

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?	8 weeks prior to the arrival of the student		
Has the Club applied for certification from the District Youth Exchange Committee to host an exchange student	8 weeks prior to the arrival of the student		
Have the relevant authorities forwarded Police Check confirming counsellor’s suitability	2 weeks prior to the arrival of the student		
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	8 weeks prior to the arrival of the student		
Have the relevant authorities forwarded police checks confirming the first host family members’ suitability	2 weeks prior to the arrival of the student		
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	5 weeks before they host the student		
Have the relevant authorities forwarded police checks confirming the second host family members’ suitability	2 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	5 weeks before they host the student		

Checklist for Clubs Hosting an Incoming Exchange Student cont'd

<u>Requirement</u>	<u>Minimum Time Frame</u>	<u>Job Done</u>	<u>Within Time</u>
Have the relevant authorities forwarded police checks confirming the third host family members' suitability	2 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	5 weeks before they host the student		
Have the relevant authorities forwarded police checks confirming the fourth host family members' suitability	2 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	5 weeks before they host the student		
Have the relevant authorities forwarded police checks confirming the fifth host family members' suitability	2 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		

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 30th 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.