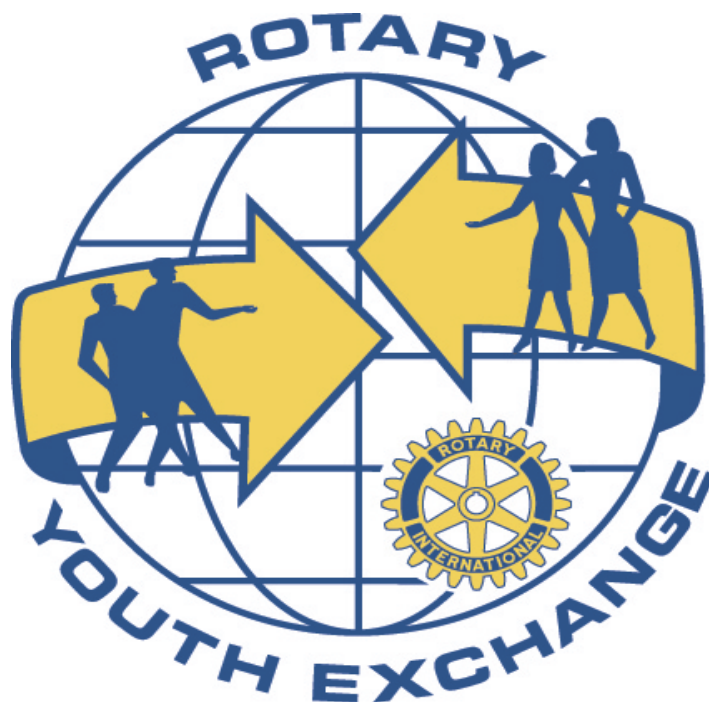


# **ROTARY CLUB SECTION**



## **ROTARY YOUTH EXCHANGE AUSTRALIA**

**Extracted from - A Guide To**

**Club and District**

**Certification**

**February 2006**

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## **Rotary Youth Exchange Club Certification Criteria**

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

When Club members have read and understood the content of this document and they agree to comply with the requirements if they elect to host or sponsor an exchange student, they should apply for **Club certification** by completing the “Rotary Youth Exchange Club Check List and Compliance Statement” and forward it to the District Youth Exchange Committee Chairman.

Incoming student certification requests must be sent prior to the student’s arrival

- for July students by the end of March
- for January students by the end of September
- for March students by the end of December.

Outbound student certification requests must be sent 4 weeks before the district interviews.

It is normal procedure that any Club sponsoring an outbound student will be required to host an inbound student before sponsoring a subsequent outbound student.

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

### **Definition of Terms**

#### A Volunteer

A “volunteer” is an adult, male or female

- who may, at times on his or her own, be responsible for caring for an exchange student
- whose role is such that there is seen to be an opportunity for the student to be placed at risk of abuse
- who has been police, reference checked and approved as prescribed in Section 1.
- Youth Exchange Committee member or any Rotary Club counsellor or any host family member over 18 years of age living in the family home while the student is living there. A “volunteer” may also include Rotarians or others who take students on organised events or adults who it is planned will be caring for Rotary Exchange Students at times on their own where there is seen to be an opportunity for the student to be placed at risk of abuse.

#### A Responsible Adult<sup>1</sup>

A “responsible adult” is an adult male or female

- who in a family or group situation is responsible for caring for an exchange student
- whose role is such that there is seen to be virtually no opportunity for the student to be placed at risk of abuse

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<sup>1</sup> It is realised that nothing Rotary or anyone does can guarantee the complete safety of our students. To give them the chance to participate in the many opportunities that will spring up during their year living in our country and to ensure their safety to the best of our ability, we have introduced the classification of “Responsible Adult”. This will afford safety in situations of low risk where there is insufficient time to obtain people qualified as “volunteers” or where the risk is negligible. To rob them of these experiences would make their life sterile and their exchange meaningless.

- who the student's counsellor and/or host parents would establish is a suitable and caring person, acting as conscientious parents would in protecting their own underage teenage child
- who has not been police and formally reference checked
- who might be the family of a school friend who invites the student for an overnight stay, a Rotarian who invites the student for a family meal, a close relative of the host family who invites the student to go away with their own family for a short period, or any similar person where there is virtually no opportunity for sexual harassment to occur

Student: Youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority.

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

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

- Non-touching offences
- Indecent exposure
- Exposing a student to sexual or pornographic material

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

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

- sexual motivated advances including comments to the effect that the adult in a position of trust finds the student sexually attractive
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comment about an individual's sexual activity, deficiencies, or prowess
- verbal abuse of a sexual nature
- displaying sexually suggestive objects, pictures or drawings, videos and internet images
- sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments.

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

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

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

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

## Procedures relating to hosting inbound students

1. Club Certification – To be certified to host an **inbound student**<sup>2</sup> Clubs are required commit to the selection of caring and responsible people to fulfil the roles of Club counsellor, host families and others who are called upon to assist in the Youth Exchange program. To confirm they will do this, Clubs are to fill in the form “**Rotary Youth Exchange Club Check List and Compliance Statement**” YESP CL 5 and return it to their **Youth Exchange Chairman**. Keep a copy for the Club records. Note at the time of application the minimum information required on the form is all details for the **Club counsellor** and the **first host family** other than receipt of Police Checks, “Blue Cards” or optimal alternate legal form of certification.

**Counsellors, host family members over 18 years of age** and any **other volunteers** who by reason of their activities have access to the student without the presence of another responsible adult for a period of time such that they could place that student at risk of abuse. These people are classified as “Volunteers”. See Definition of Terms, Dot Point one. Volunteers must

- obtain a Police Check or a “Blue Card” or optimal alternate legal form of certification in the state or country in which they live<sup>3</sup> to confirm they -
  - have not committed a crime against a child or young person
  - are not the subject of an existing court order preventing them from being with or within a certain distance of another person because of behaviour which the court deems is of a threatening or disturbing nature.
- complete the “Information and Declaration Form” CL 4.<sup>4</sup>

Clubs also commit to selecting other adults who may in a family or group situation, for a short period of time, be responsible for caring for an exchange student. Any such adult must be what Rotary Australia classifies as a “Responsible Adult”. See Definition of Terms, Dot Point 2.

2. Club Inbound Counsellor – Following the selection of a potential counsellor(s), appoint two suitable Club members (one may be, but need not be, the chairman and the second a member of the committee administering Youth Exchange in the Club) to visit and talk with the candidate(s). If the candidate(s) after fully understanding their duties and responsibilities wish to be a counsellor(s), give them a Police Check or equivalent form and a CL 4 form. Explain the forms and point out before nominating a referee they must check with that person to confirm the person will be happy to be phoned by Rotary for a reference.

Ensure the Club’s inbound student counsellor is a person who (if there are two people involved in counselling the following requirements apply to both) --

- has a rapport with young people and is committed to the student’s well being and happiness but also a person able to ensure, in a non-confrontational manner, that the student and host families abide by the Rotary rules and the student fulfils their obligations as a family and school member
- is of the same sex as the student or alternatively
  - that the counsellor’s partner will act in the capacity of counsellor
  - or
  - that another member of the Rotary Club of the same sex as the student will be appointed as an assistant counsellor
- is not a member of one of the student’s host families
- is able to be totally impartial in a dispute between the student and the host family

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

<sup>3</sup> Some Rotary districts in Australia cover two or more states and some cover other smaller Pacific and Indian Ocean nations.

<sup>4</sup> All persons over the age of 18 years residing in a host family need to complete the above two requirements.

- is not the Club president, the principal or the teacher responsible for the student in the school the student attends or the Youth Exchange Program chair
  - is prepared to greet the student on arrival and organise their settling in, school enrolment and in particular
    - set up the student's emergency money account with the counsellor's, another Rotarian's and the student's signature, any one of whom is to operate the account. This should be done as soon as practicable.
    - organise safe-keeping for the student's passport and airline tickets (after taking copies) in a place where they will be safe but where the student has access to them
    - discourage the student from phoning home too frequently.
    - who has the time and commitment to talk with the student frequently and facilitates the student's involvement with the Rotary Club
  - is prepared to take whatever steps are necessary to ensure the student is protected and treated kindly and fairly
  - is prepared to undertake the required District training sessions
  - is familiar with and able to implement if necessary RI's "Youth Exchange Sexual Abuse and Harassment Reporting Guidelines" YESP DI 3
3. Ensure that the Club has or feels it can obtain suitable caring host families. These families need to be –
- preferably a minimum of three and a maximum of five families with their hosting times divided somewhat evenly over the year
  - preferably a mix of Rotary and non-Rotary families
  - volunteers whose motivation for hosting is consistent with Rotary's ideals of promoting international understanding through cultural exchange.

Appoint two suitable Rotarians or a Rotarian and partner to visit and talk with potential host families in their homes.<sup>5</sup> It is preferable one delegate is a female. One may, but need not, be a student counsellor or the chairman of the committee administering Youth Exchange in the Club.<sup>6</sup> These delegates should, in a warm and friendly manner –

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

<sup>5</sup> The same degree of investigation into an experienced and successful host family will not be required as with a new family. Nevertheless it is important to confirm all host families are up to date with the latest regulations.

<sup>6</sup> Once a student is in residence in a home it is part of a counsellor's role to visit the student in her/his home occasionally (sometimes unannounced) to see that everything is still in order. These visits can be when the counsellor picks up the student for an outing.

through it with them. Also point out that under Australian state and territory laws there is a legal obligation to report all suspected cases of sexual abuse and serious harassment to the police.

If, after fully understanding their obligations, ask, “Do you still wish to host a student”? If the answer is yes, provide a Police Check or equivalent application form and a CL 4 form to be completed by each family member over the age of 18. Explain the forms as necessary and point out that, before nominating a referee, that person must agree to being contacted by a Rotary Student Exchange representative.

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

If so the delegates should –

- complete, as appropriate, the top section of the “Rotary Youth Exchange Host Family Member Screening Report” CL 2 or “The Counsellor or Other Volunteer Screening Report” CL3
- phone and check 3 of the references preferably in this order
  - the employer who has known the applicant for the longest period of time during the last five years (if available).
  - any youth organisation where the candidate worked or volunteered (if applicable)
  - one of the personal references provided by each candidate
- If there is any doubt as to the suitability of the person to be selected after the above three people have been contacted, all of the remaining referees including all employers should be contacted.
- After reflecting on the various references, complete all but Police Check information on the CL 2 or CL 3 forms and if now fully satisfied with all candidates, tentatively approve them for their selected duty.
- After receiving evidence the candidate(s) have obtained satisfactory police or alternative certification, complete the Police Check or alternative certification information on CL 2 or CL 3. Notify the candidate(s) of their acceptance noting this on the forms also.

<b><u>Inbound Students</u></b>	
<b><u>Club Certification</u></b>	
Submit the Club application to host an inbound student to the District Youth Exchange Committee	For July inbound student      End of March For Jan. inbound student      End of Sept For March inbound student      End Dec.
<b><u>Club Counsellor</u></b>	
Select and brief a counsellor	For July inbound student      End of March For Jan. inbound student      End of Sept For March inbound student      End Dec.
Obtain a Police Check, “Blue Card” or optimum alternate legal certification	For July inbound student      Mid May For Jan. inbound student      Mid Nov. For March inbound student      Mid Feb.
<b><u>Host Families</u></b>	
Select, interview and brief the first host family	For July inbound student      End of March For Jan. inbound student      End of Sept. For March inbound student      End Dec.
Obtain a Police Check, “Blue Card” or optimum alternate legal certification	For July inbound student      Mid May For Jan. inbound student      Mid Nov. For March inbound student      Mid Feb.

<b>Inbound Students cont'd</b>	
Select, interview and brief subsequent host families (if not done at the same time as the first)	6 weeks before the student joins them
Commence the process to obtain a Police Check, "Blue Card" or optimum alternate legal certification	6 weeks before the student joins them

### **Procedures Relating to Sponsoring Outbound Students**

1. **Club Certification** – To be certified to sponsor an outbound student, Clubs commit to the selection of caring and responsible people to fulfil the roles of Club counsellor and any other people called upon to assist in the Youth Exchange Program. To confirm their commitment Clubs fill in the **Rotary Youth Exchange Club Check List and Compliance Statement – Sponsoring an Outbound Student YESP CL 6** and return it to their **Youth Exchange Chairman**. Keep a copy for the Club records.
2. **Selecting a Student** - The Club should be prepared to carefully interview and select any potential students to go overseas. This procedure should include --
  - ensuring all applicants have completed a Club application form which should require information about
    - the student's schooling level and achievements,
    - any other sporting and community achievements,
    - the student's age,
    - the countries where the student would prefer to be hosted
    - any countries where the student would prefer not to be placed
    - the student's parents' or guardians' details.
  - separately interviewing the student and the student's parents or guardians using either a panel from the Rotary Club or a panel drawn from a group of Rotary Clubs in the local area, all of whom are looking to select a student. Ensure that not only does the student really want to go on exchange and has the ability to do so, but that the parents or guardians are enthusiastic about the student's going and can afford the cost. Questions need to be carefully structured to ensure all participants answer truthfully.
3. **Club Outbound Counsellor** - The same procedure should be employed in selecting the Club's outbound counsellor(s) as in selecting an inbound counsellor(s). Ensure the Club's Outbound Student Counsellor(s) is
  - a person who meets the same requirements as an inbound counsellor as listed in the first two points in Section 2 "Club Inbound Counsellor".
  - able to assist the selected student to fill in the International Application form and prepare for the District Interview.
  - prepared if required by the District to accompany the student and the student's parents or guardians to the District Interview.
  - able to invite the student to several Rotary Club meetings before their departure for overseas and at one of these meetings have the student address the Club. Most Clubs have the student give the introductory talk they will give to their overseas Club.
  - committed to keep in touch with the student before they depart and assist them as needed with any visa paperwork, and to get to know them well and become a friend.
  - able to keep in regular contact with the student while overseas and let the Club know what the student is doing and how they are progressing.
  - prepared to personally debrief the student and help with any problems of readjustment after their return.
  - Familiar with and able to implement if necessary RI's "Youth Exchange Sexual Abuse and Harassment Reporting Guidelines" YESP DI 3

<b><u>Outbound Students</u></b>	
<b><u>Club</u></b>	
Submitting the Club application for certification by the District Youth Exchange Committee to sponsor an outbound student	4 weeks before the District student interviews
<b><u>Club Counsellor</u></b>	
Selecting and briefing a counsellor(s) for the Club's outbound student	4 weeks before the official Club interview date
Obtain a Police Check, "Blue Card" or optimum alternate legal certification	4 weeks before the official Club interview date
Interviewing and briefing the student's parents	By the official Club interview date

### **Club Protection Officer**

The Club will appoint a Club Protection Officer if none exists. The Club Protection Officer will be an appropriately experienced Rotarian in the Club preferably not directly involved in running the Club's youth exchange program. This Rotarian could be the Club Risk Management Officer, the Club president or any other suitable Rotarian.

The duties of the Protection Officer are to

- ensure all of the major Club duties in relation to hosting and/or sponsoring an exchange student have been carried out
- verify the people responsible have completed the required forms
- complete and return the "Rotary Youth Exchange Club Protection Officer Check List and Declaration" YESP CL 7 form to the District Youth Exchange Chairman by 31<sup>st</sup> March each year.

### **Maintenance of Information**

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

- Clubs are to keep all YESP CL 2, 3, & 4 forms for 5 years after the completion of the student's exchange year to which they relate. Should a host family or volunteers continue to be involved in Youth Exchange for a second or more consecutive year(s), their forms should be maintained until five years after the final year of their involvement in the program or until they allow their police or alternate checks to expire and then destroyed.
- Copies of all YESP CL 5, 6, & 7 forms are to be destroyed by the Club annually at the conclusion of the Rotary year to which they apply. The District will keep their copies of these documents for five years.

**NB - All YESP CL 2, 3, 4, 5, 6 & 7 FORMS MUST BE KEPT IN A SECURE PLACE AND ONLY ACCESSED BY THE CLUB OFFICERS WHO ARE REQUIRED TO COMPILE OR SEE THEM.**

**Rotary Youth Exchange Host Family Members Screening Report**

**A Guide for the Rotarians Assessing Potential Host Families**

Host Family Name ..... Date of Interview .....

Names of Delegates Interviewing .....

*Note - For the interview take, distribute and explain the appropriate forms as listed in CL 1 at the end of Clause 3. Please read the following questions before the home interview. After conducting the interviews fill in your impressions below.*

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

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

Very Suitable  Suitable  Suitable with more guidance  Doubtful  Unsuitable

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

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 all of the other referees and fill in the three columns to the right. Make a final overall judgement on the family as a whole based on these results and the interview results.*

Very Suitable  Suitable  Suitable with more guidance  Unsuitable

Police or alternate certification received on \_\_\_\_\_ Expires \_\_\_\_\_ Suitability Confirmed    
Date Date Yes No

Family advised their offer of assistance is   by \_\_\_\_\_ on \_\_\_\_\_  
Accepted Refused Name Date

**Host Family Reference Results**

Family Name \_\_\_\_\_

<b>H O S T  M O T H E R</b>	Question Number	1 <sup>st</sup> Referee	2 <sup>nd</sup> Referee	3 <sup>rd</sup> Referee
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			

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

<b>H O S T  F A T H E R</b>	Question Number	1 <sup>st</sup> Referee	2 <sup>nd</sup> Referee	3 <sup>rd</sup> Referee
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			

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

1 <sup>st</sup>  Family Member  over  18	Question Number	1 <sup>st</sup> Referee	2 <sup>nd</sup> Referee	3 <sup>rd</sup> Referee
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			

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

2 <sup>nd</sup>  Family Member  over  18	Question Number	1 <sup>st</sup> Referee	2 <sup>nd</sup> Referee	3 <sup>rd</sup> Referee
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			

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

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

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

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

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

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 .....

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

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

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

Very Suitable  Suitable  Suitable with more guidance  Doubtful  Unsuitable

*Please read the following questions; then 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.*

10. Did the referee enthusiastically recommend the candidate as a conscientious employee/volunteer? \_\_\_\_\_
11. Was the candidate suitable with reservations? \_\_\_\_\_
12. Were they good in some areas but poor in others? \_\_\_\_\_
13. Were there problems with the candidate's approach? \_\_\_\_\_
14. How did the candidate perform in a stressful situation? \_\_\_\_\_
15. Were there problems with the candidate's attitude particularly to those of the opposite sex? \_\_\_\_\_
16. Did the candidate have problems in working with fellow employees and or young people they were guiding? \_\_\_\_\_
17. Was there an incident or incidents that caused problems? \_\_\_\_\_
18. 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 all 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  Suitable  Suitable with more guidance  Unsuitable

Police or alternate certification received on \_\_\_\_\_ Expires \_\_\_\_\_ Suitability Confirmed    
Date Date Yes No

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

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

**Counsellor(s) or Volunteer Reference Results**

Name(s)

<b>C O U N S E L L O R</b>	Question Number	1 <sup>st</sup> Referee	2 <sup>nd</sup> Referee	3 <sup>rd</sup> Referee
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			

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

<b>A S S T  C O U N S E L L O R</b>	Question Number	1 <sup>st</sup> Referee	2 <sup>nd</sup> Referee	3 <sup>rd</sup> Referee
	1			
	2			
	3			
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	7			
	8			
	9			

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

<b>V O L U N T E E R</b>	Question Number	1 <sup>st</sup> Referee	2 <sup>nd</sup> Referee	3 <sup>rd</sup> Referee
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			

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

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

**Ensure document confidentiality -- Keep all YESP 3 forms for five years after the student's exchange year. Should a counsellor or volunteer continue to be involved for a second or more consecutive year(s) their forms should be maintained for five years after the final year of their involvement or until they allow their police or alternate checks to expire. Forms should then be destroyed.**

## Rotary Youth Exchange Volunteer Information and Declaration Form

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

TO THIS AIM no Australian Rotary Districts will permit any person to be a

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

if that person

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

In order to better assess the suitability or role a Rotary Youth Exchange volunteer may play all Australian Youth Exchange Districts require applicants 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 Exchange?

District Committee Member  Club Counsellor

Member of a host Family

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 \_\_\_\_\_

EMPLOYMENT HISTORY

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

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

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

Are you self employed  Are you retired

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

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

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

PREVIOUS EXPERIENCE WITH YOUTH

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

CRIMINAL HISTORY CHECK

It is a requirement that all Rotary Youth Exchange volunteers must obtain a Police Check or a "Blue Card" or optimal alternate legal form of certification in the state or country in which they live to confirm their suitability as a volunteer.

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 agree to authorise Rotary to view whichever of the “Criminal History Checks” as listed on page 2 of this section they require for the area in which I will be a “Volunteer” working with children and young people.
- I certify I have contacted my referees and all are happy for Rotary to contact them.
- I agree to abide unreservedly by the decision of the Rotary Club or the District reviewing my application as to my suitability as a Youth Exchange volunteer.

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

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**

<p>ROTARY CLUB USE</p> <p>I _____ President, Rotary Club of _____  <small>Name</small></p> <p>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 _____  <small>Enter form of checking done, i.e. Police Check, “Blue Card”, etc</small></p> <p>and the club finds him/her a suitable person to work with exchange students.</p> <p>Signed _____ Date _____  <small>Club President</small></p>	
---	--

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

## Rotary Youth Exchange Club Check List and Compliance Statement

### Hosting an Inbound Student

Clubs wishing to participate in the Youth Exchange Program must apply to their District for certification. They should fill in this check list as far as they are able and in accordance with the "Rotary Youth Exchange Club Certification Criteria" CL 1. Note: In the first instance the form can be submitted with only the details of the counsellor and the first host family with the exception of certifying the receipt of Police Checks, "Blue Cards" or optimal alternate legal form of certification. 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.

#### 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                            Host Family No. 2                            Host Family No. 3        
Host Family No. 4                            Host Family No. 5     

- The following host family members have received Police Checks, "Blue Cards" or optimal alternate legal form of certification confirming their suitability.

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

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

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

#### CLUB INBOUND COUNSELLOR (S)

- Has received a Police Check, "Blue Card" or optimal alternate legal form of Certification which has confirmed their suitability.
- Has filled in a Rotary Youth Exchange Volunteer Information and Declaration Form" and their references have been checked confirming their suitability.
- 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 appointed.
- In the opinion of those Club members responsible for Youth Exchange, the counsellor(s) meets the criteria laid down.
- The Club counsellor(s) is aware of their duties and has willingly agreed to carry out these duties.
- The Club counsellor(s) agrees to attend the required District Youth Exchange training sessions.
- The Club counsellor(s) is not a member of a host family.
- The Club members responsible for student exchange believe the counsellor(s) is able to be totally impartial in a dispute between the student and the host family

**The Rotary Club of \_\_\_\_\_ wishes to be certified**  
Print Club Name

**to host a student**

The undersigned Club members confirm all of the answers to the above questions are truthful and confirm what the Club has already done. Where a task (tasks) has (have) not yet been completed, the Club members signatures below further confirm that they will ensure all of the requirements laid down in the "Rotary Youth Exchange Club Certification Criteria" YESP CL 1 will be completed in the timing required.

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

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

The Club President

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

**For a Rotary Club to be involved in 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.**

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

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

### **Sponsoring an Outbound Student**

*Clubs wishing to participate in the Youth Exchange Program must apply to their district for certification. They should fill in this checklist in accordance with the "Rotary Youth Exchange Club Certification Criteria" CL 1. Note: the form must be completed with the exception of certifying the receipt of Police Checks, "Blue Cards" or optimal alternate legal form of certification. The Club then needs to sign the declaration at the end of the statement. A copy of this form is to be retained until the final task is completed.*

#### **THE STUDENT**

*Tick boxes as appropriate*

- The Club will require all student applicants to submit a completed Club application form.
- The Club will themselves or in conjunction with other Clubs conduct a thorough Interview of each student. We suggest 20 to 30 minutes per student
- 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
- 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.

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

- Has (have) received a Police Check, "Blue Card" or optimal legal form of certification which has confirmed their suitability.
- Has (have) filled in a "Rotary Youth Exchange Volunteer Information and Declaration Form" and the appropriate references have been checked confirming their suitability.
- 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 appointed.
- In the opinion of those Club members responsible for Youth Exchange, the counsellor(s) meets the criteria laid down.
- The Club counsellor(s) is (are) aware of their duties and has (have) willingly agreed to carry out these duties.
- Has (have) agreed to debrief the student on their return and assist them.

The Rotary Club of \_\_\_\_\_ wishes to be certified to  
Print Club Name

**sponsor a student**

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

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

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

The Club President

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

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

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

## Rotary Youth Exchange Club Protection Officer Checklist and 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 Rotary International’s “Sexual Harassment and Abuse Reporting Guidelines” YESP DI 3.

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

### Checklist for Clubs Hosting an Incoming Exchange Student

<b>Requirement</b>	<b>Minimum Time Frame</b>	<b><u>Job Done</u></b>	<b><u>Within Time</u></b>
Have the responsible Rotarians in your Club selected, briefed and approved a suitable Club student counsellor(s) in accordance with the guide lines, 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 relevant authorities forwarded Police Check, “Blue Card” or optimal alternate legal certification confirming counsellor’s suitability	For July Inbounds – Mid June For Jan. Inbounds – Mid Dec. For Mar. Inbounds – Mid Feb.		
Have the responsible Rotarians selected, briefed, checked and approved a suitable first 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 the relevant authorities forwarded police checks, or “Blue Cards” or optimal alternate legal certification confirming the first host family members’ suitability	For July Inbounds – Mid June For Jan. Inbounds – Mid Dec. For Mar. Inbounds – Mid Feb.		
Has the second 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		

Checklist for Clubs Hosting an Incoming Exchange Student cont'd

<b>Requirement</b>	<b>Minimum Time Frame</b>	<b><u>Job Done</u></b>	<b><u>Within Time</u></b>
Have the relevant authorities forwarded police checks, or "Blue Cards" or optimal alternate legal certification confirming the second host family members' suitability	Two weeks before they host the student		
Has the third 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 the relevant authorities forwarded police checks, or "Blue Cards" or optimal alternate legal certification confirming the third host family members' suitability	Two weeks before they host the student		
Has the fourth 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 the relevant authorities forwarded police checks, or "Blue Cards" or optimal alternate legal certification confirming the fourth host family members' suitability	Two weeks before they host the student		
Has the fifth 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 the relevant authorities forwarded police checks, or "Blue Cards" or optimal alternate legal certification confirming the fifth host family members' suitability	Two weeks before they host the student		
If your student claimed they were sexually molested, did your Club handle the matter in accordance with Rotary International's "Sexual Harassment and Abuse Reporting Guidelines"	Immediately after the allegation was made		

**Checklist for Club Sponsoring an Outbound Student**

<b>Requirement</b>	<b>Minimum Time Frame</b>	<b>Job Done</b>	<b>Within Time</b>
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		
Have the relevant authorities forwarded Police Check, “Blue Card” or optimal alternate legal certification confirming counsellor’s suitability	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 RI’s “Sexual Harassment and Abuse Reporting Guide Lines” YESP DI 3	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 - Tips for Students to Use to Stay Safe

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

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

Before you go on exchange find out how to use a public phone in your new country. Carry the telephone numbers for the emergency services in that country and keep them handy.

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

Explain to your hosts about your insurance cover.

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

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

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

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

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

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

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

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

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

Keep enough money to make a telephone call.

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

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

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

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

Dress and behave sensibly and responsibly.

Be sensitive to local codes and customs.

Think things through carefully before you act and do not take unnecessary risks.

Always look and behave confidently.

## Rotary International Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines

### Introduction

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

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

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

### Definitions

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

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

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

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

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

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

### Is it abuse or is it harassment?

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

## **Allegation Reporting Guidelines**

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

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

### **1. Report from Student**

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

### **2. Protect the Student**

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

### **3. Report to Appropriate Law Enforcement Authorities**

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

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

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

#### **6. Follow-up**

After reporting allegations to the Rotarian counsellor or District Youth Exchange Chair, follow up to make sure steps are being taken to address the situation.

#### **Post Report Procedures**

***For Use by Rotarian Counsellors, District Protection Officer or Committee and District Youth Exchange Chairs***

The student's Rotarian counsellor and the District Protection Office or Committee are responsible for ensuring that the following steps are taken following an abuse allegation report. Unless otherwise specified, these steps must be taken immediately following the report.

- a. The adult to whom the student reports the abuse should follow the *Allegation Reporting Guidelines*.
- b. Confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.
- c. Contact the police immediately (if not already done). If law enforcement agency **will not** investigate, the District Protection Officer or Committee with the assistance of the Club should coordinate an independent investigation into the allegations.
- d. Ensure the student receives immediate support services.
- e. Offer the student an independent, non-Rotarian counsellor to represent the interests of the student. Ask social services or the police to recommend someone who is not a Rotarian or in any way involved with the Youth Exchange program.
- f. Contact student's parents. If away from home, provide student with the option of either staying in the country or returning home.
- g. Remove alleged abuser or harasser from all contact with specific student and other youth while investigations are conducted.
- h. Cooperate with police or legal investigation.
- i. The student's Rotarian Counsellor should inform the District Protection Officer or Committee member. The District Protection Officer or committee must then inform the District Youth Exchange chair and District Governor of the allegation. Either the District Governor or the District Protection Officer must inform Rotary International of the allegation via John Tucker the manager of the Parramatta Office (phone 02 9635 3537) ([tuckerj@rotaryintl.org](mailto:tuckerj@rotaryintl.org)). This **must be done within 72 hours**. Provide follow-up reports of steps taken and the outcome of all investigations and resulting actions.

## **Post Allegation Report Guidelines**

### ***Responding to the needs of the student:***

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or Club. After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary Club depending on the circumstances. In some cases, a student may wish to remain in the country, but change to a different host Club.

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. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the student of their support at all times.

### ***Appropriate response for addressing issues within the Rotary Club for allegations made against Rotarians or non-Rotarian volunteers***

When addressing an allegation of abuse or harassment, the most important concern is the safety of children and young people. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or Clubs by the alleged abuser.

## **Statement of Conduct for Working with Youth**

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

*Adopted by the RI Board of Directors, November 2002*