Australian Rotary Youth Exchange Student Protection Policy

1. Policy Framework

- The most powerful force in the promotion of international understanding and peace is exposure to different cultures. Youth Exchange provides thousands of students with the opportunity to meet people from other lands and to experience their cultures.

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

- The implementation of this policy in certified Rotary Districts shall be shared by certified Rotary Clubs involved in the Youth Exchange Program, The District Youth Exchange Committee, and the District Protection Officer or Committee and the Club Protection Officer.

<u>The Main Duty of the Participating Rotary Club is the -</u>

- initial selection of potential outbound students
- selection of suitable inbound and/or outbound student counsellor(s)
- selection and training of suitable host families
- returning to the District Youth Exchange Committee copies of all YESP CL 5, and YESP CL 6 Rotary Youth Exchange check lists and compliance statement forms[1]
- safekeeping and destruction of Club forms as detailed in Section 12 - Maintenance of Information.
- day to day welfare of incoming students
- provision of guidance for the personal safety of outbound students before their departure and
- maintaining contact with the students while overseas and after their return.

<u>The Main Duties of the District Youth Exchange Committee are the –</u>

- provision of training sessions for Rotary Clubs and Rotary Club Student Counsellors
- provision of the necessary written information for Clubs by way of YESP CL forms numbers 1, 2, 3, 4, 5, 6 & 7 & YESP DI 3 to explain and carry out their duties and responsibilities and if they wish to be involved in the program, to apply for certification by the District Youth Exchange Committee
- assessment of Clubs after receipt of their signed YESP CL 5 and/or CL 6 forms and if they are deemed suitable, certifying them to be involved in the Rotary Youth Exchange Program. Notice of certification is to be in writing to the president.
- ensurance that all the required Club CL 5, CL 6 & CL 7 forms are received by the required date and appropriately dealt with to confirm each Club involved has fulfilled their obligations. It is recommended a District Committee member be assigned this task.
- safekeeping and destruction of documentation as detailed in Section 12. - Maintenance of Information
- preparation of lists of contacts for students to approach in instances of sexual or psychological harassment or abuse or other serous problems
- preparation of
  a. publicity and promotional material for distribution to participating and non-participating Rotary Clubs to promote the Youth Exchange Program and
  b. student and other manuals for distribution to participants.[2]

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[1] Documents YESP CL 1 to 7 and YESP DI 3 are attachments to this policy.

[2] It is highly desirable that all forms and information provided in written form are also available on the District web site.

- preparation, receipt and monitoring of monthly reports for all inbound and outbound Rotary Youth Exchange Students
- completion of the Rotary Youth Exchange District Check Lists and Compliance Statements covering the main District activities and responsibilities (YESP DI 5 & 6) and forwarding these to the District Governor
- maintainance of the Committee numbers by the introduction of new members. The District Governor will nominate or approve the nomination of Rotarians whom the Committee will then screen as "Volunteers" using the CL 4 and DI 4 forms.

The Main Duties of the District Protection Officer or Committee are –

- ensuring any incidents of sexual harassment or abuse are correctly dealt with in accordance with Rotary International "Sexual Harassment and Abuse Reporting Guidelines"
- arranging an independent qualified non-Rotary counsellor as needed for any student who has been sexually harassed or abused
- investigating all allegations of sexual abuse or harassment not investigated by the police
- reporting all allegations of sexual harassment or abuse to the District Rotary Youth Exchange Committee, the District Governor and Rotary International through the Parramatta manager.
- See Section 8 - Investigation Guide Lines for more detail relating to handling allegations.

The Main Duties of the Club Student Protection Officer are to -

- ensure all of the major Club duties in relation to hosting and/or sponsoring an exchange student have been carried out
- ensure the people responsible have completed the required forms
- complete and return the Rotary Youth Exchange Club Protection Officer Check List and Declaration YESP CL 7 form to the District Youth Exchange Chairman by 31st March each year.

2. Definition of Terms

A Volunteer A "volunteer" is an adult, male or female

- who may, at times on his or her own, be responsible for caring for an exchange student
- whose role is such that there is seen to be an opportunity for the student to be placed at risk of abuse
- who has been police, reference checked and approved as detailed in Section 4.
- Youth Exchange Committee member or any Rotary Club counsellor or any host family member over 18 years of age living in the family home while the student is living there. A "volunteer" may also include Rotarians or others who take students on organised events or adults who it is planned will be caring for Rotary Exchange Students at times on their own where there is seen to be an opportunity for the student to be placed at risk of abuse.

A Responsible Adult[3] A "responsible adult" is an adult male or female

- who in a family or group situation is responsible for caring for an exchange student
- whose role is such that there is seen to be virtually no opportunity for the student to be placed at risk of abuse

[3] It is realised that nothing Rotary or anyone does can guarantee the complete safety of our students. To give them the chance to participate in the many opportunities that will spring up during their year living in our country and to ensure their safety to the best of our ability, we have introduced the classification of "Responsible Adult". This will afford safety in situations of low risk where there is insufficient time to obtain people qualified as "volunteers" or where the risk is negligible. To rob them of these experiences would make their life sterile and their exchange meaningless.

- who the student's counsellor and/or host parents would establish is a suitable and caring person, acting as conscientious parents would in protecting their own underage teenage child
- who has not been police and formally reference checked
- who might be the family of a school friend who invites the student for an overnight stay, a Rotarian who invites the student for a family meal, a close relative of the host family who invites the student to go away with their own family for a short period, or any similar person where there is virtually no opportunity for sexual harassment to occur

Student: Youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority.

District Protection Officer or Committee: District Governors are to appoint a Protection Officer or preferably a committee to carry out the duties listed in Section 1 – Policy Framework. If a committee is formed it is suggested that members may be

- a Rotarian who is very well versed and keeps up to date with Rotary Youth Exchange requirements but is not directly involved in running the program, e.g. a past District Youth Exchange Chairman
- a member with contacts to access suitable non-Rotarian counsellors for students who have been sexually harassed or abused
- a Rotarian who is familiar with the operations of the current District Youth Exchange Program e.g. the District New Generations Coordinator.

Club Protection Officer: The Club Protection Officer is an appropriate Rotarian in the Club preferably not directly involved in running the Club's youth exchange program. This Rotarian could be the Club's Risk Management Officer, the Club President or any other suitable Rotarian. The Club Protection Officer's duties are listed in Section 1 – Policy Framework.

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 precedes 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 epithets, 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 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 to do an unreasonable amount of work
- inflicting physical pain on the student

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

3. Insurance, Incorporation and the Law

- **All Australian Youth Exchange District Committees** are to be incorporated under the appropriate Australian State Incorporations Acts either in their own right or as part of their District's incorporation.
- **All Rotary Clubs** having exchange students are to be incorporated under the **appropriate Australian State Incorporations Acts.**
- **State Laws** - Recognising laws differ in the various states and territories of Australia and that the territory of some Australian Districts covers more than one state, the requirements of law will, in the case of conflict, override any Rotary rules.
- **All Australian Youth Exchange District Committees** participate in the Australian Rotary YEP Travel Insurance Program, with the following Summary of Benefits

➢ Overseas Medical/Dental	Unlimited
➢ Accidental Death	AUD$ 30,000
➢ Capital Benefits	AUD$100,000
➢ Tutorial Costs	AUD$150 per week (26 weeks)
➢ ACE Assistance	Unlimited
➢ Kidnap & Ransom	AUD$250,000
➢ Hijack & Detention	AUD$100 per day (60 days)
➢ Cancellation	AUD$10,000
➢ Loss of Deposits	AUD$10,000
➢ Baggage/Personal Property	AUD$7,000
➢ Money	AUD$2,000
➢ Legal Liability	AUD$10,000,000

The National Australian Rotary Public Liability Policy is extended to include claims arising from molestation with an indemnity limit of $500,000 and a deductible (excess) of $50,000.

An incoming exchange student is required, before being accepted in the Australian Rotary Youth Exchange program, to provide evidence they have

- ➢ insurance organised in their own country with the following minimums in US Dollars

Overseas Medical/Dental	USD$500,000
Accidental Death	USD$10,000
Capital Benefits	USD$50,000
Emergency Evacuation	USD$50,000
Legal Liability	USD$1,000,000 or

- ➢ alternatively the incoming student may take out the Australian Rotary Youth Exchange Insurance giving them the same cover as listed above for Australian students going overseas.

4. Volunteer Selection and Screening

All Australian Rotary Youth Exchange Districts commit to screen all adult Rotarian and non-Rotarians classified as "Volunteers". See Section 2 - Definition of Terms "Volunteer".

The Screening shall consist of

- obtaining a police check or obtaining a "Blue Card" or the optimal alternate legal form of certification in the state or country[4] in which they live to confirm they –
  - have not committed a crime against a child or young person
  - are not the subject of an existing court order preventing them from being with or within a certain distance of another person because of behaviour which the court deems is of a threatening or disturbing nature
- completing an "Information and Declaration Form" YESP CL 4
- having a personal interview
- assessment of each YESP CL 4 form to determine the suitability of the applicant. Two Rotarians should always be used for this process[5].
- ensuring the person understands all of their responsibilities and agrees to comply with the Australian Rotary Youth Exchange guide lines as prescribed in this policy in relation to abuse and harassment prevention and the Rotary International "Sexual Abuse and Harassment Allegation Reporting Guidelines".

All Australian Districts adhere to the Rotary International requirement that any Rotary "volunteer" or "responsible adult" who had admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment have their membership terminated.

If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. A person later cleared of charges may apply to be reinstated to participate in youth programs. **Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.**

As a number of Rotary projects involve children and youth, Rotary Clubs must be diligent to ensure no suspected, charged or convicted sex offender is admitted to Rotary membership. It is strongly recommended that Rotary Clubs, as soon as they are legally able, suspend or rescind the membership of any member discovered to be a suspected, charged or convicted sex offender.

5. Student Selection and Screening

All Australian Rotary Districts select and interview potential students firstly at a Club level and then at District level.

- Rotary Clubs involved in sponsoring a student are required to have students apply using the Club application form which must include the requirements set out under "Selecting a Student" in the YESP CL 1 form.
- The Clubs must interview both the student and the student's parents or guardians separately, selecting only suitable candidates to put forward to the District Interviews. (See "Procedures Relating to Sponsoring Outbound Students", YESP CL 1)
- District Youth Exchange Committees are required to carry out in-depth interviews of all students interviewed and put forward by Clubs. These interviews include the following.
  - Interview and information sessions for the student, the student's parents or guardians and where practical the student's Club counsellor. All of the initial interviews are to be conducted separately.
  - Sessions that will amongst other things evaluate the student's ability to cope as an exchange student and their ability to cope with a foreign language, their enthusiasm and reasons for wanting to be an exchange student and their knowledge of Australia and Rotary.

[4] The territory of some Australian Districts covers two or more states, islands or overseas countries. Where students come from different legal areas, the District must use the appropriate legal coverage for volunteer residents in each area. Unless ruled otherwise by the relevant authority, Rotary rules these checks are valid for three years and thereafter must be renewed.

[5] The assessment is to be carried out by Rotarians and for Club volunteers by Rotarians or a Rotarian and partner.

- Assessment of the parents or guardians to ensure they are supportive of their son or daughter going on an exchange and have an overall understanding of what is involved in being and required of a Rotary Exchange Student.

At the conclusion of interviews it is the District Committee's role to decide

- which candidates are suitable to be exchange students
- to which overseas Districts each candidate is best suited. (Consideration will be given to student's preferences.)

6. Training

All Australian Rotary Youth Exchange Districts are required to provide thorough Abuse and Harassment Prevention training to all participants in the Youth Exchange Program. Training for all students, all counsellors and the parents of outbound students should cover the following points.

- All outbound students before departure and all inbound students shortly after arrival shall be thoroughly briefed on at least two separate occasions on the following points relating to keeping them safe from sexual harassment and abuse.
- Tips for students on how to avoid/stop sexual harassment and abuse. (Form YESP DI 2 - Rotary Youth Exchange Tips for Students to Use to Stay Safe. These tips should be discussed and printed in the student's manual.)
- The action students need to take if they are sexually harassed or abused, emphasising that
  - they must take immediate action
  - harassment or abuse will continue and get worse until the student takes action.
- Give the students this list of people they can go to for help if harassed or abused.

  Current host father or mother (unless a host family member is the perpetrator)
  Previous host father or mother
  Club counsellor or partner
  Club president or partner
  District Governor in their host or sponsoring District
  Student counsellor at school
  Student's natural parents
  Club counsellor in Australia or partner
  District Country Coordinator/Counsellor in Australia or partner
  Police or local child protection service (It is strongly recommended that the students are accompanied by one of the above people.)
- Explain that this list is not in any particular order. Students should go to the person they feel <u>most</u> <u>comfortable with</u> and who <u>will act</u>. Warn them not to go to anyone who is a friend of the perpetrator.
- The students need to know they will be supported and not disadvantaged in identifying a person who has sexually harassed or abused them.
- It is to be strongly stressed that even though it may be very hard for them to tell someone about an incident, they **<u>MUST</u>** do so not only for their one sake but for <u>the safety of students who will follow.</u>
- Explain that they will be fully supported when they make a complaint even though the initial reaction of friends of the accused will probably be one of shock or disbelief. Stress that they must be persistent in their complaint. If one person does not believe them, they must tell another until a supportive response is forthcoming.
- Tell outbound students either they or the person they inform must tell their District Committee in Australia about the incident. In this way the District Committee can ensure students are fully supported and protected.
- It is important to stress that male students are as vulnerable as females to sexual abuse by both male and female perpetrators.
- Explain in the case of rape, hard though it is, they must go promptly to the police with the person in whom they have confided and they should take any evidence they may have (e.g. clothing) for forensic testing. Tests for disease and pregnancy will also need to be carried out irrespective of whether charges are laid.

- Stress any student who has been abused or any student returning early as a result of difficulties will be fully supported on coming back to Australia. Professional counselling will be made available if needed.[6]
- Print in the student manual the web address for CHILD-SAFE TRAVEL-SAFE, www.child-safe.org.uk and encourage students to look at the site. If they are going overseas to an area where they may not have access to the internet, encourage them to take a hard copy with them.
- Rotary will not tolerate or support **any student** abusing or harassing another person. Any student found to have done this will be repatriated unless a crimes has been committed in which case the local police may keep the perpetrator in custody.

The Rotary District Youth Exchange Committee carries out the majority of training but some is carried out by participating Rotary Clubs as detailed in **Section1 - Policy Framework** Dot Point 1.

The District is responsible for training the peopled as listed

District Governor	The District Youth Exchange Committee Chairman or his nominee shall brief The District Governor on all aspects of student protection and abuse and harassment reporting guidelines
District Committee	Although not a requirement it is normal for a person appointed to the District Committee to have previously been a host parent or a Club counsellor. Depending on that person's knowledge the District Committee Chairman or his nominee will provide training appropriate on a one-to-one basis to ensure that all District Committee members have a thorough understanding of their responsibilities, particularly in the area of student protection.
Inbound Club Counsellors	1st session a minimum of four weeks prior to the student's arrival 2nd session in conjunction with student training shortly after arrival
Outbound Club Counsellors	1st session in conjunction with or near the time of the student District Interviews 2nd session in conjunction with the main student briefing session
Inbound Student	1st briefing shortly after arrival 2nd session in conjunction with the outbound student briefing (When students arrive at irregular times, special arrangements are made for training generally on a one-to-one basis.)
Outbound Student and Parents or Guardians	1st in conjunction with the main student briefing session 2nd in the last two months before departing for overseas
Host Parents	2nd training session in conjunction with the District student training shortly after the inbound student's arrival

The Rotary Club provides training using material supplied by the District for –

Host Parents	1st training session at the time of being interviewed and assessed by the Club

[6] Where physical or psychological damage has been noted, Rotary insurance will cover medical and psychological treatment for 12 months after the student's return. Where problems unreported during the exchange have occurred, the District will have to pay treatment costs. If it can subsequently be shown the problem occurred as the result of the exchange, the insurance will then pay.

Allegation Reporting Guide Lines

All Australian Districts are committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and will be handled in accord with the "Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines", YESP DI 3. Directions for the implementation of these guide lines by specific groups and individuals are listed in other parts of this policy but it is a requirement they be used in all instances by all people to whom a student reports an incident of sexual abuse or harassment.

8. Investigation Guide Lines

All Australian Districts take all allegations of abuse or harassment seriously. The District Protection Officer or Committee will cooperate with all law enforcement, child protection services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

- All such allegations shall be reported immediately they are made to the District Protection Officer or Committee. This Officer or Committee shall cooperate fully with all branches of the police who may be involved. The Protection Officer or Committee will use any help or information the District Youth Exchange Committee or the particular Rotary Club involved is able to give to help should they conduct an inquiry. To assist in this inquiry they may recruit any Rotary or non-Rotary experts they feel can assist.
- The District Protection Officer or Committee on hearing of an accusation of sexual abuse or harassment will immediately in all but minor cases of harassment –
    - first ensure the police have been notified
    - will advise the District Governor of the allegation
    - will advise the District Youth Exchange Chairman of the allegation and Rotary International through the manager in Parramatta.
- The District Protection Officer or Committee shall have in place procedures for the investigating of and proper handling of **non-criminal offences** and **historic cases** the police will not investigate.

9. Some Australian Rotary Youth Exchange District Committee Specific Responsibilities

- The District Committee will, through participating Rotary Clubs, ensure all incoming students have the level of insurance cover set down in Section 3.
- The District Committee will provide Sexual Abuse and Harassment prevention training as set out in Section 6.
- The District Committee will provide in the student's manual a list of the following local services and phone numbers each student can access. In some larger Districts more than one list will be required to cover different areas.
    - Police Response Call Centre (capital cities) Local C.I.B. (country areas)
    - Rape Crisis Centre
    - Suicide Life Lines
    - Family Drug and Alcohol Assistance programs
    - Child Abuse report line
    - Crisis Care Unit (out of office hours)
    - Kids Help Line
    - Youth Help Line
    - Police Sexual Crimes Investigation Unit

- The District Committee will complete a student data request form for all participating Youth Exchange Students and will return it to Rotary International one month before the beginning of the exchange. (To be forwarded by RI)
- The District Committee will ensure that each exchange student knows their District Committee Country Coordinators/Counsellors and how to contact them.

- The District will follow RI guide lines for Youth Exchange web sites and usage of the Rotary Marks.
- The District Committee will if learning of a sexual abuse or harassment allegation firstly ensure the matter has been reported to the police and then if the District Protection Officer or Committee has not been told, advise them of the matter.
- The District Committee will complete forms YESP DI 5 & 6, the "Rotary Youth Exchange District Check List and Compliance Statement" forms and forward them to the District Governor by the 31st of May each Rotary year.

10. The Timing of a Club's Youth Exchange Duties

The following are the **minimum** times allowed for Clubs to carry out these duties in relation to hosting and sponsoring exchange students. Most Clubs do some tasks earlier, i.e. many have most of their host families in place before the student arrives.

Inbound Students	
Club Certification	
Submit the Club application to host an inbound student to the District Youth Exchange Committee	For July inbound student End of March For Jan. inbound student End of Sept For March inbound student End Dec.
Club Counsellor	
Select and brief a counsellor	For July inbound student End of March For Jan. inbound student End of Sept For March inbound student End Dec.
Obtain a Police Check, "Blue Card" or optimum alternate legal certification	For July inbound student Mid May For Jan. inbound student Mid Nov. For March inbound student Mid Feb.
Host Families	
Select, interview and brief the first host family	For July inbound student End of March For Jan. inbound student End of Sept. For March inbound student End Dec.
Obtain a Police Check, "Blue Card" or optimum alternate legal certification	For July inbound student Mid May For Jan. inbound student Mid Nov. For March inbound student Mid Feb.
Select, interview and brief subsequent host families (if not done at the same time as the first)	6 weeks before the student joins them
Commence the process to obtain a Police Check, "Blue Card" or optimum alternate legal certification	6 weeks before the student joins them
Outbound Students	
Club	
Submitting the Club application for certification by the District Youth Exchange Committee to sponsor an outbound student	4 weeks before the District student interviews
Club Counsellor	
Selecting and briefing a counsellor(s) for the Club's outbound student	4 weeks before the official Club interview date

Outbound Students cont'd	
Obtain a Police Check, "Blue Card" or optimum alternate legal certification	4 weeks before the official Club interview date
Interviewing and briefing the student's parents	By the official Club interview date

11. Club Compliance

All Clubs that wish to apply to the District for certification must provide the District with a signed YESP CL 5 and or YESP CL 6 form(s).

- All Australian Districts will monitor and ensure that all certified Clubs within the District comply with RI guidelines for abuse and harassment prevention as set out in this policy and in further detail in document YESP CL 1 "Rotary Youth Exchange Club Certification Criteria"
- All Australian Districts will verify that all Rotary Club Protection Officers complete and return to the District Chairman completed copies of the YESP CL 7 form as confirmation that all the requirements of YESP CL 1 **have been complied with** and that everything **has been done within the required time frame.**
- All Rotary Clubs are required to be certified for involvement in Youth Exchange on an **annual basis**.

12. Maintenance of Information

In keeping with Australian privacy laws and the Australian District Youth Exchange Privacy Policy, information collected by the District Youth Exchange Committee, and the District Youth Protection Committee shall be kept as follows.

- Following all exchanges which appear to be free of any major problems or potential problems, three pages of all student's application papers shall be kept.
  - The first page with their photo, updated with the student's latest known residential address, e-mail address and phone numbers
  - The Guarantee Form
  - The signature page confirming the student's and parents' acceptance of the rules

  In addition the following information shall be kept.
  - A list of **Host Families** and contact details (inbound students only)
  - The students **debriefing form**

  It is strongly recommended the above information be **scanned to a disk** rather than kept in paper form.[7] The balance of the application papers, monthly reports and correspondence are to be destroyed 1 year after the student's scheduled return date.[8]
- In instances where there has been a serious problem or it is felt a serious problem may surface in the future, all of the student's application papers, monthly reports, letters and notes must be kept. A serious problem could be an incident of serious harassment or assault, injury, sickness, financial loss or death. In such instances the paperwork listed above together with any other relevant information must be placed in a red folder with the student's **name**, **Club** and **District** on the **outside top left-hand corner**. A note as to why it is being kept is to be placed inside the front of the folder. The folder is to be forwarded in an express post envelope to

  The Manager, John Tucker
  Rotary International South Pacific Office
  Box 1415
  PARRAMATTA, NSW 2124

[7] All information scanned to disks must be updated to the latest readily available format every three years.

[8] Any letters or reports from exemplary students that the District wishes to keep for promotional or other purposes can be kept after receiving written permission from the student to do so. The permission must be kept with the retained documents.

The folders will be securely stored in Parramatta until

- it is felt all ramifications relating to the matter are resolved or
- a forty year period has elapsed since the exchange.

Following this the folder and its contents will be destroyed.

- All District copies of YESP CL5, 6 & 7 and YESP DI 5 & 6 forms shall be kept for five years and then destroyed unless a serious problem that could possibly result in a legal claim might arise. In these instances
  - if the problem relates to a student, the appropriate YESP CL 5,6,or 7 and YESP DI 5 or 6 form should be placed in the student's red folder and forwarded to Parramatta.
  - If the problem relates to a Club, the District Youth Exchange Committee or a volunteer, the appropriate YESP DI 5 or 6 District form with all correspondence, notes or other information shall be placed in a red folder appropriately labelled, dated and forwarded to Parramatta.
- Names of people on the list cleared to work as volunteers with students shall be removed three years after their involvement ceases. If these volunteers wish to resume work in Youth Exchange their credentials must be updated by filling in a new CL 4 form. All volunteers must have Police Checks or similar certification updated every three years.
- The documents obtained by Clubs which relate to student exchange shall be maintained in accordance with the directions given in YESP CL 1.

NB - All YESP FORMS MUST BE KEPT IN A SECURE PLACE AND ONLY ACCESSED BY THE DISTRICT OFFICERS WHO ARE REQUIRED TO COMPILE OR SEE THEM.