Guidelines for Host Families

Youth Exchange Program
Rotary District 9600

(www.youth-exchange.net)

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GUIDELINES FOR HOST FAMILIES

Acting as a host to an overseas student can be an extremely rewarding experience for a family, giving you the opportunity to learn about the country from which the student comes, as well as sharing the day to day experiences of the student during their stay in Australia.

Responsibilities of host parents

- Host families should be familiar with the Australian Rotary Youth Exchange Student Protection Policy as set out in Form YESP DI 1 of the D 9600 Youth Exchange Certification Compliance Documentation.

- Care for the student and look after his/her wellbeing in the same way as if the student were one of the host parents' own sons or daughters. Host parents and other adults living in the host home must also comply with the requirements of "The Child Protection Act (1999), the "Commission for Children and Young People and Child Guardian Act 2000" that require a 'working with children' check (refer attached Memo and application forms - see also www.childcomm.aid.gov.au for additional details) as well as other applicable common law and statutory law.

- Provide room and board for the student and include him/her in all family activities.

While It is desirable for the student to have a separate room of their own if possible, many shared-accommodation hostings have been very successful. Comfortable accommodation is the keyword. Makeshift beds etc. may be acceptable for a weekend stay but are considered inappropriate for a stay of 3 or 4 months.

- Monitor the student's school and leisure activities, ensuring that any problems are recognised and dealt with.

- Be firm and set family rules and expectations from the start. Students must have the limits dearly defined. Do not be reluctant to say NO!

Host parents

- Need not have children of similar age - many successful hostings have occurred with families who have young children - or even no children at home.

  - Who have children of their own must be careful not to devote too much attention to the exchange student at the expense of their own child who could resent the 'newcomer' in their home. It is important to maintain a fair balance.

- Need not be Rotarians; however, it is essential for non-Rotarian host parents to have been assessed and endorsed by the Host Rotary Club, and to work under these guidelines.

The exchange is a two-way process and the host parents are the more experienced partners in the deal. Host parents should be willing to go more than half way in understanding the student. They should try to give an adult lead to the young person, who unless told, cannot be expected to know the family's rules and wishes. There is a questionnaire to assist in this.

Special note for second time Host Families:

There are a couple of suggestions regarding hosts who have a second, third etc., Rotary Youth Exchange Student:

- Don't call the student by the previous student's name. It sounds simple enough but we all make mistakes, even with our own children. However, make the special effort - it will be appreciated.

The student is a different person, perhaps from a different country and requires a whole new set of thoughts on your part to make the exchange work as it should. Treat the student as a different person and all will go well. Students can be a great joy and many find plentiful rewards in being part of the Rotary Youth Exchange Program.

Counsellor

The Host Rotary Club will appoint a Counsellor to look after the student's Interests for the entire period of the exchange. The Counsellor is virtually the student's guardian and the student should be encouraged to consult with the Counsellor in respect of any problem that may arise. The Counsellor is also available to assist host parents with any problems they encounter.

Family, not a guest

It is most important that the host family does not treat the student as a guest. The value of the program centres on the student being "one of the family" and not receiving any special treatment or favours. The student should contribute to the family life by undertaking normal chores related to everyday living.

The student should not address the host parents as Mr. and Mrs., but by names agreed upon, when going through the "Questionnaire for the First Night with the Host Family".

Household chores

The student should assist with the chores - making beds, keeping their bedroom tidy, setting and clearing away the meal table, assisting with the dishes, mowing lawns etc. are all part of the exchange. Note however that the student is not unpaid home help or a live-in baby sitter and a proper balance should be established.

Discipline

The student is expected to adapt to the supervision and discipline of the parents. Any sign of reluctance or unwillingness on the student's part to accept this requirement should be brought to the attention of the Counsellor, who should then clarify the point, both with the host parents and with the student. It is preferable that such a ruling comes from a third party (i.e. the Counsellor) rather than from the host parents. Problems may arise unless the student clearly understands the need to conform to host country conditions.

At the same time host families should be aware of the problems of adapting and be understanding of the student. If the problem cannot be resolved with help from the Counsellor, then the District Youth Exchange Committee Country Co-ordinator should be consulted. As a last resort, after considering all aspects of the exchange, arrangements to terminate an unsatisfactory exchange may, and in appropriate cases will, be made.

Religion

Religion seldom poses serious problems. Most students are very flexible with attitudes and usually accompany the host parents to their church even where religions differ, but the issue should not be forced.

If the student wishes to follow their own religion, the host family should respect the student's wishes and be supportive in this respect. If the student does not wish to participate regularly in the host family's religious activities, their wishes should also be respected.

Statement of conduct for working with youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarian spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of, and to prevent the physical, sexual, or emotional abuse of, children and young people with whom they come into contact.

Sexual abuse and sexual harassment

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures. They will spend a year, or perhaps just an extended period of time, living with a host family in a country other than their own.

Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard their welfare and prevent any physical sexual or emotional abuse or harassment befalling them.

Rotary International is committed to protecting their safety and well-being as well as the safety and well-being of every Youth Exchange student, and will not tolerate abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. **Their safety and well-being, and that of their fellow Youth Exchange students will always be the first priority.**

Protecting our students

All volunteers who work with children must apply for and be in possession of a "Blue Card for Child Related Employment' as required by the “Commission for Children and Young People and Child Guardian Act 2000." This will include all District Committee members, Club Counsellors and Host Families (every person aged 18 years and over who resides in the host family home). Notwithstanding that any of these people may have a suitability card through their employment (e.g. teachers), they still must apply for the Card for Volunteers. The District Chairman will contact Counsellors to ensure that the provisions of the Act are complied with.

See www.bluecard.old.cov.au website for details of the steps required by the law to protect students from harm and to promote their wellbeing.

Facebook

Facebook is a great tool for students to keep in touch with friends and family both here and overseas. It is their private space but students should be cautioned about what is posted on their Facebook as it might impact adversely on their exchange. They should not comment adversely on host families or Rotarians. Students are advised not to include YEP Committee members or other Rotarians on their Facebook to preserve their privacy.

Alcohol

Most students are underage, but even if they are over 18, they are not permitted to consume alcohol while on exchange. Any student found breaking the Rules in this regard may be repatriated. Students are not permitted to go to nightclubs or licenced premises unless accompanied by a Rotarian or other responsible adult.

Smoking

Please ensure that the student is aware of current Queensland laws regarding smoking, i.e. not in public places or their entrances, beaches, etc. Furthermore if students have indicated on their Application forms that they are non-smokers, they must remain so for the duration of their exchange

Drugs

The possession or consumption of illicit drugs is a breach of the laws of Australia and as such is strictly prohibited under the program. Any student breaking this law will be immediately expelled from the program and repatriated. If host parents suspect that a student in their care is taking drugs, they should immediately report their suspicions to the Club Counsellor who in turn should contact the Club President and the District Chairman.

Driving

While on exchange, the student is specifically forbidden to drive any form of motorised vehicle. Many legal and insurance problems may arise should a student be driving such a vehicle and become involved in an accident. For safety reasons, students are not allowed to drive farm tractors or recreational vehicles such as boats, jet skis, motor bikes and trikes, trail bikes etc. even if a licence is not required. Violation of this rule will result in the student being returned home.

Romance

The Youth Exchange Program rules state that a student should not become romantically involved with another person while on exchange. This involves human relations and is not easy to enforce, but if host parents consider that such a relationship is developing, they should discuss the matter with the student and the Counsellor.

While this may be a difficult matter, the rule is to be observed because a student who becomes romantically involved with another person centres all their interests on that person to the detriment of the value of the Youth Exchange Program.

Promiscuity

Promiscuity will result in the immediate termination of the exchange for the student who will be returned home immediately.

Finances

The host family is not under any obligation to provide the student with pocket money or to finance clothing, school uniforms or expenses, travel, telephone or electronic communication costs. Pocket money will be provided each month by the host club while the other costs are borne by the student's own funds or provided by the students natural parents.

Some students are poor at budgeting and need guidance if they are to live within their means. They should be discouraged from borrowing money and must not make purchases on the host parents' credit accounts.

The program requires the student to bring $500.00 to be placed in an Emergency Fund Bank Account. The fund is not for day to day, minor items, but is for major emergencies such as serious accidents or illnesses.

Withdrawals from the fund require the signatures of both the student and the Counsellor or another Rotarian, thus preventing impulse buying. The fund must be replenished without delay by the student's natural parents, if it is used.

Student insurance

It is mandatory for all students to have suitable and adequate insurance cover for the entire exchange year, covering the following risks:

- personal accident injury and/or death
- funeral expenses
- travel
- loss of personal belongings
- personal liability
- medical expenses (US$500,000 minimum)
- hospitalization.

The District Youth Exchange Committee will check that the student has adequate insurance cover prior to their arrival.

Medical insurance

The Australian Government requires all overseas students to have basic insurance for medical and hospital cover. This insurance must be with Medibank Private under their "Overseas Student Health Cover." The policy will be effected prior to the student's arrival since the issue of the Student Visa by the Australian Government is dependent upon the premium having been paid. The hosted student is expressly excluded from cover under the Medicare National Health Care Scheme. Students must pay for medical costs and then submit a claim to Medibank Private for reimbursement (There is no

bulk billing).

At the conclusion of the exchange year, the host parents should check with the student that there are no unpaid medical or other accounts.

Travel

Host Parents are under no obligation to take the student on holidays or provide tours. Where the host family is going away and cannot take the student, they should advise the Counsellor well in advance and the Counsellor is required to make suitable alternative accommodation arrangements for the student during the period of the host family's absence. However, most students do manage to see a lot of Australia 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.

Any arrangements for the Student to travel outside District 9600 requires the prior written approval of the host family, the Counsellor and the District Chairman who has the final say. Students are advised that they will not necessarily be granted permission to travel even after completion of the form.

Where travel is properly authorized, the student is required to abide by the rules and regulations laid down as a condition for such travel. Travel Request Forms are provided by the District committee, usually at Orientation, and it is essential that this form is received by the District Chairman for consideration of the travel request, before the requested travel is commenced.

Host parents should ensure that contact telephone numbers and addresses of the student while away are obtained in case of emergency or the need to contact the student for any reason. Unaccompanied travel (even with another exchange student) outside the normal community area (including the Gold and Sunshine Coasts) is not permitted. Travel outside the District is not allowed unless the student is accompanied by a Rotarian or other responsible adult. Permission for the student to travel outside the District will be at the discretion of the District Chairman.

Where the student (by approved arrangement) is visiting the Gold or Sunshine Coast, the host parents are required to obtain the names and contact details (e.g. mobile number) of the people with whom they will be travelling, details of where they will be going and how, and where and with whom they will be staying.

Under no circumstances may a student conclude travel arrangements on their own initiative and expect the host parents, Club Counsellor or District Chairman to agree with those arrangements.

As a special dispensation, students travelling to the Gold Coast with their host family for a weekend (2 days) do not need to seek approval for such travel. Approval is required for trips of 3 days or more. Under no circumstances may such travel be unaccompanied.

As a part of the Youth Exchange Program. the D 9600 District Committee arranges student tours - the Walkabout Tour (optional) and the Sunshine Safari (compulsory). The costs of these tours are borne by the student.

Telephone, fax, internet & email

Abuse of electronic communication systems by the student will almost certainly lead to conflict with the host families. When the student moves into the host home, parents should discuss telephone requirements with the student and establish operating rules and access times to the intemet, etc.

The costs involved must be paid for by the student and can get out of hand if not careful monitored. Payment should be made by the student as each account comes in and at the end of the stay. A limit on the length of STD/ISD calls is essential.

Shared knowledge

Exchange of knowledge internationally is one of the main objects of the Youth Exchange Program. The student is an ambassador for his/her country. By the same token, host parents are ambassadors for Australia. You should show interest in the student's country of origin and learn as much as possible about that country.

At the same time you should impart knowledge about Australia and our way of life, thus enabling the student to obtain and absorb a good understanding of Australia. The sharing of this knowledge is one of the great rewards of being part of the Rotary Youth Exchange Program.

Rules

In the student's application for the Rotary Youth Exchange Program, they signed an agreement to follow the rules and conditions which were set out in the application form. These rules apply in every Rotary District all over the world. Rotary International recommends that Districts adapt the rules to suit local conditions. The Rules and Agreement signed by the student are:

Student Agreement

Program Rules

In your application for the Rotary Youth Exchange Program, you signed an agreement to follow the rules and conditions which were set out in the application form. These rules apply in every Rotary District all over the world. Rotary International recommends that Districts adapt the rules to suit local conditions. The agreement which follows contains the rules and conditions for exchange in District 9600, which have been established for your safety and well-being. Violation of any of these rules may result in dismissal from the program and your immediate return home, at your own expense. You and your parents are asked to sign this agreement to acknowledge your commitment for a full twelve months to the Youth Exchange Program, to your host Rotary Club and District 9600, to your host families, and to your school in Australia. Please read these rules very carefully, and sign them only if you agree to follow them. **If you are not prepared to sign this agreement, and abide by the rules, you should withdraw your application from consideration by Rotary District 9600.**

Student's Agreement

I, …….., agree that:

Student's Name

1. **Rotary District 9600** has established rules and conditions for my safety and well-being while I am a participant in the Youth Exchange Program. Violation of any of these rules may result in my dismissal from the program and my immediate return home, at my own expense.

2. **Ambassador**:
   - I will serve as an Ambassador for my family, my sponsoring Rotary Club, Rotary International and my country.
   - I will be friendly, and show interest in Australian life, and adjust to and be involved in the activities of my host family, my host Club, District 9600, and my school.
   - I will maintain a high standard of dress, grooming, behaviour and personal hygiene at all times.
   - I agree that Rotary commitments take precedence over other activities.

3. **Laws of the country:** I will obey the laws of Queensland and Australia.

4. **Authority:**

- I will be under the authority of Rotary District 9600 while I am an exchange student and I will abide by these rules and conditions of exchange.
- My parents or legal guardians will not authorize any extra activities directly to me.
- Any relatives I may have in Australia will have no authority over me while I am a member of the Youth Exchange Program.

5. **Drugs:** I will not use drugs, except for valid medical reasons. Use of illegal drugs will result in my immediate return home.

6. **Driving:** I will not operate any motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft.

7. **Drinking:** I will not drink alcohol except in moderation in a home environment and under the direct supervision of my host parents or Rotarians.

8. **Dating:** I will not form a steady and serious romantic attachment. I understand that sexual activities will result in my immediate return home.

9. **Disfigurement:**
   - I agree that I will not radically change the colour, style or cut of my hair, or have any part of my body pierced during my Exchange Year.
   - If I have piercing (other than ears) before my arrival, I will remove any stud/ring, which is visible.
   - I understand that jewellery is generally not allowed in school, and that tattoos are forbidden.

8. **Smoking:**
   - I understand that Queensland has very strict laws governing smoking in public, and that smoking is often socially unacceptable, and discouraged.
   - I will respect the preferences of my host families and of the members of my host Rotary Club.
   - If I indicated that I was a non-smoker on my Application Form, I will not take up the habit during my Exchange Year.

9. **Travel:**
   - I will not travel outside the area of District 9600 unless I am accompanied by an adult, and unless I have permission from my host parents, Club Counsellor, and the District 9600 YEP Chairman. I will apply to the Chairman for permission to travel before I leave, and his decision will be final.
   - I understand that excessive travel is not allowed.
   - I understand that my host parents are under no obligation to provide local transport for me, and that I should use public transport wherever possible.
   - If I am offered an opportunity to go on a trip or attend an event, I will make sure I understand any costs I must pay and my responsibilities before I go.

10. **Insurance:**
    - I will be covered by health, medical, accident and travel insurance acceptable to District 9600. The arrangements for this will be finalized before I arrive in Australia.

- I will not participate in dangerous activities such as hang-gliding, parachute-jumping, skydiving, and bungee jumping. I will not travel in a motorized or non-motorized glider, or ultralight plane.

11. **School:**
    - I will attend all classes and take part in all normal school activities, including exams, as a full-time student at a school arranged by my Host Club.
    - I will make an honest attempt to succeed.
    - I understand that school is the basis of my exchange visa: **no school, no visa, and no exchange!**

12. **Host Families:**
    - I will respect the members of my host families, and the wishes of my host parents.
    - I will not act as a guest, but make genuine effort to become an integral part of the host family, and assume duties and responsibilities normal for a student of my age or for children in the family.
    - I will adapt to the family: I understand that the family is not expected to adapt to me. I will keep my room tidy.

13. **Telephone/Internet:**
    - I will seek permission to make all phone calls. I understand that I must pay for all international calls and Internet access.

14. **Language:** I will make every effort to learn English, and may be responsible for any costs for tutoring, language camps, or other instruction.

15. **Rotary Events:** I will attend regular Rotary meetings, Rotary-sponsored events and host family events, and show an interest in these activities.
    - I will volunteer to be involved without waiting to be asked.
    - I acknowledge that a lack of interest on my part is detrimental to my exchange and can have a negative impact on future exchanges.

16. **My Finances:**
    - I acknowledge that I must have sufficient financial support to assure my well-being during my exchange.
    - I will arrange for AUD $500 to be paid into an Australian bank account as a contingency fund for emergencies. As this fund is depleted, it will be replenished by my parents or guardian. I understand that unused funds at the end of the exchange year will be returned to me.
    - I will arrange for all fees required by District 9600 (including Medibank Private Overseas Student Health Cover) to be paid before I arrive in Australia.
    - I understand that I will be paid a monthly allowance by my host Rotary Club in recognition of my service as an ambassador for the program, Rotary and my country.

17. **Work:** I understand that I am not permitted to do any paid full-time, part-time or casual work while I am on exchange.

18. **Statements on my Application Form:** I acknowledge that I am bound by the statements I made on my application form, that false statements are unacceptable and may have serious consequences for me.

19. **Visits by parents and friends:**
    - I acknowledge that visits by parents and friends from my home country are discouraged. I acknowledge that my parents or friends should not visit me in the first six months, the last month, during the school term, nor at Christmas or New Year, and that they should not expect to spend more than 10 days with me.

- I acknowledge that I must attend all compulsory District activities, regardless of whether my parents are visiting or not. I will not be permitted to travel around Australia with them and I will not be permitted to return home before my exchange is complete.
- I will not expect my host family to accommodate my family or friends.

20. **Return:** I will return directly to my home country by a route mutually agreeable to District 9600 and my parents or guardian. I, or my parents or guardian will pay any costs related to an early return home.

Questionnaire for new host family

This questionnaire is given to the students to use when they move to each new host family. Sit down with your student within the first 2 days and repeat the exercise about 2 to 3 weeks later.

Sit down with your host family within the first two days and repeat the exercise about three weeks later.

1. What do I call you-by your first names, mum, dad, or another name?
2. I will make my bed, keep my room tidy at all times, and clean the bathroom after I have used it. What else should I do regularly?
3. What are normal mealtimes? The normal daily routine?
4. Discuss special dietary requirements and food likes/dislikes, and work out suitable alternatives
5. Do I have a permanent job at mealtimes? e.g. lay or clear the table, wash or dry up, empty rubbish?
6. May I helped myself to food and drink (in moderation), or should I ask first?
7. What are the arrangements for school lunches?
8. Please note that I am not a smoker.
9. What are the laundry arrangements? Where do I put my dirty clothes? Should I do my own washing and ironing?
10. Where may I keep my toiletries? May I use family soap, shampoo or toothpaste?
11. When is the most convenient time to use the bathroom? Are there water restrictions?
12. What areas of the house are private? e.g. study, parents' bedroom.
13. Do you have any dislikes - untidy hair or dress, interruptions, chewing gum, loud music, etc?
14. What are the responsibilities of house employees, if any? How shall I address them?
15. May I have my own pictures or posters in my bedroom?
16. Where may I store my suitcases etc?
17. What times should I go to bed and get up during the week and weekends?
18. May I use the stereo, TV, video, computer, sewing machine or workshop tools?
19. May I go out during the week? At weekends? Under what conditions? If I have a problem getting home, I will phone you. If I'm going to be late, I will phone within 30 minutes.
20. May I invite friends around during the day, to stay the night, or for a weekend?
21. Telephone rules - should I ask first before using the telephone?
22. Students must pay for all overseas and long distance calls.
23. What are the local, long-distance or overseas charges? NB Repay promptly.
24. May I ring my parents, reverse charges, on special occasions?

25. Is there a limit to the number or length of phone calls I make? (Remember, someone else may need to use the phone.)
26. May my friends phone me?
27. What is the latest time at night for me to receive phone calls? (NB Not later than 9:30 p.m.)
28. What are the arrangements for using the Internet? What costs are involved?
29. What postal address should I use for incoming mail? Are there fax facilities? How do I pay?
30. Should I use public transport to and from school, to the city, for outings, at night, and during the day?
31. May I use a bicycle? Do I need a bicycle helmet?
32. Who pays for sporting or extracurricular school expenses? (Usually student or natural parents.)
33. What are the birthdays of host family members? Are they celebrated in any special way?
34. Are there any other special or festive days you observe?
35. If I have a problem, how would you like me to handle it?
    a. Write a note explaining my problem?
    b. Ask if we may have a heart-to-heart talk?
    c. Tell my counsellor, another adult, Rotarian, schoolteacher?
36. Is there anything else you would like me to know?
37. May I make a note of your full name, full street address and telephone number to keep with me at all times?

Attachment 1. Student's Child Protection Information
(So you can understand what the student has been advised).

What can you do?

Being alert to the common signs of abuse and harassment is a personal responsibility during your period of exchange. Be aware of being placed in situations where harassment/sexual abuse can occur - shopping, being transported from place to place, family activities, being in a house with one other person, etc. If you feel uncomfortable in any situation, you need to express your opinion to the person or persons with you. You could say for example, "When you do that I feel very uncomfortable, because that behaviour is not acceptable in my culture". As a first line of defence, it is not accusatory or aggressive in any way, but assertive and focuses on the student's feelings rather than the intent of the "offender". Alternatively, you might ask "is this action consistent with the Rotary 4-way test?"

If you continue to be worried about your position, you should discuss the issues with your parents at home. But you should also raise the issues with your host Club Counsellor, and/or partner if that is appropriate. Normally, action will be taken by the Club Counsellor to ensure your safety and protection and to support you in your exchange.

If you feel that the support is inadequate and inappropriate from your host Club, or it is taking too long for any remedial action to occur, you are invited to make contact with your District 9600 Youth Exchange Chair as quickly as possible.

The contact details of helpful contacts are in this Manual on page 2. Or on line at http://www.youth-exchange.net/contacts.htm .The D9600 Student Exchange Committee and Rotary International have a policy that requires immediate involvement in an issue of this nature and you will be given the support that you need and require.

Remember, "You have the right to feel safe all the time, and nothing is so awful that you can't talk to someone about it."

Definitions

Sexual Abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts 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 child to sexual or pornographic material.

Sexual Harassment: Sexual harassment refers to sexual advances, the request for sexual favours or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse, and is a technique used by sexual predators to desensitise or groom their victims. Examples of sexual harassment could include, but are not limited to:

- sexual advances; including comments to the effect that the adult in a position of trust finds the student sexually attractive.
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life,

and comments 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.and
- 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 which 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 do to an unreasonable amount of work
- inflicting physical pain on the student.

Abuse and harassment

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

This is a very delicate subject and the reporting and awareness of this criminal activity is growing. Rotarians must be aware of this issue and understand that it can and does happen. Rotary is held in high regard in the community and no-one would like to see this image tarnished; however if there is ever a problem or even a hint of a developing problem, steps must be taken immediately to remove the student to a "safe place" and to report the matter to the Police. The Chairman of the D9600 YEP District Committee and the District Governor, must be informed so that the appropriate Rotary procedures may be followed. Students will be briefed on this subject and process by the District Youth Exchange Committee at orientations.

Is it abuse or is it harassment?

Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adults to whom allegations are made. After ensuring the safety of the student, all allegations should be immediately reported to appropriate law enforcement authorities. In some countries, this reporting is required by law.

Allegation reporting guidelines

Any adult to whom a student reports an incident of sexual abuse or sexual harassment is responsible for following these *Allegation Reporting Guidelines.*

1. Report from student.

a. Listen attentively and stay calm.

Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.

b. Assure privacy but not confidentiality.

Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure

that it doesn't happen to other students.

c. Get the facts, but don't interrogate.

Ask the student questions that establish what was done and who did it. Reassure the students that s/he did the right thing in telling you. Avoid asking "why" questions. Remember your responsibility is to present the student's story to the proper authorities.

d. Record.

Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

2. Protect the student

Ensure the safety and well-being of the student. Remove the student from the situation immediately and from all contact with the alleged abuser or harasser. Reassure the student that this is for his/her own safety and is not a punishment.

3. Report to appropriate, law enforcement authorities.

Immediately **report all cases of sexual abuse or sexual harassment to the appropriate law enforcement authorities first** and then to the Club and District Leadership for investigation. In most situations, the first Rotary contact is the Rotarian counsellor who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian counsellor, the District Youth Exchange Chairman should be contacted.

4. Avoid gossip and blame

Do not tell anyone about the report other than those required by these guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.

5. Do not challenge the alleged offender

The adult to whom the student reports must not contact the alleged offender. In cases of sexual abuse, interrogation must be left entirely to law enforcement authorities. *In cases of non-criminal sexual harassment, the District Youth Exchange Chair and District Governor are responsible for investigating, and will be in contact with the alleged offender after the student has been moved to a safe environment.*

6. Follow up.

After reporting allegations to the Rotarian counsellor or District Youth Exchange Chair, follow up to make sure steps are being taken to address the situation.

Post Report Procedures

For use by Rotarian Counsellors and District Youth Exchange Chairs

The student's Rotarian counsellor and the District Youth Exchange Chair are responsible for ensuring that the following steps are taken following an abuse allegation report. Unless otherwise specified, the steps must be taken immediately following the report.

1. The adult to whom the student reports the abuse should follow the *Allegation Reporting Guidelines.*

2. Confirm that the student has been removed from the situation immediately and from all contact with the alleged abuser or harasser.

3. Contact appropriate, law enforcement agency immediately (even if already done.) If law enforcement agency will not investigate, Club or District Youth Exchange Chair must coordinate the investigation into the allegations.

4. Ensure the student receives immediate support services e.g. counselling.

5. Offer the student an independent, and non-Rotarian counsellor to represent the interests of the

student. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the Youth Exchange Program.

6. Contact student's parents. If away from home, give student the option of either staying in his/her host country or returning home.

7. Remove the alleged abuser or harasser from all contact with the specific student and other youths, while investigations are conducted.

8. Co-operate with police or legal investigation.

9. The student's Rotarian counsellor should inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, outcome of all investigations and resulting actions.

Responding to the needs of the student:

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. 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 may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them. Club members and host families may experience ambiguity towards their roles and may feel unclear regarding their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.

Appropriate response for addressing issues within the Rotary club for allegations made against Rotarians or non-Rotarian volunteers

When addressing an allegation of abuse or harassment, the most important concern is the safety of children and young people. Club members should not speculate, make editorial comment, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matters during the investigation. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

Attachment 2. Rotary Youth Exchange - Tips for students to use to stay safe

(YESP DI 2)

If you have a problem or are worried about something, always tell someone you trust about it, like your teacher, counsellor or host parents – don't suffer in silence!

Always pack your own suitcase and never carry items abroad for others. Take care that you do not unwittingly or wittingly act as a drug courier for someone else given that some countries impose death penalties for drug offences.

Before you go on exchange find out how to use a public phone in your new country. Carry the telephone numbers for the emergency services in that country and keep them handy.

Have your first host parents send you their address written in that language and the script of their country. Organise this before you go on exchange and take it with you.

Always follow the instructions of your leader, teacher and other supervisors, including those at the venue of the visit.

Always tell someone where you are going and what time you will be home – don't change your plans at the last minute, as this can cause confusion.

Look out for anything that might hurt or threaten you or anyone in your group and tell someone responsible.

If you are out at night in the centre of town, stay in places with street lights – wherever you are, make sure that you don't get separated from your friends.

If you need to use a public toilet, go with a friend.

If you are going to or travelling through an impoverished country, do not carry handbags, cameras, or wear jewellery of any kind, even cheap earrings. Watches, necklaces and earrings may be grabbed and pulled away, causing injuries.

If you do get lost or separated follow your plan – or go to a shop or place where you will be seen by lots of people to ask for directions.

If someone you don't know talks to you, just walk away.

Always have details of your accommodation on you, whether it's your host family's address and telephone number or hotel or campsite details.

Always keep enough money to make a telephone call.

Keep your money hidden in an inside pocket, bum bag, money belt or something similar – choose whichever is comfortable for you.

Always arrange for someone to pick you up – never go home alone.

Make sure you know the person who is coming to pick you up. Never get into a car unless it is with this arranged person.

If you are on a bus or train and someone makes you feel unsafe, move to a seat near the driver.

Dress and behave sensibly and responsibly.

Be sensitive to local codes and customs.

Think things through carefully before you act and do not take unnecessary risks.

Always look and behave confidently.

Attachment 3. Host Parent's Report

HOST PARENTS' REPORT

TO BE COMPLETED AT THE END OF THE STAY,OR SOONER, IF NECESSARY

Students name: ……..…….

Host parents' names : …….……..

Address: Tel:

Date of transfer :

Were any difficulties experienced in the change over? Yes/No If yes, please elaborate:

.....
.....

Please rate the student below:

(A = excellent, B = Good, C = average, D = poor)

Student's Relationship with Counsellor

Student's adaptation to school and conscientious attendance to work

Student's relationship with host parents and ability to fit in with the host family in a short space of time

Student's relationship with peer group

Student's relationship with Rotarians and other adults

General Comments:

Would you accept another student from the program? YES/NO

Please return this form, duly completed to:

Russ Stephenson

Chairman D9600 Youth exchange Committee

P.O. Box 1319

Buderim QLD 4556