

## Rotary Youth Exchange Club Protection Officer Checklist and Declaration

The Club Protection Officer should have an overview of student exchange in their Rotary Club. They need to be familiar with the requirements outlined in the “Rotary Youth Exchange Club Certification Criteria” CL 1 to ensure that none of the steps outlined are overlooked and all are done within the required time frames. Compliance with the following checks should ensure your Club is correctly handling student exchange.

Should a problem of sexual harassment or abuse occur to the Club’s student, the Club Protection Officer must ensure the matter is handled in accordance with Rotary International’s “Sexual Harassment and Abuse Reporting Guidelines” YESP DI 3.

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

### Checklist for Clubs Hosting an Incoming Exchange Student

| <u>Requirement</u>  | <u>Minimum Time Frame</u>  | <u>Job Done</u> | <u>Within Time</u> |
|---|--|-----------------|--------------------|
| Have the responsible Rotarians in your Club selected, briefed and approved a suitable Club student counsellor(s) in accordance with the guide lines, counsellor(s) who are happy to do the job? | For July Inbounds - End of Mar.<br>For Jan. Inbounds - End of Sept.<br>For Mar. Inbounds - End of Dec. |                 |                    |
| Has the Club applied for certification from the District Youth Exchange Committee to host an exchange student   | For July Inbounds - End of Mar.<br>For Jan. Inbounds - End of Sept.<br>For Mar. Inbounds - End of Dec. |                 |                    |
| Have the relevant authorities forwarded Police Check, “Blue Card” or optimal alternate legal certification confirming counsellor’s suitability  | For July Inbounds – Mid June<br>For Jan. Inbounds – Mid Dec.<br>For Mar. Inbounds – Mid Feb.           |                 |                    |
| Have the responsible Rotarians selected, briefed, checked and approved a suitable first host family in accordance with the guidelines, a family who is happy to host                            | For July Inbounds - End of Mar.<br>For Jan. Inbounds - End of Sept.<br>For Mar. Inbounds - End of Dec. |                 |                    |
| Have the relevant authorities forwarded police checks, or “Blue Cards” or optimal alternate legal certification confirming the first host family members’ suitability                           | For July Inbounds – Mid June<br>For Jan. Inbounds – Mid Dec.<br>For Mar. Inbounds – Mid Feb.           |                 |                    |
| Has the second host family been briefed, checked and approved as a suitable host family in accordance with the guide lines, a family who is happy to host                                       | Five weeks before they host the student  |                 |                    |

**Checklist for Clubs Hosting an Incoming Exchange Student cont'd**

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

### Checklist for Club Sponsoring an Outbound Student

| <u>Requirement</u>   | <u>Minimum Time Frame</u>                                  | <u>Job Done</u> | <u>Within Time</u> |
|--|--|-----------------|--------------------|
| Did the student and the student's parents (or guardians) separately receive a thorough briefing by the Club or in conjunction with other local Clubs                       | By the official Club interview closing date                |                 |                    |
| Has the Club selected a suitable counsellor(s) for your student in accordance with the guide lines, a counsellor who is happy to carry out the task                        | Four weeks before the official Club interview closing date |                 |                    |
| Has the Club received certification from the District Youth Exchange Committee to sponsor an exchange student  | Four weeks before the district interviews                  |                 |                    |
| Have the relevant authorities forwarded Police Check, "Blue Card" or optimal alternate legal certification confirming counsellor's suitability                             | By the official Club interview closing date                |                 |                    |
| Has the counsellor been helpful and communicated regularly with the student inviting the student to some Club meetings in the period before their departure                | November until departure                                   |                 |                    |
| Did the counsellor communicate regularly with the student while they were on exchange informing Club members of the student's activities                                   | The full exchange period                                   |                 |                    |
| Did the counsellor debrief the student on their return and assist them needed  | After return home for as long as is needed                 |                 |                    |
| If your student claimed they were sexually molested, did your Club handle the matter in accordance with RI's "Sexual Harassment and Abuse Reporting Guide Lines" YESP DI 3 | Immediately after the allegation was made                  |                 |                    |

### Club Protection Officer Declaration

I \_\_\_\_\_ the Club Protection Officer of the Rotary Club of \_\_\_\_\_  
Print Name Print Club Name

declare I have carefully checked to see that all the tasks to which the questions listed in this document refer have been satisfactorily completed by the times I have entered.

\_\_\_\_\_  
Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

*Copy this form and send the original to the **Chairman of the District Youth Exchange Committee** as soon as the last tasks are completed, but **no later than the 30<sup>th</sup> April** of (a) the year your inbound students completed or will complete their exchange and (b) the year your outbound students returned.*

**Ensure document confidentiality -- The Club copy of this form should be kept for one year following the end of the Rotary year in which it was submitted and then destroyed. The District is to retain the original for five years.**