



INBOUND STUDENT MANUAL

"Be Safe, Be Considerate, Be Sensible,
Be Mature"

DISTRICT 9423
WESTERN AUSTRALIA

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District 9423
G'DAY AND WELCOME TO WESTERN AUSTRALIA
Important Contacts while you are here in Australia:

Sponsoring Club: _____

Hosting Club: _____

Exchange Student Club Mentor: _____

Club Mentor's Phone Number _____

Club President's Name: _____

Club Protection Officer's Name: _____

District Placement Officer:
(Denmark, Sweden, Norway, Finland/
Estonia)

Shani Kaitani
Mobile: 0437 966 768
Email: shanikaitani@gmail.com

District Placement Officer:
(Switzerland, France, Spain, Germany, Mexico))

Norm de Grussa
Mobile: 0411 043 889
Email: deqfam@iinet.net.au

District Placement Officer:
(Brazil, Argentina, Taiwan, Poland)

Rochelle Lampard
Mobile: 0437 417 356
Email: rochelle.lampard@gmail.com

District Placement Officer:
(Italy, Belgium, Austria, Czechia/Slovakia)

Steve Barlow
Mobile: 0418 928 903
Email: stevebarlow62@gmail.com

Chair Rotary Youth Exchange Committee
Available 24 hours

Jill Hanna
Mobile: 0417 982 315
Email: ryechairD9423@gmail.com

Rotary District 9423 - District Governor

Ineke Oliver
Email: inekeoliver@gmail.com

Other Important Contacts while you are here in Australia:

Emergency (Fire, Ambulance, Police)	000
Police	131444
Kids Helpline (phone about any worries anytime)	1800 55 1800
Lifeline (Crisis Support & Suicide prevention)	131114
WA Mental Health Emergency Response Line	1300 555 788 (Metro)
Rurallink	1800 552 002 (Country)
Sexual Assault Counselling	1800 737 732
Department for Child Protection & Family Support	9222 2555 (Metro)
182 Royal Street, East Perth.	1800 622 258 (Country)
Crisis Care Helpline	1800 199 008
<u>Urgent Dental care:</u>	
LifeCare Dental - Perth, Forrest Chase	9221 2777
8am - 8pm - Madeley, Kingsway	9409 3619
<u>Urgent Medical care:</u>	
Perth Children's' Hospital	6456 2222
15 Hospital Avenue, Nedlands	
Royal Perth Hospital	9224 2244
197 Wellington Street, Perth	
Fiona Stanley Hospital	6152 2222
11 Robin Warren Drive, Murdoch	

District Chair's Welcome

Members of Rotary Youth Exchange District 9423 wish you a very warm welcome to Western Australia. We hope your stay with us is exciting and challenging and will be "the best year of your life".

The Rotary Youth Exchange Committee will play a part in supporting your club for your overall well-being, care and discipline during your year as a Rotary Exchange Student.

Your Rotary Club, Club Mentor and hosting families will be supporting you on a day-to-day basis. They have made all the arrangements for your year such as contacting the school you will attend, and ensuring that you have pocket money for your expenses. You are expected to attend club meetings, participate in club activities and keep in regular contact with club members. What you give to your club members and hosting families will be well rewarded, because you will have a wonderful time on exchange.

Enclosed in this manual is information to help you in your Rotary exchange year. Your Club Mentor and host families have been given similar manuals, and we suggest you talk about it together.

Allow yourself time to settle in and become familiar with our Australian ways and to adjust to the many new aspects of your life. You will find that things are not the same as in your home country and coping with so many new things at once can be very challenging and tiring. For the first few weeks you will probably feel very tired and at times confused. Don't worry about this, but tell your families, fellow school students and others if you are feeling tired, so they can understand and support you in dealing with all the changes in your life. The information in this manual is to help you as you adjust. Should you need any further assistance or information, you will find our contact details on the previous pages.

We look forward to seeing you at the briefing sessions and also during the following few months with the other members of the District Rotary Youth Exchange Committee.

The members of the Rotary Youth Exchange Committee hope that your exchange year in Western Australia is successful, challenging and enjoyable and is a "year to remember".

With regards,

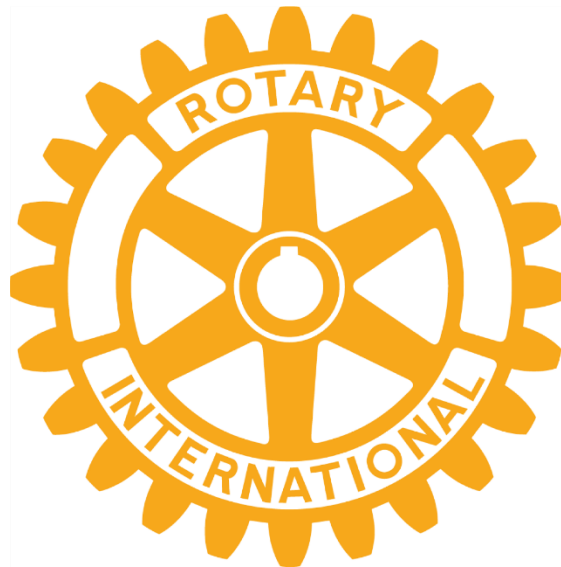
Jill Hanna

Chair

District 9423 Rotary Youth Exchange Committee

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 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. They cannot be a Host Parent due to conflict of interest and if in an emergency they provide temporary housing for a period of time then a new Club Mentor is required to be appointed and District Chair notified.
Club Protection Officer	A person appointed by the local Rotary Club to whom you should regard as your confidant. If any problem arises at School, with the Host Family, with the Club 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.
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.
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 and non-Rotarians responsible for all aspects of the Rotary Youth Exchange program administration. The positions of the RYE committee are: Chair, Secretary, Treasurer, Compliance Officer, District Placement Officers, ROTEX President and STEP and District Governor or Representative.
District Placement Officer	A person appointed by the District Chairperson 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, Host Family, Natural Family, local School, District Committee and District Chair Person. They cannot be a Host Parent at the same time as being a District Placement Officer for the student.
District Governor	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 RYE.
Outbounds	Those students departing Australia on RYE.
RI	Rotary International.

ROTEX	A group of past Rotary Youth Exchange Students.
RYE	Rotary Youth Exchange.
TIWA	TAFE International Western Australia Secondary Exchange
WWC	Working With Children Clearance.

Youth Exchange Program – Guidelines for Hosted Students

Introduction

A warm welcome is extended to you as the Rotary Youth Exchange student arriving from overseas, and it is hoped that the year under the program will be one of the greatest experiences in your entire life. The Guidelines set out below are provided to help you prepare for the exchange and to gain the maximum benefit and enjoyment from the program.

Being with Australians

Although Australia has many similarities in its way of life to that of overseas countries, there are also many differences, and it is these differences that offer a stimulating opportunity to learn, experience and understand.

Australians have a reputation of being warm, friendly, frank and very hospitable and with a dry "irreverent" sense of humour. However, their attitudes can be influenced by the attitudes of others toward them, so you as a host student should:

1. Be careful not to continually compare Australia in unfavourable terms with your own homeland, giving the impression that you do not like Australia. One place compared to another is merely different and usually with a reason, therefore, nothing is better or worse.
2. Not appear to be disinterested in your exchange. Perceived lack of interest will cause Australians not to be interested in you.

The principal objective of the Youth Exchange Program is to promote better understanding and goodwill. This objective will not be achieved unless your endeavours are constructively examined and discussed with its various facets and problems.

You should be aware of the need to thank people who have made efforts to assist in your exchange. A short "Thank you" note is a courteous and efficient way of showing appreciation.

With the Host Family

You most likely will feel nervous at the beginning of the exchange. Your Host Parents may feel the same way. You should behave naturally and act as if you were at home. A happy relationship will soon develop between the Host Family and yourself.

In most cases, you will stay with three to four different Host Families, but the Host Rotary Club has complete autonomy in this matter and can make variations.

It is most important that the Host Family does not treat you as a special or honoured guest. The value of the program centres on you being "one of the family" and not receiving any special favours or treatment. You should contribute to the family life by participating in family events and undertaking normal chores.

Similarly, you should not address the Host Parents as Mr. and Mrs., but as "Mum" and "Dad", some other informal title, or their names. To save any embarrassment, this matter should be resolved as soon as you arrive in the family - see Appendix 1 "Questionnaire for First Night with new Host Family".

You have an obligation to adapt to the family's style. On the other hand, you will normally find the Host Family most understanding as to problems of adapting being experienced by you.

It is also VERY IMPORTANT that you respect the privacy of your Host Family. DON'T gossip about your Host Family with other students. If you have a concern about them, discuss this with your Club Mentor or District Placement Officer.

All students should always remember that you owe a great debt of gratitude to the Host Families, as it is through their considerable generosity and personal sacrifice that the exchange is possible.

Climate

Australia is a large continent with a wide variety of climates. You should liaise closely with your Club Mentor before coming to Australia so as to be fully informed as to the climate in which you will live. Southern Australia is temperate, with cool to cold wet winters but with hot dry summers. Northern Australia ranges from hot and arid to sub-tropical, but in both instances, the temperature is usually warm to hot most of the time.

Clothing

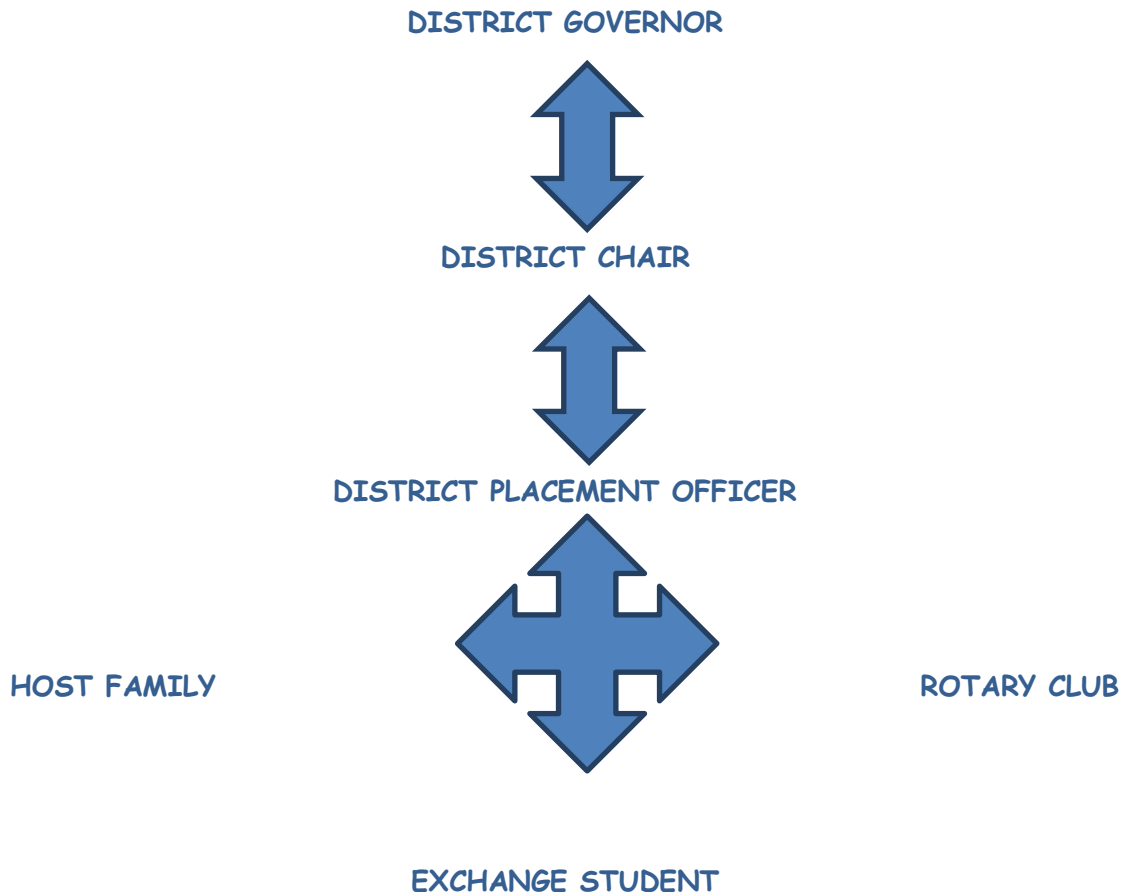
Knowing the range of the climatic conditions will assist you to decide on the clothing most suitable that you will need on your Exchange. Dress is mostly casual, with jeans and sneakers commonly worn. However, there will be occasions where more formal attire will be required - girls should bring at least one smart dress and boys a jacket and trousers. Youth Exchange blazers are very acceptable formal wear for both boys and girls. In the first six months of the exchange it is not unusual for a student to encounter substantial weight gains - up to 15kg. This can pose clothing problems and it is advisable for a student to consider this when buying clothes prior to exchange. It may be wise to purchase clothing that is a little larger than normal. Where applicable, you should bring national clothing.

Private schools and most government schools require a school uniform to be worn. The cost of compulsory school uniforms is the responsibility of your Host Rotary Club.

PLEASE BRING A SMALL SOFT OVERNIGHT BAG WITH YOU. This is useful for going away on weekends, and to take on the tours.

Preferred Communication Channels

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



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 Mentor.
4. Your next contact should be your District Placement Officer.
5. If for any reason you cannot contact your District Placement Officer, you may contact anyone on the Youth Exchange Committee Contact list.
6. If for any reason you feel uncomfortable speaking to your Club Mentor, you are welcome to call anyone on the Youth Exchange Committee Contacts.

You should maintain regular communication with your natural parents, family and friends. 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 your integration into the new community and increase homesickness.

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

Discuss internet use with your Host Family, as many Australian homes DO NOT HAVE UNLIMITED USE.

Youth Exchange Program Rules

There are guidelines and rules within the Program. Guidelines are recommendations and suggestions, both allowing some discretion as to action. On the other hand, you and your natural parents have signed the Rotary Guarantee Form, binding them 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.
3. **Driving:** A student is specifically forbidden to drive any form of motorised vehicle, be it operated on Land, Sea or Air.
4. **Romance:** A student should not become romantically involved. If the student centres all his/her attention on another person, the broad aspects of the program are excluded and therefore the exchange fails.
5. **Schooling:** The student will attend full-time education at a secondary school of the Host Rotary Club's choice. This is a condition of your student visa.

In regard to Rules 1 to 2 (inclusive), any breach of a rule will lead to the automatic expulsion of the student from the program and immediate repatriation home.

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 after discussions with your Club Mentor, District Placement Officer and the District Chair, but do not do the things you agreed to do to change your behaviour, you will be sent home. (Appendix 10)

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 10)

Host District Rules

In addition to the Rotary International rules set out above, District Youth Exchange Committees have local rules (e.g. alcohol, smoking, attendance at Rotary functions, reports, travel etc.) to which you will be bound.

Alcohol

The LEGAL AGE For DRINKING OF ALCOHOLIC BEVERAGES IS 18. Legal drinking is not allowed except in the presence of the Host Family while at home. Under no circumstances may students purchase alcohol for themselves or others.

Smoking/Vaping

Smoking/Vaping is for the most part socially unacceptable in Western Australia, is forbidden in schools (even for teachers) and almost all public facilities, and it is illegal to sell tobacco/vaping products to, or buy them for, anyone who is under 18 years of age. It is also not in keeping with the image we would wish our young Rotary Youth Exchange ambassadors to portray; as such our Exchange Students are not permitted to smoke/vape for the entirety of their Exchange.

Rotary Requirements

The District Youth Exchange Committee requires you to attend and assist at various Briefing and Orientation seminars for potential Outbound exchange students. Districts also require you to be present at the annual District Conference. The Host Club & District Youth Exchange Committee has the responsibility to make sure you attend these functions and to pay your travel and accommodation costs.

Reports

You are required to submit regular written reports to the District Youth Exchange Committee on a monthly basis. These reports are in addition to those required by the Sponsor District. There is a web-link for submitting your reports:

Visits from other Youth Exchange students

If exchange students from other Districts wish to visit you, **THIS MUST BE ORGANISED** through your District Placement Officer.

Travel Policy Guidelines

The Rotary International District 9423 Youth Exchange Program Travel Policy Guidelines captured in this Manual 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.

Host Parents are under no obligation to take you on holidays or to provide tours. Where the Host Family is to be away and cannot host you, they have the obligation to advise the Club Mentor who will in advance of the event arrange accommodation arrangements for you covering the Host Family's absence.

However, most students do manage to see a lot of their host country due to the generosity of their Host Parents, their Rotary Club and individual Rotarians. Where this occurs, it is an added advantage to the Exchange, NOT an entitlement.

Where the Host Club and District 9423 permit travel, prior to any arrangement being made, you must abide by the rules and regulations stipulated as a condition of such permission - "Travel Request Form" (Appendix 4).

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

- a. Your 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 (see Appendix must be lodged with your District 9423 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.

Where possible, travel should be arranged only during the School holiday periods. The School should be notified in writing if the inbound student is absent at any time, and permission sought for any absence.

Under NO circumstances may you make individual travel arrangements and then expect the Host Club or District to go along with the arrangements.

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 District Placement Officer and the approval of the Host Club's President. Prior written approval from the student's natural parents/guardian must also be received. The requirement for *Working with Children* 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 District Placement Officer. Prior written approval from the student's natural parents/guardian must also be received. The requirement for *Working with Children* 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 Request Form' (Appendix 4) must be completed well in advance of the proposed travel and forwarded to the student's District Placement Officer to seek the necessary approvals. The requirement for *Working with Children* 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 Request Form' (Appendix 4) must be completed well in advance of the proposed travel, and forwarded to the student's District Placement Officer to seek the necessary approvals. The requirement for *Working with Children* 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 District Placement Officer **must be contacted BEFORE any arrangements are made**. The visits must not clash with Host Family or Host Club arrangements.

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 or Inbound student 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.

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

Flying

You are permitted to travel within Australia in an aircraft licensed to carry passengers. Travel in any of the following aircraft types will not be approved under any circumstances:

- i) Non-motorised glider
- ii) Motorised glider
- iii) Ultra light aeroplane (any type)
- iv) Hang glider (any type)
- v) A private flight with an unlicensed pilot or a pilot not authorised to fly the particular type of aircraft proposed to travel

The following aerial activities will not be approved under any circumstances:

- i) Parachute jumping
- ii) Skydiving
- iii) Bungee jumping

Student Insurance

It is a Rotary International Requirement that all hosted students accepted into the program must be provided with insurance to cover the risks of:

Overseas Hospital/Medical/Dental Expenses	US\$1,000,000
Accidental Death	\$100,000
Capital Benefits	\$100,000
Emergency Evacuation	\$50,000
Repatriation of student's remains in the event of death	\$50,000
Political/natural disaster evacuation	\$50,000
Legal Liability	\$500,000

In addition, to obtain a visa, the Australian Government requires Students visiting Australia to provide evidence of Overseas Student Health Cover (OSHC), which is available from BUPA, AHM, NIB, OSHC Worldcare and Medibank Private, providing basic Medical & Hospital benefits whilst in Australia. Inbound students should apply directly to their insurer of choice online, with the cover period being the same length as their visa. (Students from Norway, Sweden and Belgium may be exempt due to reciprocal agreements with the Australian Government)

Club Mentor

The Host Rotary Club should appoint a Rotarian Club Mentor for the duration of the Exchange and you should regard this person as your confidant. If any problem arises at school, with the host family, with finances, or of a personal nature, you should consult the Club Mentor who is there to help and will probably welcome the opportunity to assist or act as mediator.

If the Club does not appoint a Club Mentor, as soon as possible after arrival you should tactfully ask the Club to appoint a Club Mentor. Similarly, if the Club Mentor does not make contact with you, the Club should investigate or appoint a new Club Mentor.

Solving problems during your exchange

We expect that you will have a wonderful exchange. However, sometimes problems occur, where you feel that things are going wrong and you can't do anything about it.

You might have problems communicating well with your host family, problems about money, worries at school - not getting on with other students, school staff expecting too much of you, not feeling supported by your Club Mentor.

Additional information including a flow chart which shows you the correct process to follow is provided in the Issues and Problem Resolution Procedures and Complaints Procedure (Appendix 9). Whatever your problem is, you have the right to fair and equitable resolving of your problem.

Club Protection Officer

The Host Rotary Club should appoint a Rotarian Club Protection Officer for the duration of the Exchange. If any problem arises at school, with the host family, and/or with the Club Mentor in regards to sexual harassment or abuse, you should inform immediately your Club Protection Officer who is there to help and remove you from any potentially dangerous situation.

If the Club does not appoint a Club Protection Officer, as soon as possible after arrival you should tactfully ask the Club to appoint a Club Protection Officer. Similarly, if the Club Protection Officer does not make contact with you, the Club should investigate or appoint a new Club Protection Officer.

Harassment or Abuse

Please refer to the information provided in the District 9423 Harassment or Abuse Policy (Appendix 5).

Student Finances

Student money requirements are:

Emergency Fund

Upon arrival in the host town, you will be required to give your Host Rotary Club an "Emergency Fund" of money for medical and other emergencies. Ask your Host Rotary Club for a receipt for this money. It will be returned to you at the end of your exchange. This fund is to be replenished by your natural parents without delay should funds be withdrawn. You should bring \$AUD500 to establish the account.

Personal Spending Money

A bank account controlled by you should be set up for this purpose. If problems are being experienced managing finances, you should approach the Club Mentor for help and guidance. Budgeting finances is very important. If you are planning to join the Safaris, or trips which are arranged by the District, it is recommended that the money for this event also be placed in your account.

Monthly Allowance

The Host Club will provide you with a monthly allowance, the amount of which will be determined by the District (\$A150pm in 2023). In the event of you failing to receive an allowance, you should tactfully raise the matter with the Club Mentor. The money should be deposited to your bank account each month. Usually the monthly allowance will not be sufficient to meet all your daily needs and will need to be supplemented by your natural parents.

International Travel

You should always have negotiable money with you whilst travelling to cover the event of an emergency.

Schooling

The rules of the Youth Exchange Program require you to attend a secondary school. It is also a condition of your student visa that you attend school fulltime. Usually the Club Mentor will attend to the enrolment details and, in conjunction with you, organise the best subject selection.

It is expected that students take all tests and examinations.

You are expected to take part fully in life and activities at the school. **You should undertake all exams and complete all assignments as required by the school.**

It is important that any problems arising from language difficulties be dealt with promptly.

The Host Parents should always provide a note to the school explaining any of your absences.

You are not permitted to be enrolled at institutions of tertiary education.

Working

Your student visa allows you to work for 20hours per week. If you do wish to get a small job, it **MUST NOT** inconvenience your Host Family or Host Rotary Club. Discuss this with your Club Mentor.

Homesickness

Very few students avoid homesickness, particularly after the excitement and experience of settling in and meeting new people has passed. Missing the little things at home previously taken for granted and the continuous "bombardment" of a strange language leads to mental exhaustion. Frustration may set in due to the inability to communicate adequately. All this may lead you to wondering (despairing) how to cope for the next nine or ten months.

Symptoms of homesickness are:

- For no good reason, feeling miserable
- Losing your temper over small things, which normally would have been shrugged off
- Comparing habits and customs unfavourably with how it was done at home
- Staying within the security of your room and not wanting to go outside
- Physical discomfort, headaches, upset stomach, uneven menstrual cycle, etc.

You will have your own way of coping with homesickness when it occurs, but recommended remedies include:

- Recognise the classic symptoms
- Talk and share the problem, especially with the Host Parents, and
- Keep busy, either with studies, sport, Club involvement, or letter writing (but keep these cheerful and positive).

The following definitely are not remedies for homesickness:

- Constantly contacting family and/or friends in your home country
- Moping around feeling sorry
- Eating the "blues" away
- Asking to go home, especially in the early stage of the exchange

Ultimately, returning home may be the correct course of action, but it should be the last resort. Homesickness can attack at any time and is not limited only to the early stages of the exchange.

The Role as Ambassador

Whilst in Australia, you are an Ambassador for your own country and for Rotary; this is one of the main purposes of the exchange. Rotary expects high standards of behaviour from you, morally and ethically, so that people will form a good impression of your country and of the Rotary Youth Exchange Program.

Public Speaking

You are expected to address Rotary and other service clubs whilst in Australia. In addition, talks and visits should be made to schools, youth groups, community and other welfare organisations. To assist with your talks you should bring from home a PowerPoint presentation, which includes pictures of your parents, family, pets, home, local community areas as well as a cross-section of your country (eg scenes, fauna and flora).

Be a Joiner

To gain the maximum benefit from the year abroad, you should take an active part in the host community. You should make every opportunity to join and be actively involved in school clubs, youth and church groups, especially Interact if such a club is available in the area. The wider the involvement, the greater the number of friends a student will make. You should not confine your friendships mainly to other Exchange Students.

Have an Open Mind

There is usually more than one view on most issues, so keep an open mind, especially on controversial matters (race, religion, politics, etc.). Do not take sides and avoid expressing strong contrary views - be diplomatic and tactful.

Interviews

When interviewed by the media, you should always have your Club Mentor or Host Parent present. Never be critical of one's own country or of Australia. Careless remarks when publicly reported may cause serious embarrassment. Never join people in criticising their country, way of life, government, etc.

Religion

You are expected to respect the practice of the Host Family, however let them know if you have any special needs related to your own religion.

International Airline Ticket

Upon arrival in Australia, your return airline e-ticket will be noted by the District Youth Exchange Committee's representative who will ensure return flight details are adjusted appropriately. You are not to make any changes yourself without discussing those changes with your District Placement Officer.

Problems & Early Return Home

Where you are experiencing major problems with your Exchange and attempts by the Club, Club Mentor and Host Parents to resolve the matters have not been successful, the Club should approach the District Committee for assistance and guidance. Unless for compassionate grounds, your return home should be considered only as a last resort and after all other avenues to save the exchange have been explored by both Host Club and the District Committee.

If there is any likelihood of returning home, the District Youth Exchange Committee Chair should immediately advise full details to the District Governor.

The Sponsor District Youth Exchange Committee Chair must be told of the circumstances, and they in turn should inform their District Governor and your natural parents.

A Host Club cannot terminate an exchange. This decision is only to be made on consultation with the Rotary Youth Exchange District Chair and the District Governor. Refer Issues and Problems Resolution Procedures (Appendix 9).

The travel arrangements for you returning home should be completed by the District Youth Exchange Committee and full details will be advised to the Sponsor District for advice to your natural parents.

You should be accompanied to the airport and the District Youth Exchange Committee will assist with all the departure and boarding procedures. The District Youth Exchange Committee will forward to the Sponsor District a full written report of the premature return home.

Returning Home at End of Exchange

Your exchange has duration of a minimum **50 weeks** from your arrival date or as stated in your Visa; and you will not be allowed to remain in Australia upon conclusion of the exchange period. You will travel directly home with no stopovers, however, your natural parents may authorise otherwise provided they accept full responsibility for the safety of you and, in writing, entirely absolve Rotary from any responsibility.

The return home journey is arranged by the Sponsor Youth Exchange Committee and usually the date is shown on the flight ticket. It is essential that this date be first confirmed through the District Youth Exchange Committee or your Club Mentor at least three months before return, and reconfirmed at least three days prior to actual departure time.

Upon returning home, you may experience adjustment problems. Usually these problems pass with the time, but should difficulties persist, it is wise to seek assistance from the Sponsor Mentor or the Sponsor District Youth Exchange Committee.

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 8).

Conclusion

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, and that you have a wonderful year in Australia.

APPENDIX 1 - HOW TO LIVE WITH AUSTRALIANS

Respectful behaviour

Australians say "please" and "thank you" very often. They sometimes feel upset if people do not remember to say "please" or "thank you" at the right time (Parents say to their little children "What is the magic word?" and the answer is "please" or "thank you").

Australians often look directly at each other's eyes when they are talking together. It is okay for young people to look their parents in the eyes. It is also okay for young people to look their teachers in the eyes. Australians think it is a sign of honesty.

Men and women shake hands when they meet each other for the first time (using the right hand). Women often shake hands too. Men like to have a firm handshake. They do NOT like soft handshakes. (Men often shake hands to say good-bye too).

Australians do not bow or kneel to each other.

In some families there is a lot of hugging and touching. In some families there is very little touching.

In some families there is not much kissing. In some families, mothers and fathers kiss their children 'goodnight' every night.

Many Australians do not like swearing, although some may swear occasionally.

Australians do not have special words or pronouns to show respect for older people.

At some schools, teachers and students talk to each other as equals. At some schools, teachers are very strict.

Younger brothers and sisters do NOT show special respect to older brothers or sisters.

At school, younger students do NOT show special respect to older students

Australians may get very angry if someone borrows their things without first asking.

Australians say "I'm sorry" or just "Sorry" to apologise for small things. They feel upset when others do not say "I'm sorry" at appropriate times.

When their children go out, parents will ask "Where are you going?" and enquire "Who are you going with?" and "What time will you come home?" Some parents give their children a lot of freedom, while other parents are very strict.

Australians enjoy a good sense of humour, although some humour and jokes may seem to be sarcastic and sometimes insulting - which can be misunderstood.

All water is precious and hot water is expensive. Water must be conserved and not wasted. Sometimes in the regional areas there is not much rain, and people are therefore especially careful not to waste water.

Landline telephones are expensive. Australians must pay for every telephone call. Long distance calls cost a lot of money and parents do not like receiving large telephone bills.

Some families in Western Australia do not have constant mobile or internet service, and certainly not unlimited data plans. Carefully watch your internet usage and be considerate of how much time you spend using their data allowance.

Meals

Most families eat dinner together at night. They usually talk together while they are having dinner, although sometimes they may watch television instead of talking. When they have finished eating they place their knife and fork beside each other on the plate (the fork with its prongs pointing upwards, the knife on the right and the fork on the left). In many families, everyone sits together at the table until the last person has finished eating.

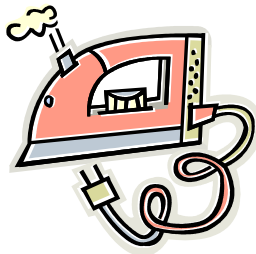
Chores and cleanliness

In some families one parent may do most of the cleaning, the washing and the cooking. Sons and daughters are expected to help. In some families, the housework is shared equally by the whole family.



In Australia it is okay to wash all the family clothes together. It is okay to put all the socks and underclothes and shirts etc. together in the washing machine, although most will sort whites from coloured garments.

Some Australian families dry their clothes in an electric clothes dryer. Many families hang their clothes to dry on a clothes line in the backyard. In Australia it is ok to hang underwear and socks on the clothes line with all the other clothes.



After washing up the dishes, some people also rinse the detergent off. Some people just wipe it off with a tea-towel. Many families have dishwashing machines - although some special dishes may still have to be hand washed separately.

Many Australians share a bedroom, but many people have their own bedroom. Parents expect their children to keep their own rooms clean and tidy.

Most bedroom doors do or do not have a lock. When a door is closed, Australians usually knock and wait for a reply before going in (a closed door sometimes means "do not come in"). They often may get angry if someone goes, uninvited, into their room and touches their things.

Many bathroom doors do not have a lock. When the bathroom door is closed, Australians will knock and wait for a reply. If there is no reply, they open the door and go in.

Personal hygiene

The weather is often hot and people perspire a lot, so they have a bath or a shower once a day. Sometimes, when the weather is very hot, or when they are going out, they bath or shower twice a day.

Most people use a deodorant after their bath or shower.

They wear fresh underwear, socks, shirts and blouses every day.

They do NOT wear special shoes in the bathroom or toilet.

Most people will try to keep the bathroom floor and toilet floor dry.

They do NOT wash their bodies BEFORE they get into the bath. They wash their bodies WHILE they are sitting in the bath.



All water is precious and hot water is expensive. Water must not be wasted.

Sometimes in rural areas, there is not much rain. People in these areas are careful not to waste water.

Sniffing is not a socially acceptable practice - Australians blow their noses.

They do not spit on the ground. (But they can spit into a tissue or a handkerchief. It is ok for them to put the handkerchief back into their pockets.)

General



Aussies are funny people

Australians wear their shoes in the house (but they leave their shoes outside if the shoes are very wet or muddy).

In informal situations, when the weather is hot, they often take their shoes off.

It is okay for them to touch their friends with their feet.

They can touch the head of another person. Sometimes it is a friendly thing to do.

They do not worry about ghosts. Ghosts are NOT a problem in Australia. It is safe to sleep in the dark

They like to be with other people, but sometimes they enjoy being alone.



I don't want to be alone

They often speak loudly. When they are angry, they sometimes shout at each other. Children sometimes shout at their parents.

When they say "yes", they mean "yes"
When they say "no", they mean "no"

If parents say no to their children, but the children keep asking again and again, the parents get very angry.

They do not bargain. Parents often get angry if their children try to bargain with them.

Friends sometimes kiss each other when they meet and when they say goodbye. But men don't kiss men.

They use names very often when they are talking to each other. They feel more relaxed when people speak to them by name:

Peter: "Excuse me please, Mary. Have you seen Clare?"
Mary: "Yes Peter. She is in the library."
Peter: "Thanks"

Peter: "Dad, I have a problem. Would you help me please?"
Dad: "Of course, Peter. What is the trouble?"
(Dad helps Peter)
Peter: "Thanks very much Dad, You have helped me a lot."



They like to see a smiling face. They do not seem to smile as often as Indonesians or Thais. However, they do seem to smile more often than many northern Europeans.

They usually prefer to use understatement than overstatement when talking about personal achievement. They feel uncomfortable with people who talk a lot about their own achievements. (They often cut "tall poppies" down)



They usually get up at about 6 or 7 o'clock in the morning from Monday to Friday. Sometimes they sleep in on Saturdays and Sundays.

They do not have a sleep in the afternoon.

Some families go to bed at about 9.30 pm or 10 pm at night. Other families go to bed at about 11pm or later.

Parents often feel worried when their children go to bed late (after midnight) every night.

They do not wear their clothes to bed. They wear pyjamas or a nightdress when they go to bed.

When they get into bed, they lie between two sheets. There is a sheet under their bodies. There is another sheet on top of their bodies. And there are blankets on top of the sheet.

Australians do not eat many snacks. They usually wait till lunch time or dinner time, and eat with the rest of the family.

Most families eat dinner together at night. They usually talk together while they are having dinner. (Sometimes they watch TV instead of talking)

When they have finished eating, they place their knife and fork beside each other on the plate, the fork with its prongs pointing upwards - the knife on the right, the fork on the left.

In many families, everyone sits together at the table until the last person has finished eating.

Telephones are expensive. Australians must pay for every phone call. Each local call costs about 45 cents. Long distance calls cost a lot of money. Parents do not like receiving big telephone bills.

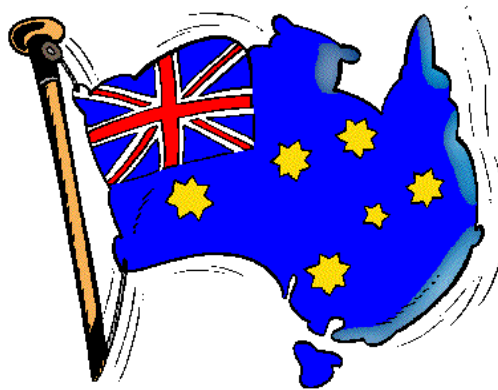
APPENDIX 2 - QUESTIONNAIRE FOR FIRST NIGHT WITH NEW HOST FAMILY

1. What do I call you? Mum, Dad or first name?
2. Do you have any special rules for your own children that apply to me?
3. What am I expected to do daily, other than:
 - Make my bed
 - Keep my room tidy
 - Clean the bathroom after use?
4. What is the procedure about dirty clothes? Where do I keep them till wash day?
5. Should I wash my own underclothes?
6. May I use the iron, washing machine, sewing machine, etc? Should I ask first?
7. Where can I keep my bathroom toilet accessories?
8. When is the most convenient time for me to bath/shower on weekdays and weekends, and is there a time limit?
9. What time are meals and do family members eat together regularly?
10. Do I have a permanent job at meal times? i.e.
 - Set the table
 - Clear the table
 - Wash or dry dishes
 - Put everything away after meals
 - Empty the rubbish bin etc
11. May I help myself to food and drink (non alcoholic) at any time, or must I ask first?
(Promise to do that in moderation if acceptable)
12. Is there any food or drink that is off-limits to me?
13. What areas are strictly private? eg bedroom, bar, study, sewing room, pantry.
14. May I put up pictures, posters etc. in my bedroom? - If yes, how?
15. What are your feelings about my drinking alcohol at home? Do you object to me having the occasional wine at the table with you or beer?
16. Where can I store my suitcases?
17. What time must I get up on weekday mornings?
18. What time must I get up on weekends and holidays?

19. What time do you want me to go to bed on weekdays?
20. If I want to go out with my friends, is this OK with you and what do you need to know?
21. If I do go out with my friends, what time do I need to be home by? (exceptions by special arrangement should be agreed before going out)
22. What dates are the birthdays of Host Dad, Mum, brothers, sisters?
23. Can I have friends to stay overnight?
24. Can I invite friends around in the day? (Not opposite sex if parents are not there)
25. Do you have a computer? If so, can I use it and when?
26. What are your rules about using the Internet and email?
27. What are the rules about the use of the telephone?
 - May my friends phone me?
 - What are the rules about local phone calls?
 - What are the rules about overseas calls, fax and internet/email? (Remember to offer to pay for all the calls)
28. May I play the Radio, Television, CD player etc? Is there any music you would prefer I didn't play (for example rap with swearing)?
29. What is the procedure about mailing letters?
30. Does Host Mum or Dad have any pet hates or dislikes, e.g. wearing curlers at the table, chewing gum, music, being interrupted when reading the newspaper, smoking etc
31. What clothing is worn around the house or to meals?
32. Do Host brother and sister have any likes or dislikes that I should know about?
33. What are the Host parents' feelings or rules about transport (for example not riding the train or bus after a certain time)?
34. How do I get around? Is there a bus/train route? Do I have the use of a bicycle? Will it be possible to get a lift to and from parties, etc? Will I be collected from the bus stop/train station?
35. What are the rules about going to church (or equivalent)?
36. Do you mind me attending my own Church (or equivalent) as well as yours?
37. Do you expect me to phone if I am going to be 10, 20 or 30 minutes late?
38. How often may I go out a week?

39. If I have something bothering me, how would you like me to handle my problem? Eg
- Write a note explaining my problem
 - Have a conversation with you about it.
 - Tell my Club Mentor what bothers me and let him/her decide what to do.
 - Another option?
40. Who pays for school outings or sporting expenses? - The Club or Host Parents or Student?
41. If we go out as a family, who pays entrance fees, etc. Parents or Student?
42. If you have special dietary needs, mention them at this time (early in your exchange)
43. Can I use shampoo, tooth paste, etc. or shall I buy my own?
44. Do I take lunch with me to school, or do I buy lunch at school? Ask if you make your own lunch.
45. Am I responsible to pay my bus fares to school?

WRITE DOWN ANY OTHER QUESTIONS YOU WISH TO ASK



APPENDIX 3 - READ AND DISCUSS

We suggest the student, Club Mentor and host family members read the following and discuss

Knots

There is something I don't know that I am supposed to know.
I don't know what it is I don't know, and yet I am supposed to know,
And I feel I look stupid if I seem both not to know it,
And not know what it is I don't know.
Therefore I pretend I know it.
This is nerve-racking since I don't know what I must pretend to know.
Therefore I pretend to know everything.

I feel you know what I am supposed to know
But you can't tell me what it is because you don't know that I don't know what it is

You may know what I don't know, but not that I don't know it.
And I can't tell you.
So you will have to tell me everything

R.D. Laing

Brush Up Your English

I take it you already know of tough and bough and cough and dough?
Others may stumble, but not you on hiccough, thorough, though and through.
Well done!! And now you wish perhaps to learn of less familiar traps?

Beware of heard, a dreadful word that looks like beard and sounds like bird.
And dead; it's said like bed not bead. For goodness sake don't call it "deed".
Watch out for meat and great and threat. (They rhyme with suite and straight and debt)

A moth is not a moth in mother, nor both in bother, or broth in brother.
And here is not a match for there, nor dear and fear for bear and pear.
And then there's dose and rose and lose - just look them up - and goose and choose,
And cork and work and card and ward, and font and front and word and sword,
And do and go and thwart and cart.

Come, come, I've hardly made a start!
A dreadful language? Man alive I'd mastered it when I was five!

TS Watt

APPENDIX 4 - TRAVEL REQUEST FORM

This two page form is to be completed and submitted to your District Placement Officer well before you intend to travel (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 (attach itinerary if more space is needed)	
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 phone Number	
Host Father Mobile	
Host Mother Mobile	

Host Club	
Host Club Mentor	
Home Telephone	
Mobile Number	

TRAVEL REQUEST FORM – PERMISSIONS AND APPROVALS

Host Parent Permission	YES or NO
Signature and date	

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

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

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

District Placement Officer Name	
Recommendation	YES or NO
Signature and date	

District Chair Approval	YES or NO
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Name	
Signature and date	

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

Any other relevant details	
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APPENDIX 5 – HARASSMENT OR ABUSE POLICY

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.

Sexual Abuse

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

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

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

Sexual Harassment

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

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

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

Emotional Harassment

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

Physical Abuse

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

- Providing insufficient nourishment for the student
- Depriving the student of a reasonable amount of sleep
- Requiring the student to do an unreasonable amount of work
- Inflicting physical pain on the student

Abuse & Harassment

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

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!

Procedure if Harassment, Abuse or Assault Occurs

We expect that your exchange year will be one of the best experiences of your life. However, there is the 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, emotionally or sexually assaulted or abused you should follow this procedure:

1. Report the situation and circumstances to an adult you feel comfortable with, preferably your Club Mentor, the assigned Club Protection Officer, or your District RYE Placement Officer immediately.
2. If you cannot contact either your Club Protection Officer, Club Mentor or your District RYE Placement Officer, or prefer that none of them be informed, report the situation to the District RYE Chair.
3. If you cannot report your situation to any of these people, report the situation to any member of the District's RYE Committee or the District Youth Protection Officer.

It is important that you not delay in reporting any incident of assault or abuse. Be sure that someone in the District Youth Exchange Program understands the seriousness of your situation.

The following procedure shall be followed by a person receiving information from a student about an assault or abuse. They will:

1. Listen attentively and stay calm
2. Assure privacy but not confidentiality
3. Get the facts, but don't interrogate
4. Be nonjudgmental and reassure
5. Document the allegation

After receiving an allegation report from a student, this the adult will:

1. Protect the young person
2. Report the allegation to the appropriate law enforcement authority
3. Report the allegation to the Club Youth Protection Officer and the RYE Chair, who will then inform the District Governor.

Following this process:

1. The appropriate District 9423 representative will remove the accused person from contact with youth until the matter is resolved.
2. All adults involved in this process must avoid gossip & blame. Don't tell anyone about the allegation other than those who need to know.
3. The District Governor must inform Rotary International of the allegation within 72 hours. The District Governor will also inform the student's parents, and offer the student an independent, non-Rotarian counsellor to represent his/her interests.

The District RYE Chair and District Youth Protection Officer will take charge of overseeing the student's safety and ensuring that the correct procedures are adhered to.

No Inbound student will be sent home nor any Outbound student brought home for reporting such a situation unless the student's personal safety requires it and the District RYE Chair has approved the return.

APPENDIX 6 - DOMESTIC AND FAMILY VIOLENCE



Australian Government
Department of Social Services



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. Counsellors 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>



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. Counsellors 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>

APPENDIX 7 – PRIVACY POLICY

District 9423 Rotary Youth Exchange 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.

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 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, included but not limited to:
 - TAFE International WA (TIWA), WA Education Department and Host Schools
 - Rotary Youth Exchange Australia (RYEA) and students' insurers
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 student's 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 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. The previous District 9423 Chair will also have access.

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 8 – CRISIS MANAGEMENT PROCEDURE

In case of a natural or man-made disaster the most important things are;

1. DON'T PANIC
2. GET SOMEWHERE SAFE
3. CONTACT RELEVANT PEOPLE/ORGANISATIONS

In an emergency situation text or make a telephone call – don't look for wifi to save money there are times when money doesn't matter and we will assist with any cost incurred

Action 1 contact Emergency services 000 Law Enforcement

Parents (natural)
Host Rotary Club / Host Parents / Club Mentor
West Australian District Chair / Secretary / Placement Officer
Australian Embassy
Smart Traveller

Action 2 contact Facebook, in case of a disaster you may be able to mark yourself as "safe" on

Facebook, a great tool to let all your Facebook friends know that you are OK

EMERGENCY CONTACT DETAILS

MAKE SURE THESE ARE IN YOUR MOBILE PHONE

Emergency Services

Mum

Dad

Host Mum

Host Dad

Host Rotary Club

Club Mentor

West Australian District Chair Jill Hanna +61 417 982 315

West Australian District Placement Officer

Local Australian Embassy

Smart Traveller 1300 555 135

Your safety in an emergency situation is our main concern. So contact people in the most suitable order to ensure people are aware of your situation and are either reassured or can get help to you in a timely manner.

APPENDIX 8 – CRITICAL INCIDENTS POLICY AND 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 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 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 Mentor
- Club Mentor or 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. Rehome with Club Mentor or a temporary Host Family that has been screened previously if necessary

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 [designate appropriate law enforcement authority] 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.

District 9423 has researched local, state, and national laws related to youth protection, including reporting allegations.

iii. Remove the accused person from contact with youth.

District 9423 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 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 counsellor 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, Club 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 Club Mentor and/Host Parent/s are likely to be present. If the Club Mentor is not available then someone who the student trusts can 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 Club 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 9 – ISSUES AND PROBLEM RESOLUTION PROCEDURES

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 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 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? See Flowchart in following section.

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 Club Mentor.

Club Mentor

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

District 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 Club Mentor.
- Club Mentor may suggest other Rotarians take student for a 'break'.

Club Mentor

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

District Placement Officer and Host Club President

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

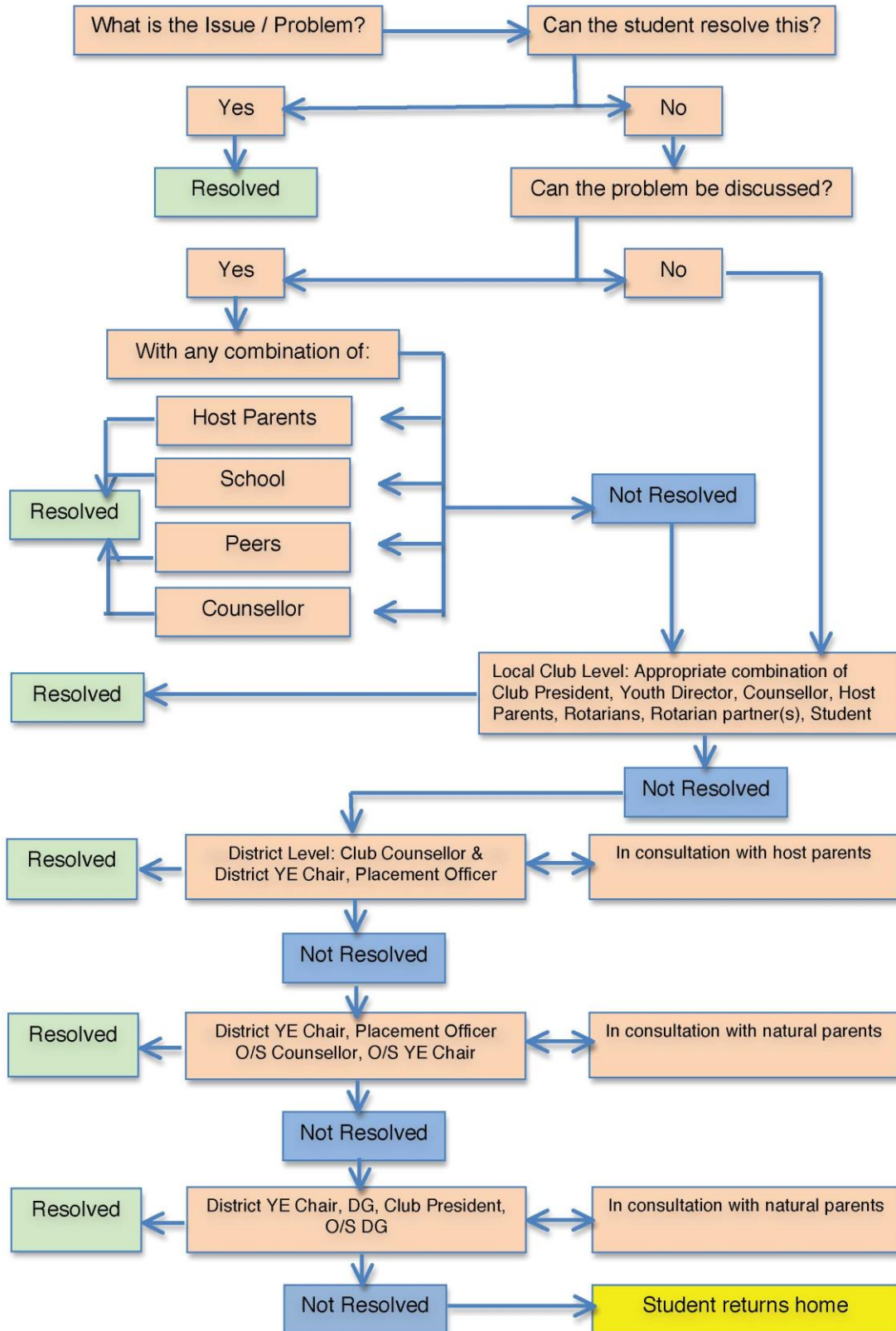
District Youth Exchange Chair

- 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 Club Youth Director, Club Mentor and Club President in the discussions. If appropriate, the Rotary Youth Exchange Committee District Placement Officer could also be included in this level of discussion.

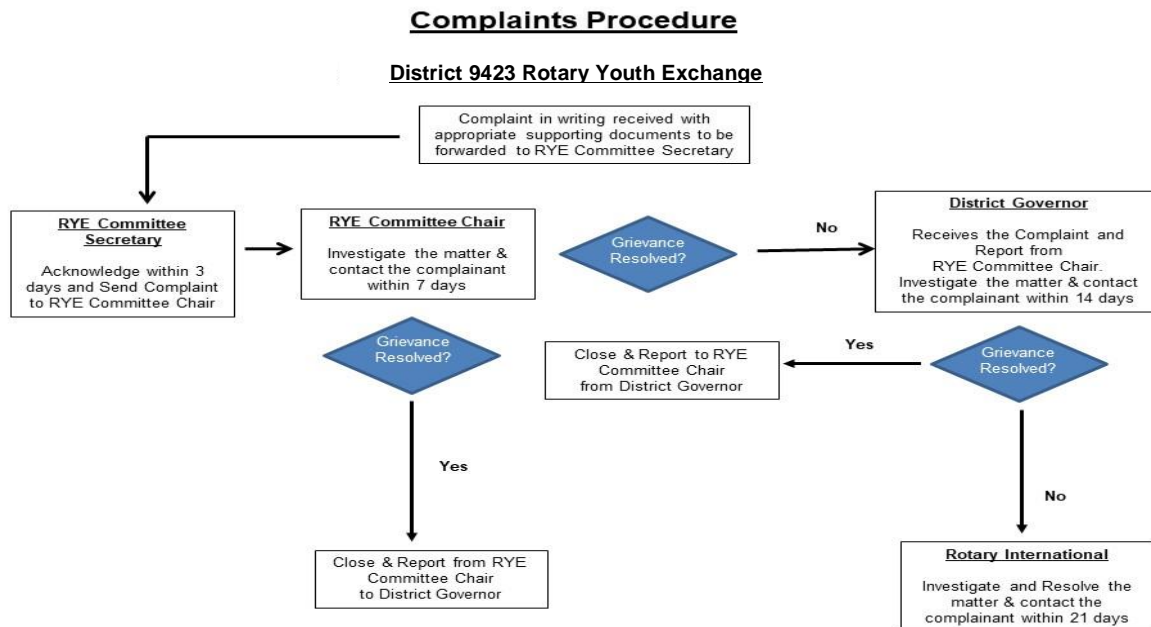
The procedures in resolving problems and issues must have been followed prior to lodging a complaint. All complaints or grievances must be in writing. The complaints flowchart procedure is to be followed below if no resolution is achieved at a local level.

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.



APPENDIX 10 - 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:

 Club Mentor
 Date:

 D9423 Placement Officer
 Date:

 D9423 Chair
 Date:

Copy of acknowledgement email from home district attached.

APPENDIX 10 - 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:

 Club Mentor
 Date:

 D9423 Placement Officer
 Date:

 D9423 Chair
 Date: