

HOST FAMILY SECTION



ROTARY YOUTH EXCHANGE AUSTRALIA

Extracted from - A Guide To

Club and District

Certification

February 2006

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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). 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

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 style="margin-left: 100px;">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 style="margin-left: 100px;">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 style="margin-left: 100px;">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.