



Western Australia

STUDENT MENTOR MANUAL

2023-2024



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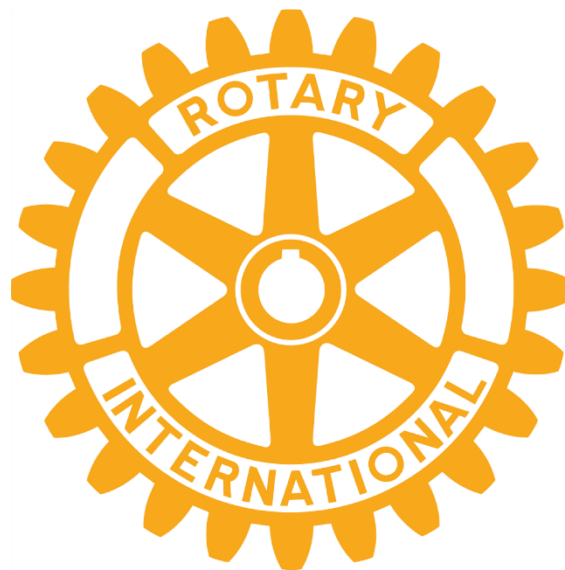
WA YOUTH EXCHANGE COMMITTEE (D9423) CONTACTS 2023-2024

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Rotary District 9423 Western Australia Youth Exchange is a Secondary Exchange Organisation certified in Western Australia by the Department of Education.

ROTARY YOUTH EXCHANGE OBJECTIVES

- To broaden international goodwill and understanding by enabling students to study first-hand some of the culture and accomplishments of people in countries other than their own, for the duration of twelve months.
- To enable students to advance their education by studying for a year in an environment entirely different to their own and by undertaking study of courses and subjects not normally available to them in secondary schools of their own country.



- To broaden the students outlook by learning to live with, and meet people of cultures and creeds different to their own, and having to cope with day to day problems in an environment completely different to the one they have experienced at home.
- To act as ambassadors for their own country by addressing Rotary Clubs, community and youth groups in their host country and by imparting as much knowledge as they can of their own country and culture to people they meet during their year abroad.
- To study and observe all facets of life and culture in the country where the students are hosted so that, on return to their home country, they can pass on the knowledge they have gained by addressing Rotary Clubs, youth groups and community organisations.

GLOSSARY OF TERMS

Club Student Mentor	A person appointed by the local Rotary Club to counsel, support, administer ALL elements of the exchange on behalf of the local Rotary Club; Exchange Student; School; Host Families and liaise between all parties, including the District Placement Officer/Mentor. They cannot be a Host Parent and if in an emergency they provide temporary housing a new Student Mentor is required to be appointed and District Chair notified.
Club Protection Officer	A person appointed by the local Rotary Club who you should regard as your confidant. If any problem arises at School, with the Host Family, with the Student Mentor in regards to sexual harassment or abuse, you should immediately inform your Club Protection Officer who is there to help and remove you from a potentially very dangerous situation. They cannot be a Host Parent so there is no conflict of interest with the student.
District	A geographical area designated by Rotary International in which the local Rotary Clubs within the defined area form a collective group known as a District. Our District 9423 covers the whole of Western Australia.
District Chair	A person appointed by the District Governor to take ultimate responsibility for the administration of the District's Rotary Youth Exchange Program in the best interests of all parties and ensure compliance, guidelines and instructions in accordance with Rotary International, State and Commonwealth legislation. They cannot be a host parent so there is no conflict of interest to any student. In an emergency if they need to provide temporary housing until an alternative host family is found or until a student is sent home then this will be done with the permission of the District Governor and TIWA.
District Committee	A committee of Rotarians responsible for all aspects of the Rotary Youth Exchange Program administration. The positions of the RYE committee are: Chair, Secretary, Treasurer, Compliance Officer, Placement Officers, Even Co-ordinator, Administration Assistance, Committee member and STEP Co-ordinator.
District Placement Officers	Committee Members appointed by the District Chair to oversee all aspects of the Students Exchange and be the liaison between the Host Rotary Club, Sponsoring Rotary Club, Host District, Sponsoring District, Exchange Student, District Committee and District Chair. They cannot be a Host Parent at the same time as being a District Placement Officer for that student's country.
District Governor DG	A person appointed by Rotary International to take overall responsibility of the Rotary Clubs and Programs within the District.
Inbounds	Those students arriving in Australia for Rotary Youth Exchange (RYE).
Outbounds	Those students departing Australia on RYE.
Rebounds	Students who have been on Rotary Youth Exchange and returned.
ROTEX	A group of past Rotary Youth Exchange Students.
RYE	Rotary Youth Exchange.
TIWA	TAFE International Western Australia is the Secondary Exchange Authority
WWC	Working With Children Clearance.

GUIDELINES FOR HOST CLUBS

INTRODUCTION

The District Youth Exchange Committee annually invites Clubs to participate in the program by selecting a candidate for outbound placement and by offering to host an overseas student. If a Club decides to participate then it is necessary for the Club President to appoint;

A **Student Mentor** to look after the personal interests of the Inbound and Outbound students and will provide the necessary liaison between the Club and the District Placement Officer/Mentor

A **Club Protection Officer** to ensure that the club complies with the requirements of the Working With Children (WWC) Manual and to establish the suitability of all the Rotarians and Club Volunteers directly involved in the Youth Exchange. (Most Clubs should already have a Club Protection Officer, as they are required when the Club has any involvement in a Youth Program.) NOTE A Club Protection Officer shall not directly participate in any Youth Program, nor shall they be allowed to be a Host Parent or Student Mentor.

OBTAINING HOST FAMILIES

The host club has an obligation to arrange suitable host families of good character. Generally three to four host families should be sought for each student per year.

It is not necessary to have the names of all the prospective families available when it is decided to host a student, nor is it essential that all hosts be Rotarians, in fact clubs are encouraged to seek at least one non-Rotarian family.

Excellent sources of these families are those whose children are current or past exchange students. School Student Mentors and other service organisations are also good resources for host families.

Every host family must complete the Host Family Application (Appendix 1) and obtain a Working With Children Card (This is part of the certification process) and complete the Rotary Youth Volunteer Information and Declaration Forms (Appendix 2).

The host club must retain the original forms and forward copies to the District Placement Officer.

The host parents and any children living in the home should be interviewed in the home by the host club's Youth Exchange representative or Protection Officer or Student Mentor.

Written notes of the interview must be made and retained with the application.

Working With Children's clearance must be gained for by every family member aged 18 and above living at the same address as the student.

DOCUMENTATION

Upon receipt of a suitable application from the District Youth Exchange Committee, the Rotary club must complete the necessary arrangements for schooling and hosting and return the completed Guarantee Form F (will be submitted to you in due time) as quickly as possible, with the completed endorsements by club and school, to the District Committee.

It is suggested that this task be the responsibility of the Youth Exchange Officer or Club Student Mentor, and copies be kept in the host club files. ASSES Forms (Education Department Secondary Exchange) documents and the Guarantee Form must be signed by the hosting school prior to arrival and then on commencement at school and returned to the District Committee in a timely manner.

CLUB STUDENT MENTOR

The Club President must appoint a suitable Rotarian preferably of the same gender as the student, for the duration of the Exchange.

The appointed Club Student Mentor should be genuinely interested in youth and the Youth Exchange Program and willing to devote the time and energy necessary. They should be able to relate to young people easily so that they can gain the student's confidence and respect and be in a position to assist and advise them.

They should fully understand their responsibilities and have the time to attend to them.

If any problem arises at School, with the Host Family, with finances, or of a personal nature, the student should consult the Club Student Mentor who is there to help.

Because of the role they play in the program and to avoid any conflict of interest, the Club Student Mentor cannot be a host parent.

CLUB PROTECTION OFFICER

The Club President must appoint a suitable Rotarian to act as Club Protection Officer for the duration of the Exchange.

Because of the role they play in the program and to avoid any conflict of interest with the student, the Club Protection Officer cannot be a host parent.

If any problem arises at School, with the Host Family or the Club Student Mentor in regards to sexual harassment or abuse, the Club Protection Officer is to remove the student from any potentially dangerous situation. See Harassment or Abuse Policy (Appendix 3)

PRIVACY AND CONFIDENTIALITY

We are committed to protecting the privacy and confidentiality of the student with regard to their personal information we collect. Privacy Policy (Appendix 4)

STUDENT ARRIVAL DATE

Inbound students will arrive in late July and depart for home in early July. The club should ensure that they are advised as early as possible of their student's proposed date and time of arrival and arrange for Club members to welcome the student at the airport.

MONTHLY ALLOWANCE

The host club shall provide the student with a regular monthly allowance along the lines recommended by the District Youth Exchange Committee. (AUD\$150.00) This allowance should be payable in advance starting with the date of arrival. Being late with payment may place the student in the embarrassing position of having to ask for it. Ideally, the Club Student Mentor should be the person to give the student the monthly allowance or arrange for the Club Treasurer to transfer into the student's bank account. The Club is also responsible for payment of the student's public transport costs to and from school.

EMERGENCY FUND

The student is required to bring with them some additional money to establish an emergency fund; the amount of this fund will be recommended by the District Youth Exchange Committee from time to time, currently AUS\$500.00. This is an emergency fund to cover emergency medical or similar needs, and must be replenished by the natural parents as it is depleted.

It is mandatory that the student gives this money to the sponsor club on arrival to be held in Trust on behalf of the student.

SCHOOLING

Some students will have completed their high school just prior to coming on exchange. Those who have done so and are enrolled in a standard course of study may experience boredom and frustration at school; therefore it is recommended that they follow a course of study which involves subjects and projects not normally available to them in their home country. It is recommended that students take all tests and examinations. The more flexible the schools can be with the student's subject timetable the better.

Host clubs are not permitted to enrol students in a college or university, even if they are requested to do so by the student's family. The Youth Exchange Program is a high school program and high school attendance is a prerequisite to selection and issuance of the student's visa. Wherever possible, all school fees should be paid from the Club's account. Schools should be requested to mail all report cards to the Club Student Mentor.

2023/2024 SCHOOL TERM DATES

Semester 2 2023	
Term 3	Monday 17th July – Friday 22nd September
Holiday Break	Saturday 23rd September – Sunday 8th th October Kings Birthday Public Holiday – Monday 25 th September
Term 4	Monday 9 th October – Thursday 14 th December
Summer Holiday Break	Friday 15 th December – Tuesday 30 th January 2024 Australia Day Friday 26 th January
Semester 1 2024	
Term 1	Wednesday 31 st January – Thursday 28 th March Monday 2 nd March – Labour Day Long Weekend
Holiday Break	Good Friday 29 th March – Sunday 14 th April Thursday 25 th April – Anzac Day Public Holiday
Term 2	Monday 15 th April – Friday 28 th June WA Day Public Holiday – Monday 3 rd June
Holiday Break	Saturday 29 th June – Sunday 14 th July

Dates will vary according to individual schools and whether it is a public or independent school the student is enrolled at.

ROTARY FUNCTIONS

Attendance at some Rotary functions is mandatory.

Among these at the District level will be 1st Briefing for Inbound Students in 28-30 July 2023, the Farewell Function before returning home (usually at the of June) and the Annual District Conference in March (TBC).

Attendance at these District functions is compulsory.

These Rotary functions take precedence over all other arrangements, students shall not be permitted to make personal plans which conflict with these functions. (Appendix 6)

COMMUNICATIONS

The success or failure of a student exchange often hinges on communication between the student, host parents, the Club Student Mentor and the host Rotary club.

It is absolutely essential that regular and friendly contact be maintained between the student and the host club and Club Student Mentor so that the student is given a feeling of belonging in the community and of being part of an exciting experience in international understanding. Clubs that can achieve this will reap rich rewards from the program.

The club should maintain lasting contact with the student and his/her parents for many years after the exchange. Herein lays the real value of the Youth Exchange Program.

YOUTH EXCHANGE PROGRAM RULES

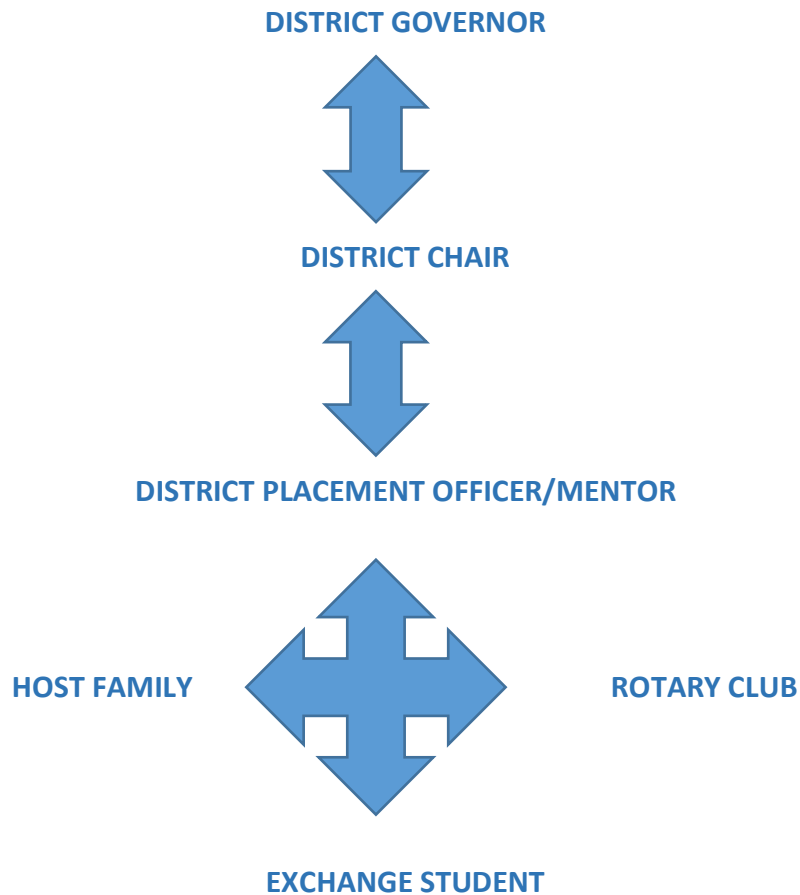
There are rules within the Program and the student and their parents have signed the Rotary Guarantee Form, binding the student to the rules of the Program. The rules are:

1. **Laws of the Country:** The laws of the Host Country must be obeyed.
2. **Drugs:** The possession and/or consumption of illicit drugs are a breach of the law of Australia and, as such, are strictly prohibited under the Program. Any student breaking this rule will be immediately expelled from the Program and returned home, provided they are not detained by a jail sentence or other legal action.
3. **Driving:** Student is specifically forbidden to drive any form of motorised vehicle, be it operated on land, sea or air. Violation of these rules can lead to them being removed from the Program and returned home. (Student are also not covered by insurance for any form of driving).
4. **Drinking:** even if a student is 18 or over, they are not permitted to drink alcohol outside the home. If a host family chooses to offer the student (WHO MUST BE 18+) alcohol at home they may accept, in moderation.
5. **Dating – ie Romance:** Student should not become romantically involved. If they centre all their attention on another person the broad aspects of the Program are excluded and therefore the Exchange fails. Promiscuity will terminate the Program for student, leading to immediate return home.
6. **Schooling:** Student will attend full-time education at a secondary school of the Host Rotary Club's choice. If they have too many unexplained absences from school then the Club Student Mentor will notify the District Chair who will action a Yellow Card Contract. (Appendix 8)

Any breach of these rules may lead to the expulsion of the student from the Program and immediate repatriation home. Red Card Expulsion (Appendix 8)

PREFERRED COMMUNICATION CHANNELS

Open communication and co-operation between the Student, Host Family, Rotary Club and District Mentor throughout the year is essential to all concerned. The following illustrates the preferred communication channels.



Host families should be told:

1. Rotarians are always available night and day and especially in an emergency – do not hesitate to call whatever the time.
2. Place all contact details in your mobile phone.
3. For most queries your first point of contact should be your Club Student Mentor.
4. Your next contact should be your District Placement Officer.
5. If for any reason you cannot contact your Mentor, you may contact anyone on the Youth Exchange Committee Contact list, starting with the District Chair.
6. If for any reason you feel uncomfortable speaking to your Student Mentor, you are welcome to call anyone on the Youth Exchange Committee Contacts, starting with the District Chair.

Students should maintain regular communication with their natural parents, family and friends but no more than once a fortnight and on special occasions (for example birthdays, Christmas, religious festivals). Frequent contact via social media is not recommended, especially in the first six months, as this will slow down their integration into the new community and increase homesickness.

Apart from the reports required of the Student by both their Sponsor and Host Districts, they should also maintain contact throughout the year with the Sponsor Rotary Club and the Sponsor Mentor in their home country.

COSTS

In addition to the monthly allowance, the Club is expected to cover the costs for the attendance of the student at

- All Rotary Club functions
- Some District functions
- All compulsory education expenses and transport to and from school.

PROBLEM STUDENTS

While most students obey the rules and are wonderful students, very occasionally there can be a problem student. If problems or issues arise with a student that cannot be resolved at Club level, advice should be sought promptly and early from the District Placement Officer or District Chair. All instances will be reported so the sponsoring District by the District Committee, so it is not surprised by an announcement that the student is being sent home. Problems associated with inappropriate expectations and inappropriate behaviour can be averted by early intervention. (Appendix 7)

A club cannot return a student home without the express consent of the District RYEP Chair and the District Governor.

Clubs should not draw comparisons between previous and current students.

YELLOW CARD CONTRACT

A Yellow Card Contract is a warning that there has been a serious breach of the Rotary rules, a significant problem or series of issues and the student needs to change their behaviour immediately. If a yellow card is issued after discussions with the Club Student Mentor, District Placement Officer and the District Chair, and the student does not do the things agreed to they will be sent home. (Appendix 8)

RED CARD EXPULSION

A Rotary Youth Exchange Student is expelled from the program by being sent home from the host district earlier than the planned date of return. The reason for expulsion can be a serious breach of the Rotary rules, single serious incident, an ongoing pattern of unacceptable behaviour, or a failure of the student to cooperate with a behaviour contract (yellow card contract) previously issued by District 9423. (Appendix 8)

CRISIS MANAGEMENT AND CRITICAL INCIDENTS

The safety and wellbeing of the exchange student is paramount at all times.

Although rare, emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of a Youth Exchange program. (Appendix 9)

DUTIES OF A STUDENT MENTOR

The Club Student Mentor is pivotal, the person around whom a successful exchange program functions. They must understand all of the conditions and rules which govern the program and these do change regularly.

Club Student Mentors need to attend briefings every year and to read and familiarise themselves with the material in the manuals.

Mentors should establish contact by email with both the student and their parents and give them some information to assist in their final preparations including names of host families, if known, climate, and clothing requirements. It is recommended that you advise the student that it will be cold on arrival and to bring warm clothes. So many students think it is always warm in Australia!

Mentors should obtain details of the student's anticipated date, time and airport of arrival and arrange for Club members, and host parents to meet and welcome the student on arrival.

During the first week or two of a student's stay in the country Mentors should set aside as much time as possible to spend with the student so mutual respect and confidence can be achieved. It is extremely important that the Club Student Mentor establishes a relationship with the student, so that when a problem arises it can be discussed in an open and frank manner.

ON THE STUDENT'S ARRIVAL IN THE COUNTRY

The club student mentor must

- Open the necessary bank accounts for the student.
- Discuss with the student the anticipated expenses for the year and who pays for each.
- Arrange the method and dates for payment of the allowance for the student.
- Ensure that the student's telephones or emails confirmation of their safe arrival to their parents back home.
- Review in detail the rules regarding exchange and what is expected of the student through the year.
- Enrol the student in school and assist in the selection of classes with the assistance of the school
○ Personnel
- Organise a mobile phone plan or local sim card for the student's phone. Make sure the student has all
your contact details and important club personnel contacts as well as the District contacts.
- Keep a copy of the student's passport, insurance documents and OSHC card.
- Go through What your Club can do with students (Appendix 10) and ascertain what the student may be interested in.
- Obtain a Smart Rider through the school

DURING THE EXCHANGE

The club student mentor should

- **Advise the student's Placement Officer IN ADVANCE of a student's change of host family. This is ESSENTIAL as District must advise TIWA (our Education Department area) of the change to maintain accreditation.**
- Liaise with host families so that they and the student will know well in advance when a move to the next home is due.
- Ensure that a Travel Request Form (Appendix 11) is filled out prior to any travel and is approved prior to departure.
- Liaise with the club president and club committee chair so that the student can be included in club programs as a guest speaker
- Ensure that the student attends Rotary meetings as a club guest on a regular basis, and is invited on special occasions
- Many clubs involve the students in club meetings and service projects which strengthens their feeling of belonging and often affords visitors the opportunity of seeing and hearing the students
- Encourage the student to join school clubs, and youth or church organisations
- Promote interest among as many club members as possible to host the student for a meal, overnight stay, outing or holiday. Some clubs prepare a hosting roster for members' participation whereby a different member hosts the student for some event each week
- Create opportunities for the student to address other Rotary clubs, organisations, schools and community groups and to supervise the speaking arrangements by assisting the student where necessary
- Ensure that a meaningful program of activities is arranged for the student. Lack of adequate planning is an adverse reflection on the club and could be misinterpreted by the student as disinterest and a lack of purpose, which undermines the main objectives of the Youth Exchange Program
- Remember the student's birthday and celebrate it appropriately. Ensure the student has the opportunity to celebrate, Christmas, Easter, or other holidays of their religion
- Maintain contact with the student's natural parents and sponsoring club through emails reporting on the student's progress and activities
- Arrange an appropriate farewell function at the end of the exchange period
- Arrange regular meetings with the student during the whole period of the student's stay. Make periodic calls to host parents to ascertain that there are no problems
- Ensure that the monthly or quarterly reports to the Sponsoring District and to the student's District Placement Officer are being submitted in a timely manner

- Review the `Questionnaire for First Night with New Host Family` form (Appendix 12) with the student before each move into a new host family. Review the form with each host family.

PRIVACY POLICY

District 9423 Rotary Youth Exchange is committed to protecting the privacy and confidentiality of the students whose personal information we collect. Our privacy policy adheres to the Australian Privacy Principles as required under the Privacy Act 1988. The Club Student Mentor needs to assure that they only share application and personal information with necessary people such as host families or organisations such as the school (Appendix 5)

CLUB REPORT

The Club Report (Appendix 13) is important as it identifies the Club Student Mentor for the District Committee. The Club Student Mentor is the first point of contact for the District Committee should it become necessary for us to get in contact with the exchange student in emergency situations.

OSHC (Overseas Health Cover)

Exchange students are required to have Private Overseas Health Cover for the period of their exchange arranged and paid for prior to leaving for Australia there are some exceptions with countries with reciprocal arrangements with Australia being Belgium and Norway.

This cover is the equivalent of Medicare cover for Australian residents and the card should be used for medical services in place of a Medicare card. Students or their Club Student Mentor should keep the card safely.

This OSHC card is to be presented when attending medical appointments and when being admitted to hospital.

If the card is lost the student will need to contact their provider and arrange a replacement.

We recommend you keep an electronic copy of the card.

STUDENT OTHER INSURANCE

Students will have two forms of Insurance.

1. Overseas Health Cover or OSHC as above.
2. A comprehensive Travel Insurance which includes medical expenses exceeding the OSHC and should cover any shortfall.

All medical expenses are the responsibility of the students and their natural parents.

All hosted students accepted into the Program are provided with Travel Insurance to cover the risks of:

1. personal accident injury and/or death.
2. funeral expenses.
3. medical expenses.
4. Hospitalisation.
5. Travel.
6. loss of personal belongings.
7. personal liability.
8. repatriation home.

Items 1, 2, 3 & 4 must meet Rotary International recommendations.

Overseas Student Health Cover (OSHC) is necessary for the issue of the Student's visa.

Contact District Chair Jill Hanna (ryechaird9423@gmail.com) for Insurance Claim forms if your student needs to make a claim on either policy.

PASSPORT AND TRAVEL DOCUMENTS

Please forward detailed copies of Passport and Travel Documents to District Chair or the student's District Placement Officer as soon as possible.

OTHER ISSUES

It sometimes happens that the Club Student Mentor and the student simply don't 'click'. If this happens then the Club Student Mentor should stand down in favour of another Club Student Mentor, where there can be a happier relationship.

The Club Student Mentor should not take this as an indication of their inefficiency as there can be times when personalities don't 'click' for no apparent reason.

It is important to have a list of the 'gripes' by the student and by the host families. If the 'gripes' are listed one-by-one, and not allowed to fester, you may confront the student or the family and with a little understanding and explanation on the part of all concerned, the situation can usually be resolved.

Students do not learn what they are doing wrong by receiving the 'silent treatment'. What they are doing wrong may be perfectly acceptable in their country and totally unacceptable here. It is important that they know what is wrong and WHY.

Lending money to an exchange student is highly discouraged. Advise your host families that they are not to lend money to students. If a loan is necessary, it should come from the Club or District.

Clubs should not lend money unless they are willing to lose it. The District is not able to lend money except in the most unusual circumstances, and only if we know we have avenues open for collection. In some instances where it is difficult to get money out of the country the District is sometimes able to set up a money exchange between the family of an inbound student and one of our students in that country.

It is imperative that the Club Student Mentor should be fully aware of the vital role they play in the program and their contribution to its success. They must keep the lines of communication open; keep club members involved in overseeing and guiding the activities of the student, and initiating changes and controls where necessary.

TYPES OF HOST FAMILIES

- Families that do not already have a connection to Rotary
- Families where they have a Rotarian Member
- Families with small children may make great host families because young children get the experience of having a big brother or sister and the younger siblings assist with the exchange student's language skills.
- Families with high school aged children because host brothers and sisters can quickly get the student involved in school and community activities.

- Retired couples/grandparents are great too because they may have more time to spend with their student and enjoy having a younger person around the house for company and social activities.
- A single host parent family with or without a child in the home also can make a great host parent as the exchange student provides company and engagement in different community and non school activities.

All host families need to be interviewed for suitability and must be approved by Rotary and must satisfy requirements of working with children legislation, personal referees and Rotary International policy.

See Rotary Volunteer Information and Declaration Form (Appendix 2)

EMERGENCIES

If an exchange student is seriously injured or becomes seriously ill, the host club must immediately notify the District Chair and the District Placement Officer who will notify the student's natural parents and the insurance company. The club must assist the student in processing the insurance claim. (Critical Incidents, Crisis Management Appendix 9)

In the unlikely case of a death of an exchange student, the following procedure must be followed:

- Ascertain that the deceased is the exchange student
- Immediately notify the student's Placement Officer or District Youth Exchange Chair, and if not available notify the District Governor. They will then make the necessary arrangement including notifying the student's family.

MANUALS AND GUIDELINES

You will be given a copy of the Host Family Manual and a copy of the Inbound Student's Manual electronically or a hard copy. We request that you sit together within the **First Seven Days** of the student moving in with the new Host Family. Go through the "First Night Questionnaire" (Appendix 12) with them, and make sure that both parties understand the basic rules of Rotary Youth Exchange and also understand that there are cultural differences between each other.

All these Rules and Guidelines may appear formidable, but their purpose is only to ensure that the exchange is successful, that all participants are aware of their rights and obligations, are protected and that the hosted student has a wonderfully happy and safe time in Australia with your Club.

The key to any successful exchange is communication.

TRAVEL REQUESTS

Where the Host Club and District 9423 permit travel, prior to any arrangement being made, the student must abide by the rules and regulations stipulated as a condition of such permission - "Travel Request Form" (Appendix 11).

Depending on where you intend travelling, written approval must be obtained from:

- a. student's natural parents
- b. The Host Club
- c. The Host Parents
- d. The Host School
- e. The Host District RYE Chair

A copy of the Travel Request Form (Appendix 11) must be lodged with the District RYE Committee Placement Officer and they will present the travel document to the District Chair. The itinerary must show the name, address and telephone number of the responsible Rotarian (or approved contact) at each stopover.

PREPARATION FOR DEPARTURE HOME

- Three months prior to the end of the exchange year contact the District Youth Exchange Committee to review travel arrangements for student's return to home country
- Support the student in preparing for the end of the exchange year and return to their own country and family
- Ensure attendance at the District Farewell Function
- Involve the Club in departure activities such as a special presentation or gift at a meeting
- Encourage the student to make a farewell presentation and thank all involved in the exchange, club members, host families, school, friends and others
- Close bank accounts and organise to release of the \$500.00 emergency fund. Before the emergency fund is released to the student at the end of the exchange, the Club Student Mentor should ascertain that all debts to medical practitioners, host parents and the District have been settled. Notify District that the repayment of emergency fund has been made to the student or natural parents.
- Make sure the student retains enough to pay for any excess baggage
- Ensure that excess baggage is sent at the cheapest rate, possibly prior to departure
- Ensure that the student's baggage complies with the airline requirements. Airport requirements are now quite strict.
- Encourage Club members and others to farewell the student at the airport

If you have any questions or concerns about the exchange, please contact the student's District Placement Officer or District Chair as quickly as possible so our help is effective and we all can avoid potentially unpleasant situations.

Remember we are happy to assist you in supporting your student at any time during the Year.

The 6 BE's

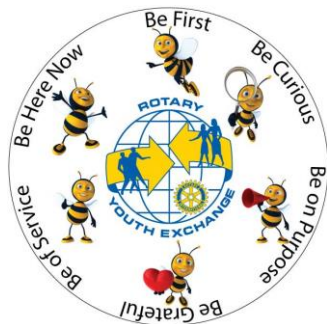
The Rotary Youth Exchange Program in D9423 is not a holiday. It is part of Rotary International's Youth Leadership and Personal Development Programs. For this reason we want Clubs and Student Mentors to focus on using the 6 BE's as a framework for their interaction with Exchange Students so as to encourage them to develop their individual abilities while building a positive approach and purpose to their exchange.

The 6 BE's of D9423

Be First - I am a person of action!

Be Curious – I seek to understand!

Be on Purpose – I am certain of my outcome and move steadily toward it!



Be Grateful – I focus on things I can be thankful for!

Be of Service – I give of myself!

Be Here Now – I live in the moment!

APPENDIX 2

Rotary Youth Volunteer Information and Declaration Form

**This Form is mandatory for Volunteers
Responsible Adults are exempt (Refer definitions)**

Personal Details

Name		DOB / /	Email
Phone	Work	Home	Mobile
Address			Period at this address (years)
Occupation		Employer	

Program involvement

Which Youth programs will you be involved with, and what will your role or roles be?	
Past involvement with youth	

Personal References (Only one referee may be a Rotarian and none may be family members)

1	Name	Email	
	Phone	Work	Home Mobile
2	Name	Email	
	Phone	Work	Home Mobile
3	Name	Email	
	Phone	Work	Home Mobile

Police Check and Criminal History

Working with Children Card Number		Expiry Date	
<p>Have you ever been charged with or been found guilty of charges involving sexual, physical, or verbal abuse, including but not limited to domestic violence or intervention orders.</p> <p>If yes, please explain. Also indicate date(s) of incident(s) and the Country and State in which each occurred (attach a separate sheet, if needed).</p> <p>Charges that resulted in a diversion should be recorded, as should the final outcome of any intervention order applications that might have been made against you.</p>			Yes () No ()

<p><i>I certify the following:</i></p> <ul style="list-style-type: none"> All statements and information given on this form are true and correct. I have contacted my referees and all are happy for *Rotary to contact them I give my full permission for any of the referees listed above to be contacted by *Rotary to confirm my suitability as a Youth Program Volunteer. I agree to abide unreservedly by *Rotary's decision as to my suitability as a Youth Program Volunteer in *Rotary programs. I acknowledge that (copies of) this form and the results of *Rotary's enquires will be held by the manager of any program for which I volunteer and by the District. <p>*For these purposes Rotary means the Rotary Club or District for which this form is submitted and any other Club or District that conducts a Youth Program for which I volunteer either now or in the future.</p> <p>I have read and understood the above declaration and sign this form voluntarily.</p>			
Applicant	Name	Signature	Date
Rotary Witness	Name	Signature	Date

Definitions

Volunteer

A Volunteer is any adult involved with **Rotary Youth Program** activities that has direct interactions either supervised or unsupervised with youths/students.

Volunteers include among others:

Club and district Youth Exchange officers and committee members, Rotarian Mentors, Rotarians and non-Rotarians, their spouses and partners who host youth/students for activities or outings, or who might drive youth /students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

This person will have been police checked or formally reference checked in accordance with the State or Territory legislation.

Responsible Adult

A responsible adult is any adult who, in a family or group situation for a short period of time, is responsible for caring for a youth/student. This person shall be in a position to offer the youth/student an educational, cultural, or recreational experience.

This person will not have been police checked or formally reference checked, because either there was insufficient time to do so before the experience, or the experience is such that there is virtually no opportunity for misconduct to occur. **(Any police check required by State or Territory legislation should be carried out)**

The youth/student's host family and/or Club Student Mentor needs to be satisfied, in the same way a conscientious parent would be satisfied, that this person is suitable for their own underage son or daughter to stay with for a short period of time.

Record of Referee contact by Club Authorised Officer

1 Name Referee		Contact Date
Comments		

2 Name Referee		Contact Date

Comments	
-----------------	--

3 Name Referee		Contact Date
Comments		

Name of Authorised Club Officer _____ Position _____

Signed: _____ Date _____

Authorised Club Officer

Phone _____

I _____ President, Rotary Club of _____

verify that _____ has satisfactorily completed this Declaration,
 Referees have been contacted and Working With Children card is current. The club finds the applicant to be a suitable
 Volunteer.

Signed _____ Date _____

Phone: _____

Notes:

Background Checks and Criminal Record Checks

Background Checks and Criminal Record Checks Background checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program.

Although many offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in a Youth Program.

Many youth-serving organizations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.

Reference Checks

Reference Checks Simply requesting references in the application is not sufficient.

Contact each reference by phone or in person, and ask a standard set of questions, such as:

- How long have you known this individual?
- In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve in a Rotary Youth Program?

Record the date of the interview and responses to each question, and keep this information with the volunteer's application.

APPENDIX 3

HARRASSMENT OR ABUSE POLICY AND PROCEDURE

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

DEFINITION OF HARASSMENT OR ABUSE

EMOTIONAL OR VERBAL ABUSE

The use of fear, humiliation, or verbal assaults to control the behaviour of another. Examples include:

- Rejecting the Student, preventing him or her from developing normal social relationships;
- Making derogatory statements about his or her race, religion, ability, intellect, tastes, or personal appearance.

PHYSICAL ABUSE

Physical contact intended to cause pain, injury, or other physical suffering or harm. Examples include:

- 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.

NEGLECT

Failure to provide the food, shelter, or medical care that is necessary to the Student's wellbeing.

SEXUAL ABUSE

Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone with you or with another person/s of any age or gender, through force or coercion or with anyone who is unable to give consent. Any sexual activity between a legal adult and a minor is considered sexual abuse. Sexual abuse can also include:

- • Non touching offences, such as voyeuristic (watching) behaviour;
- • Indecent exposure;
- • Showing a Student sexual or pornographic material.

SEXUAL HARASSMENT

Sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature that is unwanted or directed at a Student unwilling or unable to provide consent. In some cases sexual harassment precedes sexual abuse and is used by sexual predators to desensitize, confuse or groom their victims. Examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, gossip regarding one's sexual life, and comments about an individual's sexual activity, deficiencies, or prowess;
- Verbal abuse of a sexual nature;
- Display of sexually suggestive objects, pictures, or drawings, videos and internet images;
- Sexual leering or whistling;
- Inappropriate physical contact such as brushing against 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.

ABUSE AND HARASSMENT

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

PROCEDURE IF ABUSE OR ASSAULT OCCURS

We expect that your Exchange year will be one of the best experiences of your life. However, there is a possibility that you will be the victim of assault or abuse. Your safety is very important to us, and we can only help you if we know that you have a problem.

If you are physically or sexually assaulted or abused you should follow this procedure:

1. Report the situation and circumstances to the assigned Club Protection Officer or your Club Student Mentor immediately.
2. If you cannot contact either your Club Protection Officer or your Club Student Mentor or prefer that none of them be informed, report the situation to your District Placement Officer or the District Chair. You may call collect from anywhere if you are involved in this type of situation.
3. If you cannot report your situation to either your Club Student Mentor or the District Chair, report the situation to any member of the District's Youth Exchange Committee or Protection Committee.
4. It is important that you do not delay in reporting any incident of assault or abuse. Be sure that someone in the District Exchange Program understands the seriousness of your situation.

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 is the Student's choice!

APPENDIX 4

Sexual Assault



Australian Government
Department of Social Services



Sexual Assault

In Australia, it is against the law to sexually assault anyone.

A person who commits sexual assault can go to jail, whether they are a man or a woman.

If you or someone you know is in danger call the police on **000**.

Police in Australia are safe and can be trusted.

For free, confidential counselling and information call 1800RESPECT on **1800 737 732**.

If you need a free interpreter call **131 450**.

The Australian Government does not tolerate sexual assault under any circumstances.

Sexual assault is directed towards another person without their consent. Sexual assault of a partner, spouse or family member is against the law.

Sexual assault can include:

- forcing anyone to have sex or perform sexual acts;
- forcing anyone to watch pornography; or
- having sex or performing sexual acts with a child.

Women have the same rights as men.

The law in Australia treats women and men equally.

Everyone has the right to experience positive and safe relationships with their families, friends and loved ones. Violence is never okay. No-one should accept being harmed.

There are culturally sensitive services in Australia that can help.

1800RESPECT is Australia's national sexual assault, family and domestic violence counselling service. It provides free, confidential telephone and online counselling and information. Student Mentors will listen to you, answer questions and can refer you to other support services in your local area.

Call **1800 737 732** or go to the [1800RESPECT website](https://www.1800RESPECT.org.au) at www.1800RESPECT.org.au.

Do you need an interpreter?

Call the **Translating and Interpreting Service (TIS)** on **131 450**. An interpreter from TIS can help you to communicate with other services, however TIS does not provide counselling. All calls are free and confidential.

<https://www.dss.gov.au/women/publications-articles/reducing-violence/sexual-assault>



Domestic and Family Violence

In Australia, domestic and family violence is not accepted.

Domestic and family violence are crimes against the law.

A person who commits these crimes can go to jail, whether they are a man or a woman.

If you or someone you know is in danger call the police on **000**.

Police in Australia are safe and can be trusted. For free, confidential counselling and information call 1800 RESPECT on **1800 737 732**.

If you need a free interpreter call **131 450**.

The Australian Government does not tolerate domestic and family violence under any circumstances.

Domestic and family violence includes behaviour or threats that aim to control a male or female partner by causing fear or threatening their safety. Domestic and family violence can include:

- hitting;
- choking;
- denying essential money to the partner or family;
- isolating the partner from friends and family;
- insulting or constantly criticising the partner; and
- threatening children or pets.

Women have the same rights as men.

Australian laws treat women and men equally.

Everyone has the right to live free from violence, in a happy relationship and community.

Women do not have to accept being treated badly or harmed.

There are culturally sensitive services in Australia that can help.

1800 RESPECT is Australia's National Sexual Assault, Family and Domestic Violence Counselling service. It provides free, confidential telephone and online counselling and information. Student Mentors will listen to you, answer questions and can refer you to other support services in your local area.

Call **1800 737 732** or go to the **1800 RESPECT website** at **www.1800RESPECT.org.au**.

Do you need an interpreter?

Call the **Translating and Interpreting Service (TIS)** for free on **131 450**.

TIS can help you to communicate with other services. TIS does not provide counselling

<https://www.humanservices.gov.au/individuals/subjects/family-and-domestic-violence>

APPENDIX 5

PRIVACY POLICY

April 2023

District 9423 Rotary Youth Exchange (“District 9423”) is committed to protecting the privacy and confidentiality of the people whose personal information we collect. Our privacy policy adheres to the Australian Privacy Principles as required under the Privacy Act 1988.

The Privacy Act 1988 requires entities bound by the Australian Privacy Principles to have a privacy policy. This privacy policy outlines the personal information handling practices of District 9423 Rotary Youth Exchange.

Collection of your information

At all times we try to only collect personal and sensitive information in order to provide information to those Rotarians and volunteers involved with the administration and provision of the Youth Exchange Program. These people have successfully completed a required screening process.

The only personal information collected is on the Rotary Youth Exchange Application form provided to applicants and other forms provided as part of your application.

Use of your personal information

We may:

1. Share the information with Rotary International, Host Rotary Clubs, Host Parents, Sponsor Rotary Clubs and other Rotary Districts in Australia and overseas as requested.
2. Disclose the information to third parties in the course of undertaking Rotary activities and programs, including, but not limited to:
 - TAFE International WA (T.I.W.A), WA Education Department and Host Schools
 - Rotary Youth Exchange Australia (RYEA) and students’ insurers
 - Camp/Tour organisers who may require information with regard to medical information such as allergies, and water safety abilities
3. Use the information with your consent or as otherwise required by law.

Rotary Clubs participating in the Youth Exchange Program have been advised to only share the information contained on a student’s application with those persons to whom it is absolutely necessary. At the conclusion of the student’s exchange, District 9423 request that this information be deleted from the Club’s records.

In providing information to Rotary Clubs and organisations outside of Australia we take reasonable steps to ensure that the overseas recipient does not breach the Australian Privacy Principles, however disclosure of personal information is permitted with an individual’s consent, provided they have been expressly informed that if they consent, then Australian Privacy Policy 8 relating to cross border disclosure will not apply.

Care is taken on social media to protect the privacy of students. Students give permission to use their photographs for promotional purposes. Surnames are not used by District 9423..

Our District website may include students' contact information. This section of the site is password-protected and accessible only to those in appropriate roles.

Blind copy "Bcc" is used by District 9423 when sending out group emails to protect the privacy of individuals.

Disclosure of information

We only disclose your personal and sensitive information for the purposes for which you gave it to us or for directly related purposes you would reasonably expect.

We will not disclose, sell or trade collected personal information to any organisation other than as set out above.

This information is archived and stored securely (electronic copies being password protected) with the present District 9423 Chair.

Rights and Choices

Parents may access their information at any time.

If any of the information we hold is incorrect, inaccurate, or out-of-date, parents are requested to contact us immediately by emailing ryechaird9423@gmail.com and we will amend the information so held.

Parents have the option of not providing certain information requested. However, you should note that this may prevent District 9423 Youth Exchange from providing the participant's information and therefore managing and carrying out its various programs and activities for that participant.

Any complaint relating to the disclosure of personal information should be forwarded to ryechaird9423@gmail.com

APPENDIX 6

IMPORTANT DATES FOR INBOUND STUDENTS

2023

Dates		Additional Costs	Attendance
Week of 24 th July	2023-2024 Inbound Students arrive		
Friday 28 th – Sunday 30 th July	Inbound Outbound Briefing Weekend Point Walter Recreation Camp	No fee for students	COMPULSORY
Tuesday 1 st August or soon after. Must not be before 1 August	Students Start School		
TBC – either September or after Sydney trip	Kojonup Farm Visit	No fee for students	Optional Trip
TBC – End Nov – early December	Sydney Trip	Students Expense - approximately AU\$2,700	Optional Trip

2024

Dates		Additional Costs	Attendance
MARCH – TBC	District Conference	No fee for students	COMPULSORY
Friday 26 th April TBC	Parliament House Cocktail Party Visit	No fee for students	This Event and Date is not Confirmed
Saturday 27 April – Sunday 12 May	North-West Safari (Pilbara and Gascoyne camping trip)	Student Expense – approximately AU\$2,980(with optional extras)	Optional Trip
Friday 28 th June	Last day of School for Inbound Students		
	Farewell Function, Perth	No fee for students	
Approx first week in July	Students depart for Home Country		

Please note that dates and events may be subject to change, depending on the number of Students able to participate. Student's first priority should be attending all compulsory events, then Host Family, School and Host Rotary Club important events if they clash with a planned District event.

APPENDIX 7

Issues and Problem Resolution Procedure for Youth Exchange Students

Aims of Issues and Problem Solving Procedure:

- That Rotary youth exchange students, their parents and/or guardians know they have the same rights to fair and equitable access to an issues and problem resolution procedure process as local students and their parents
- That the District Youth Exchange Chair has the general responsibility for the efficient organisation, management and administration of the exchange program
- That the exchange students know where their complaints, problems or issues should be directed and that an attempt will be made to resolve the issue when it is first raised
- That where a resolution cannot be reached the first time the student knows the next level to seek a resolution until such time as it is reached
- That Host families, Club Student Mentors, District Youth Exchange officials and School principals are aware of the first contact person should a conflict or issue arise in the home or the School and the next level should it become necessary.

Formulating an Issues and Problem Resolution Policy:

1. As a basis for settlement of an issue or problem refer to the Issues and Problem Resolution Procedure Flow Chart.
2. The student shall have the right to a fair and equitable issue and problem resolution procedure.
3. Categories of problems include, but are not restricted to:
 - Financial
 - Professional standards of care
 - Discrimination
 - Abuse and harassment (note: sexual abuse and harassment have strict protocols which must be followed in accordance with the District Abuse and Harassment Reporting Guidelines)
 - Misconduct.
4. Procedures as to whom to address the complaint or seek a resolution to an issue or problem:
 - Host family
 - Rotary Club Student Mentor
 - School principal or other relevant school official or Coordinator
 - Rotary District YE Placement Officer
 - District Youth Exchange Chair
5. Procedures for the resolution of an issue or problem should include, where necessary:
 - Meeting (including access to translation and/or interpreter services)
 - Investigation
 - Referral to appropriate individual
 - Conciliation / Arbitration
 - Resolution
 - Communication and explanation of decision and acknowledgment of outcome
6. Who is ultimately responsible for resolving the issue or problem?
Refer to the Issues and Problem Resolution Procedure Flow Chart.

GENERAL SUPPORT STRUCTURE FOR STUDENTS

WHEN AN ISSUE ARISES FROM SCHOOL

Host Parents

- Should be made aware of the issue by the student or the school.
- They then should attempt to resolve the issue.
- If unable to resolve, then contact the Student's Student Mentor.

Student Mentor

- Should attempt to resolve the issue.
- If unable to resolve, then contact the District Placement Officer/Mentor and Host Club President.

Placement Officer and Host Club President

- If still unable to resolve the issue, contact District Youth Exchange Chair.

District Youth Exchange Chair

- Chair works with the Club President and consults with District Governor if unable to resolve.

WHEN AN ISSUE ARISES WITHIN HOST FAMILY HOME

Host Family/Student

- Need to openly and calmly discuss any issues, which may be upsetting the family unit.
- If unable to resolve quickly, speak with the Student Mentor.
- Student Mentor may suggest other Rotarians take student for a 'break'.

Student Mentor

- If still not resolved deal with the problem immediately – do not let it go on.
- Placement Officer and Host Club President are to be notified.

Placement Officer and Host Club President

- If still unable to resolve, contact District Youth Exchange Chair.

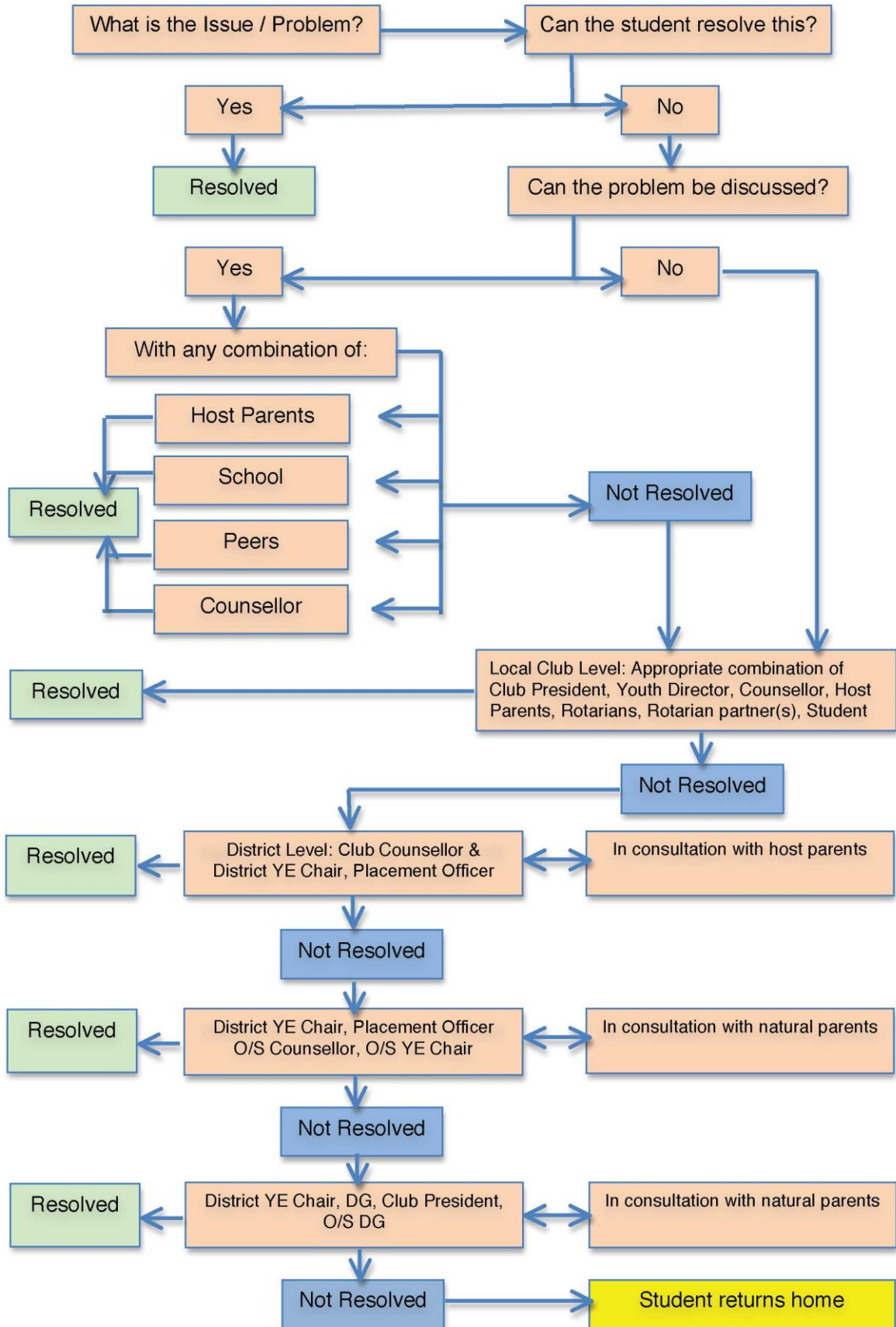
District Youth Exchange Chair

- Chair consults with District Governor if unable to resolve.

During the entire resolution process, counterparts in the student's home country are often informed of the situation. The District Youth Exchange Committee works very hard to ensure fair and proper resolution.

As a last resort, students may be sent home at the direction of the District Governor

ISSUES AND PROBLEM RESOLUTION PROCEDURES



COMPLAINTS PROCEDURE FOR YOUTH EXCHANGE PARTICIPANTS

District 9423 Rotary Youth Exchange has developed this policy in the recognition that Rotary Youth Exchange Students, their parents and/or guardians, participating Rotary Clubs and Host Parents have the right to complain or appeal when they feel they have been treated unfairly.

Process:

Complaints will not be prejudged. All parties must approach the issue reasonably and in good faith.

Issues and problems are best resolved locally. Attempt to resolve issues at Host Rotary Club level, including the Youth Director, Student Mentor and Club President in the discussions. If appropriate, the Rotary Youth Exchange Committee Placement Officer could also be included in this level of discussion.

The procedures in resolving problems and issues must have been followed prior to lodging a complaint.

All complaints or grievances must be in writing. The complaints flowchart procedure is to be followed below if no resolution is achieved at a local level.

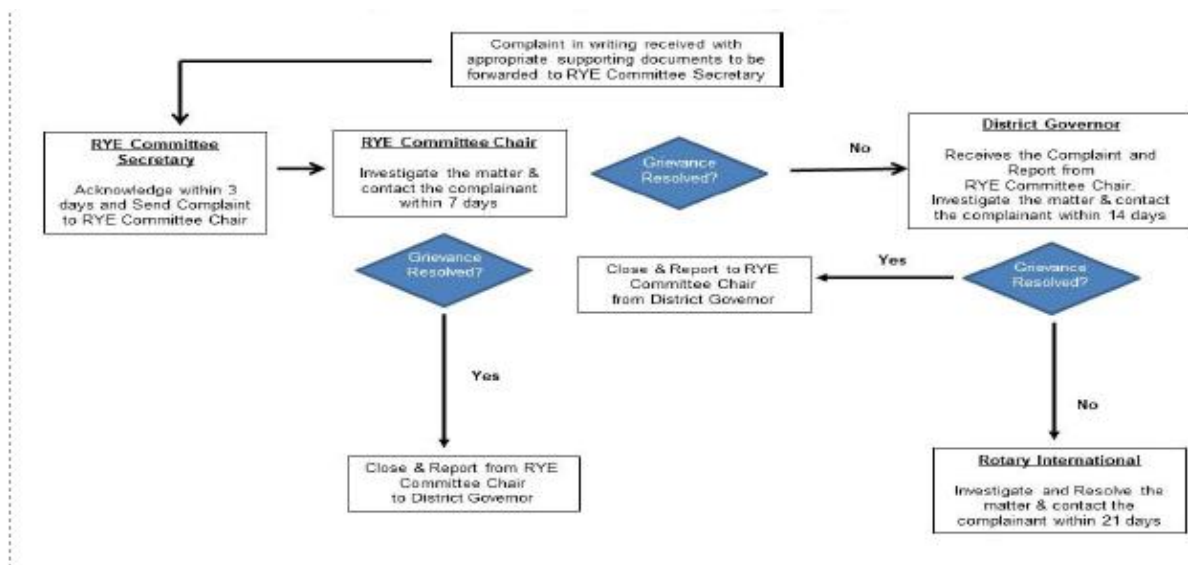
Full details of the complainant, the complaint, the steps that have been taken to attempt to resolve the issue must be provided.

The complaint will be investigated thoroughly and a timely response provided.

The investigation may (but not necessarily) include any or a combination of any of the following:

- Meeting (with interpreter where required)
- Referral to the appropriate individual
- Conciliation/arbitration
- Resolution
- Communication and explanation of any decision.

COMPLAINTS PROCEDURE



APPENDIX 8

YELLOW CARD CONTRACT

A Yellow Card is a warning that there has been a serious breach of the Rotary rules, a significant problem or series of issues and you need to change your behaviour immediately. If you receive a yellow card, but do not do the things you agreed to do to change your behaviour, you will be sent home.

STUDENT INFORMATION			
Name			
Host District	9423	Date Chair was Informed	
Sponsor District			
Parents Names		Date Informed	

Brief Reason for Yellow Card			
Person Reporting / Witness		Date:	

Description of Reason for Yellow Card

--

Action to be taken by Student

--

ACKNOWLEDGEMENT

We acknowledge the above and agree that the reported behaviour must and will change.

Student
Date:

Host Club Student Mentor
Date:

D9423 Placement Officer
Date:

D9423 Chair
Date:

Copy of acknowledgement email from home district attached.

RED CARD EXPULSION

A Rotary Youth Exchange Student is expelled from the program by being sent home from their host district earlier than the planned date of return. The reason for expulsion can be a single serious incident, an ongoing pattern of unacceptable behaviour, or a failure of the student to cooperate with a behaviour contract previously issued by District 9423.

STUDENT INFORMATION			
Name			
Host District	9423	Host Club	
Sponsor District		Date informed	

Brief Reason for Expulsion from Program	
Documents from Host District Attached	

ACKNOWLEDGEMENT

We understand that the consequences of being expelled from the Rotary Youth Exchange Program are as follows:

1. The decision of the host district to send the student home is binding and final. No correspondence will be entered into.
2. Any additional costs of the early return are to be borne by the student's family.

Student
Date:

Host Club Director
Date:

D9423 Placement Officer
Date:

D9423 Chair
Date:

APPENDIX 9

Response to Critical Incidents Policy & Procedures

The safety and wellbeing of the exchange student is paramount at all times.

Although rare, emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of a Youth Exchange program.

These guidelines outline how to prepare in advance, the individuals to contact, and the steps to follow during an emergency.

Each Rotary club hosting a Youth Exchange student should have a designated person responsible for administering this policy if needed.

Procedural tips

- The Club Student Mentor and District Chair should keep a copy of the student's passport and travel documents in a safe place readily available at all times in case of an emergency.
- The Club Student Mentor and/or current Host Family should know at all times details of the student's whereabouts and proposed travel plans. They should ascertain that such plans have been approved by the natural parents/legal guardians of the exchange student in accordance with the travel policy and that all relevant travel application forms have been completed, with relevant travel permissions sought
- The student's parents should provide written authorisation naming the Host District Chair or other Responsible Officer to act on behalf of the parent/s in the event of serious injury or death. This document may be required by relevant authorities. (Refer to the consent by student and parents/legal guardians on the student application form)
- All Outbound students must be registered with DFAT before they commence their exchange year

Emergency/Disaster or Serious Incident Order of Contact

In the case of emergency/disaster or serious incident, the following people should be contacted in this order whenever possible:

- Student should contact Host Family
- Host family should contact Club Student Mentor.
- Club Student Mentor in their absence the Club President will contact the District RYE Chair
- District RYE Chair will contact District RYE Placement Officer, District Youth Protection Officer, Host District Governor and Sponsor Club or District RYE Chair
- Host District Governor will contact Sponsor District Governor
- **IMPORTANT** – The sponsoring district representative will contact the student's family due to possible language or interpretative limitations.
- Host District Chair will inform Rotary International (RI) within 72 hours, and complete the RI Incident Report form
- District RYE Chair will inform Secondary Exchange Western Australia (T.I.W.A)
- District RYE Chair will inform the insurance company and complete the insurer Incident Report form

Procedures to follow for specific events

1. Abuse or harassment claim or allegation – District Chair/District Protection Officer/District Governor.

Follow the District 9423 Abuse and Harassment Reporting Guidelines for the District Youth Exchange Program.

RECEIVING AN ALLEGATION REPORT

Any adult to whom a program participant reports abuse or harassment must:

Listen attentively and stay calm. Acknowledge that it takes courage to report abuse or harassment. Be encouraging, but remain neutral; do not express shock, horror, or disbelief.

Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse or harassment to make it stop and ensure that it doesn't happen to others.

Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how.

Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to report this information to the proper authorities.

Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that it was not his or her fault and that it was brave and mature to come to you.

Document the allegation. Record the conversation, including the date and time, as soon after the report as you can. Try to record the young person's exact words.

ALLEGATION RESPONSE

The following steps must be taken immediately after alleged abuse or harassment is reported. Some of them may be performed by any program volunteer, while others should be performed by a district officer, as specified.

i. Protect the young person.

Ensure the safety and well-being of the young person by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the young person that this is for his or her safety and is not a punishment.

Take immediate action to ensure the young person's health and well-being, and get him or her medical or psychological care, if necessary.

ii. Report the allegations to appropriate authorities.

Immediately report all cases of abuse or harassment — first to WA Police Service for investigation and then to club and district leaders for follow-through. Interrogations related to allegations of abuse or harassment must be left entirely to law enforcement agencies.

In most situations, the first Rotary contact is Club Youth Protection Officer, who is responsible for seeking advice from and interacting with appropriate agencies. If the allegation involves the conduct of this Rotarian, the District Governor or District Youth Protection Officer should be the first Rotary contact.

District 9423 will cooperate with police or legal investigations.

iii. Remove the accused person from contact with youth.

District 9423 Governor will remove the alleged offender from all contact with Rotary youth program participants until the matter is resolved.

Follow established criteria and procedures for removing a Rotary Youth Exchange student from a host family if they report a problem with, or make an allegation against, a host family member. If appropriate, move the student to the temporary housing that has screened in advance. ie Club Student Mentor or District Placement Officer.

iv. Avoid gossip and blame.

Don't tell anyone about the allegation other than those who need to know. Be careful to protect the rights of both the victim and the accused during the investigation.

District 9423 maintains the privacy (as distinct from confidentiality) of any accused person.

v. Follow through.

A district officer must inform RI of the allegation within 72 hours and provide ongoing status reports.

District 9423 will ensure that the program participant's parents or legal guardians have been notified and offer the young person an independent, non-Rotarian Student Mentor to represent his or her interests.

If law enforcement agencies will not investigate, or if the investigation is inconclusive, the District Governor will appoint a district review committee to coordinate an independent review to ensure that district youth protection policies were followed, confirm that youth safety was the highest priority, and determine any necessary modifications to district procedures. This review is not responsible for determining the validity of any allegations; that can only be done by youth protection agency personnel or trained law enforcement professionals.

If law enforcement has found the allegations to be noncriminal, the District Governor is responsible for contacting the alleged offender. The District Governor may delegate this task to a District youth protection officer or District review committee.

District 9423 will document all accusations of inappropriate behaviour and the actions taken to resolve the situation, so that patterns of inappropriate behaviour are identified and addressed.

2. Death of a student – District Chair/District Governor to action.

- Ascertain that the deceased is the exchange student
- Be aware that due to modern communication systems, i.e. Internet, mobile phones, etc., the normal procedures may be circumvented by involved persons without knowing the consequences of their actions
- Arrange assistance including appropriate grief counselling to the host family, Mentor and all involved with the student and his/her welfare including other students and families or host families as required and advised
- Notify schools where other students attend for preparation of grief counselling for students and friends
- Check with local police for local regulations and obtain a copy of the police report
- Reclaim the deceased's possessions, especially the passport
- Check with the local hospital and mortuary for the claiming of the body and regarding an autopsy
- Obtain the death certificate
- Check with insurer with regard repatriation of remains and as to their procedure
- Contact an internationally licensed funeral home for arrangements in accordance with the parents' wishes

- Contact the relevant Embassy and insurer in respect of the repatriation of the student's remains
- Obtain clear instructions concerning, burial, cremation or return of body. Consideration must be given to the religion of the deceased. The sponsoring District representative should contact the student's family due to possible language or interpretative limitations
- Arrange to host the student's parents with Rotarians and host families. Also ask about arranging a memorial service
- Repatriation – Family decisions will be respected in relation to repatriation requests. It should be noted that there is significant cost in repatriating a body internationally. Bodies must be transported in refrigerated conditions in lead lined special coffins and transporting remains in this fashion incurs considerable expense. If families can culturally and emotionally deal with cremation most of the obstacles of repatriation are minimised. In most circumstances a family member would travel internationally to deal with the matters around the death and could return home personally with the body or cremated remains

3. Serious illness – Club Mentor/District Chair to action

- The student's Mentor and/Host Parent/s are likely to be present. If the Mentor is of a different sex to the student ensure that there is another person of the same sex as the student and someone who the student trusts to be present to support the student
- Obtain advice and instructions in regard to surgery if required. Liaise with natural parents and sponsor District representative
- Provide such counselling and support for the student, Host Parents and all parties involved in the student's welfare as required

4. Natural disasters/terrorism – District Chair/District Governor to Action

- Local protocols will be followed. Directions given by police, State Emergency Service and Ambulance personnel etc will be adhered to
- If a major natural disaster or act of terrorism occurs within the country of exchange, but doesn't affect the student, natural parents need to be informed that their student was not involved and is safe.
- Advise TIWA and District Governor.

5. Criminal behaviour – District Chair/District Governor to Action

- The Mentor or Host Parent should be with the student at the police station in the event that the student is interviewed
- Appropriate legal representation for the student should be arranged if required
- Provide support for the student including medical and psychological support where required

General points to consider

Continuing professional care of involved students and families

- Arrangements must be made for continuing care for involved students and families
- Offer at least one professional counselling session for each involved student and family

Media coverage - Anonymity of students from media

- Appoint one person only, i.e. District Youth Protection Officer, to provide information to media
- This person must be familiar with the laws regarding name release and have contact with the authorities
- Everyone involved in the administration of the incident must defer comments to the appointed media officer
- District Youth Exchange Chair to provide information about the Rotary Youth Exchange Program.

APPENDIX 10

WHAT YOUR CLUB MEMBERS CAN DO WITH THE STUDENTS (Place and activities of educational and cultural interest)

Adventure World	Maritime Museum
AFL game	Merino Stud and Shearing demonstration
Agricultural College	Metro Markets
Albany – Anzac Museum	Midland Brick
Alcoa - Tiwest CBH	Mt Charlotte
Alpaca Farm	Mundaring Weir
Araluen	Muresk Ag Tour
Austral Shipbuilding	Ocean Fast Shipbuilders
Bell Tower	O'Connor Museum (Weir Pump No 1)
Broad Arrow	Pemberton
Carnac Island	Penguin Island
Casino Tour	Perth City and CBD including Parliament House, Law Courts, Mint, Police HQ and Academy
Catchment Areas	Perth Glory Game
Caversham Wildlife Park	Perth Zoo
Cheese Factory Mandurah	Peters Ice Cream
City Beaches	River Cruise
Cohuna Wildlife Park	Pinnacles
Communications (TV Station)	Port Authority
Cricket	Rottneest Island
Curtin University	SAS Campbell Barracks
Dairy Farm	St John of God Hospital Murdoch
DOLA Midland	School of the Air and RFDS
Elizabethan Village/Brewery	Shark Bay
Emu & Reptile Farm	Super Pit
Farming and Rural Lifestyle	Supreme Court Gardens
Federal Police Tour	Swan Brewery
Flour Mill	Swan Valley Chocolate Factory
Food-bank	Swan Valley Winery Tour
Fremantle Art Centre	Technology Park
Fremantle Harbour & Town Centre	Trots
Fremantle Prison	Tumbelgum farm
Gliding Club	Underwater World (AQUA) and Hillarys Boat Harbour
Gold Smelter	Volunteer Bush Fire Brigade
Guildford Grammar	Wave Rock
Kalamunda Historical Village	WA Newspapers
Kalgoorlie - Town Tour and Mining Lifestyle	Westfield Carousel
Kambalda Nickel Mine	Whale watching
Kings Park and River	Wheat Silo
Kwinana and Garden Island	York town-ship and Motor Museum
Land Care	
Livingstone Foundation	
Mandurah and Dawesville Cut - Crabbing	
Margaret River	

APPENDIX 11

TRAVEL POLICY

(Note: 'Travel' refers to any trip which requires an overnight or longer stay)

*These Rotary International District 9423 Youth Exchange Program Policy Guidelines are additional to and take precedence over the general guidelines stated in the Youth Exchange Manual - Australia. The Guidelines will be applied to Inbound students. **Failure to adhere to this policy may result in the Student's exchange being terminated.***

An essential requirement of Rotary is that the whereabouts of a student is known at all times by the Sponsor and Host Districts for the purpose of ensuring the student's safety and well being, and for direct contact in the case of emergencies.

1. Official tours organised by the Rotary District Youth Exchange Committee, Rotary Clubs and Hosting Schools have been arranged to provide the student with an opportunity of seeing the area in which they are hosted. The "Authority for Inbound Students to Travel on Rotary and School Sponsored Excursions and Tours" form must be completed prior to the student's arrival to enable the student to participate in these activities.
2. Travel with current Host Parent/s is permitted within Australia with the **prior** knowledge of the student's Placement Officer and the approval of the Host Club's President. The requirement for Working with Children/Volunteer Declaration clearances must be adhered to.
3. Travel with other adult/s (not included in point 2 above) **within Western Australia** must be approved by the student's Placement Officer. The requirement for Working with Children/Volunteer Declaration clearances must be adhered to.
4. Travel with other adult/s not included in point 2 above **outside of Western Australia but within Australia** may be considered with the prior written permission of the student's natural parents/guardian, Host Club President and District Youth Exchange Chair. A 'Travel Application Form' must be completed well in advance of the proposed travel and forwarded to the student's Placement Office to seek the necessary approvals. The requirement for Working with Children/Volunteer Declaration clearances must be adhered to.
5. Travel **outside of Australia** with responsible adult/s may be considered with the prior written permission of the student's natural parents/guardian, Host Club President, District Youth Exchange Committee Chair, and District Governor. A "Travel Application" form must be completed well in advance of the proposed travel, and forwarded to the student's Placement Officer to seek the necessary approvals. The requirement for Working with Children/Volunteer Declaration clearances must be adhered to.
6. Independent and unaccompanied student travel, while generally discouraged, may be approved by the District Youth Exchange Committee Chair under certain controlled conditions
7. Family visits are **strongly discouraged**. In any eventuality visits should be confined to the last quarter of the exchange and students must stay with their host family every night. Students are not permitted to travel with family and may not miss any school time. The student's Host Club President and the student's Club and Placement Officer **must be contacted BEFORE any arrangements are made**. The visits must not clash with Host Family or Host Club arrangements. Students are not expected to receive visits from travelling friends whilst they are on a Rotary Youth Exchange.
8. Any travel during school time, other than School Excursions or organised Rotary Youth Exchange Tours, is not permitted.
9. The student may not contact another Rotary Club directly to ask for hosting on a trip.
10. Students are expected to return home by a direct route or a route arranged by the Sponsor District Youth Exchange Committee and agreed by the Host District Youth Exchange Committee.

ROTARY YOUTH EXCHANGE PROGRAM
District 9423 Western Australia
TRAVEL REQUEST FORM

This two page form is to be completed and submitted to your District Placement Officer/Mentor well before you intend to travel (ie two weeks minimum) if you leave your Host Parents home for more than seven (7) days; if you travel further than 100kms from your host town; or leave the State or Country.

Please complete the form, and circle YES or NO where applicable:

Student Name	
Mobile Number	
Purpose of Travel	Name of School trip _____ Name of Rotary trip _____ Host Family Holiday _____ Other _____
Destination (If numerous destinations, please attach itinerary)	
Travelling with	
Mode of Travel	Car Bus Train Aeroplane
Departure Date	
Return Date	

Person responsible for Student during travel	
Mobile Number	
Working with Children No.	

Person staying with	
Mobile Number	
Home Telephone Number	
Email	

Host Parent Names	
Address	
Host Home Telephone Number	
Host Father Mobile	
Host Mother Mobile	

Host Club	
Host Club Student Mentor/ Mentor	
Home Telephone	
Mobile Number	

TRAVEL REQUEST FORM - PERMISSIONS AND APPROVALS

Host Parent Permission	YES or NO
Signature and date	

Natural Parent Permission (Only required for travel outside of the District/State or Country)	YES or NO
Signature and date	

Host Club Permission	YES or No
Name	
Position in Club	
Mobile Number	
Signature and date	

Host School Permission (If any attendance is to be missed, provide copy of approval if not signed)	YES or NO
Authorised Person	
Telephone Number	
Signature and date	

District Placement Officer/ Mentor Name	
Recommendation	YES or NO

District Chair Approval	YES or NO
Name	
Signature and date	

District Governor Approval (Only required if travelling overseas)	YES or No
Name	
Signature and date	

Any other relevant details	
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APPENDIX 12

QUESTIONNAIRE FOR FIRST NIGHT WITH HOST FAMILY

1. What do I call you? Mum, Dad or first name?
2. What am I expected to do daily, other than:
 - a. Make my bed
 - b. Keep my room tidy at all times
 - c. Clean up the bathroom after use
3. What is the procedure about dirty clothes? Where do I keep them until wash day?
4. Should I wash my own underclothes?
5. May I use the iron, washing machine, sewing machine, etc? What is the procedure for this and should I ask before using them?
6. Where can I keep my bathroom toiletries?
7. Where should I put my hygienic products and when I need to buy them who pays? (feminine specific)
8. When is the most convenient time to bath/shower on weekdays and weekends, and is there a time limit?
9. What time are meals and do all the family members eat together regularly?
10. Do I have a permanent job at meal times? For example:
 - a. Set the table
 - b. Clear the table
 - c. Wash or dry the dishes
 - d. Put everything away after meals
 - e. Empty the rubbish bin, etc
11. May I help myself to food and non-alcoholic drinks at any time, or should I ask first? (Promise to do so in moderation if acceptable)
12. Is there any food or drink that is off-limits to me?
13. Which areas are strictly private? For example parent's bedroom, bar, sewing room, pantry.
14. May I put up pictures, posters, etc, in my bedroom? If yes, how?
15. Can I rearrange the layout of my room?
16. Where can I store my suitcase?
17. What time must I get up on weekday mornings?
18. What time must I get up on weekend mornings?
19. What time do you want me to go to bed on weekdays?
20. If I want to go out with my friends, is it OKAY with you and what do you need to know?
21. If I do go out, what time do I need to be home by? (Exceptions by special arrangement should be arranged BEFORE going out).
22. What are the dates of Host Dad, Mum, Brothers and Sister's birthdays?

23. Can I have friends visit during the day and/or stay overnight?
24. Can I invite friends of the opposite sex over while you are not here?
25. What are the rules of the Wi-Fi? (also, if they have a home phone)
 - a. Is it unlimited?
 - b. Is there a password?
26. Does anyone in the family have any dislikes that I should know about?
27. Can I play any music I like or is there some types your prefer I didn't (for example rap with swearing)?
28. What are the Host Parent's view on transport (for example not riding the train after a certain time)?
29. How should I get around?
 - a. Is there a bus route?
 - b. Do I get a bicycle or a train pass?
 - c. Can I get a lift to and from parties etc?
 - d. Will I be collected from the bus stop?
30. Can I use the stereo, television (TV) etc in my free time?
31. What are the rules about going to Church?
32. Do you mind me attending my own Church as well as yours (if your family's religion is different to yours)?
33. Do you expect me to telephone (phone) in if I am going to be 10, 20 or 30 minutes late?
34. Do I make my own lunch for school or buy it and who pays?
35. Am I to pay for my own bus fares to school?
36. If I have a problem, how would you like me to handle it?
 - a. Write you a note
 - b. Find you for a conversation about it
 - c. Tell my Student Mentor/Mentor about my problem and let them decide what to do
 - d. Another option
37. If I join a sporting or other club, who pays for the costs? The Club, Host Parents or me?
38. If we go out as a family, who pays for me?
39. Does any member of the family have any allergies or dietary needs (also tell the family of yours early in the Exchange)?
40. Can I use the shampoo and other items in the bathroom or should I buy my own?
41. If there are any servants/staff in the home, how should I deal with them (if relevant)?

WRITE DOWN ANY OTHER QUESTIONS YOU HAVE DISCUSSED or WISH TO ASK.

APPENDIX 13

INBOUND STUDENT - CLUB REPORT – ARRIVAL

Please complete following details and return this report to (please keep a copy) District Placement Officer

Name of student: _____

Mobile number _____

Sponsor Club / country: _____

Host Club: _____

School: _____

Address _____

Club Student Mentor _____

Address _____

Telephone Home _____

Work _____

Fax _____

Email _____

Were the student's parents phoned/ emailed on arrival? Yes / No

Were any travel difficulties experienced? Yes / No

Has the student's bank account been opened? Yes / No

Has \$500 minimum been deposited in an emergency fund,
into the District YEP Account? Yes / No

Has the Rotary Club commenced paying the regular
monthly allowance of \$150 Yes / No

Please provide the Host family's name _____

Address _____

Best mobile contact _____

