

Inbound YEP Student Club Check List and Compliance Statement (Form 4)

Host Families

Check

All Host Families will be visited, briefed, and interviewed in their homes and their suitability confirmed.	Yes / No
All Host Family members over the age of 18 years will be reference checked and checked by way of a Volunteer Declaration and Police clearance as applicable.	Yes / No
Comments:	

Club Counsellor

Has completed a Volunteer Declaration and obtained a Police clearance as applicable. References will be checked confirming suitability.	Yes / No
Is of the same gender as the student, or alternatively a suitable assistant has been appointed.	Yes / No
Is aware of and understands their duty and responsibility towards the student and agrees to carry out these duties.	Yes / No
Agrees to attend required District YEP training sessions.	Yes / No
Will not be a member of a Host Family.	Yes / No
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family.	Yes / No
Comments:	

Completed by: _____ Signature: _____

Club Officer

Date: _____

Outbound YEP Student Club Check List and Compliance Statement

The Student

Has completed and submitted a club application form.	Yes / No
Has been interviewed by the club separately from parents and or guardian.	Yes / No
If successful and with parental support will attend a District Interview.	Yes / No
Comments:	

Club Counsellor

Has completed a Volunteer Declaration and obtained a Police clearance as applicable. References have been checked confirming suitability.	Yes / No
Is of the same sex as the student, or alternatively a suitable assistant has been appointed.	Yes / No
Is aware and understands their duty and responsibility towards the student and has agreed to carry out these duties whilst the student is on exchange overseas.	Yes / No
Has agreed to attend required District YEP training sessions.	Yes / No
Has agreed to assist the student upon their return.	Yes / No
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family.	Yes / No
Comments:	

Completed by: _____ Signature: _____

Club Officer

Date: _____

Club Protection Officer Check List and Declaration (Form 5)

(To be forwarded to District by end April)

Outbound Student

Check

The club applied for, and received certification from District to sponsor an exchange student	Yes / No
The student and student's parents/guardians separately received a thorough briefing by the club.	Yes / No
The club selected a suitable counsellor in accordance with certification requirements.	Yes / No
The counsellor communicated regularly with the student, and was of support in respect of the student's preparation prior to departure.	Yes / No
The counsellor maintained regular communication with the student whilst overseas and reported the student's activities to the club.	Yes / No
The student attended the district debrief upon return.	Yes / No
If the student claimed that they had suffered a molestation occurrence, did the club handle the matter in accordance with Rotary International's "Sexual Abuse and Harassment allegation Reporting Guidelines"?	Yes / No
Comments	

Inbound Student

The club applied for, and received certification from District to host a student from overseas.	Yes / No
The club selected, briefed, checked and approved suitable host families in accordance with certification requirements and was satisfied that they were happy to host.	Yes / No
The club has received and filed the host family Volunteer Declaration and Police clearance.	Yes / No
The club selected a suitable counsellor in accordance with certification requirements.	Yes / No
The club has received and filed the counsellor's Volunteer Declaration and Police clearance.	Yes / No
The counsellor has been in regular contact and support to the student.	Yes / No
If the student claimed that they had suffered a molestation occurrence, did the club handle the matter in accordance with Rotary International's "Sexual abuse and Harassment allegation Reporting Guidelines"?	Yes / No
Comments	

Declaration

I, _____ the Club Protection Officer of the
 Rotary Club of _____

Declare that I have carefully checked the tasks relating to the listed statements in this document and confirm that they have been satisfactorily completed.

Signed: _____ Date _____