> Reference	3 <sup>rd</sup> Reference		4 <sup>th</sup> Reference	5 <sup>th</sup> Reference	6 <sup>th</sup> Reference	
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	2								
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H O S T  F A T H E R	Question Number	1 <sup>st</sup> Reference	2 <sup>nd</sup> Reference	3 <sup>rd</sup> Reference		4 <sup>th</sup> Reference	5 <sup>th</sup> Reference	6 <sup>th</sup> Reference	
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1 <sup>ST</sup> Family Member Over 18 years	Question Number	1 <sup>st</sup> Reference	2 <sup>nd</sup> Reference	3 <sup>rd</sup> Reference		4 <sup>th</sup> Reference	5 <sup>th</sup> Reference	6 <sup>th</sup> Reference	
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	9								

2 <sup>nd</sup> Family Member Over 18 years	Question Number	1 <sup>st</sup> Reference	2 <sup>nd</sup> Reference	3 <sup>rd</sup> Reference		4 <sup>th</sup> Reference	5 <sup>th</sup> Reference	6 <sup>th</sup> Reference	
	1								
	2								
	3								
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	5								
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	7								
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*Fill in three columns to the right only if results to left are not conclusive*

Ensure document confidentiality -- Keep all YEP C8 forms for five years after the student's exchange year. Should a host family continue to be involved for a second or more consecutive year(s) their forms should be maintained for five years after the final year of their involvement or until they allow their police or alternate checks to expire. Forms should then be destroyed.



## SECTION 12 –

### 12. Additional Relevant Information can be found at –



Commission for Children and Young People and Child Guardian  
[www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au)



Choose with Care, Vic., via  
ECPAT Australia PO Box 451, South Melbourne 3205  
1800 991 099  
[www.ecpat.org](http://www.ecpat.org)



Child-Safe, Travel-Safe  
[www.child-safe.org.uk](http://www.child-safe.org.uk)