



Rotary District 5370 Youth Exchange Policies and Procedures

District 5370 complies with Youth Protection and Rotary Youth Exchange sections of the RCOP (*please see attached for reference*)

Club exchanges are arranged with Certified Districts as outlined by RCOP and Rotary International Youth Exchange Program; contractual obligations are outlined in our reciprocal partner agreements as required

Club Compliance is ensured each year through the following:

- Rotary clubs must apply to participate in the D5370 Long Term Youth Exchange Program each year
- Rotary clubs are provided with a summary of expectations, policies, procedures, calendar of events and budget requirements
- Rotary clubs sign a compliance contract that includes compliance expectations: Club President, Inbound Counselor and Outbound Counselor. Should any of the persons change in regard to the roles and responsibilities as agreed upon, a revised compliance certificate must be submitted with date and names of those taking on the new roles

Rotary clubs, counselors and host families are provided with the Rotary International materials, guides and District 5370 Abuse Policy prior to the students' arrival and/or departure

Each year, the manuals for the students, counselors and parents provide necessary contact information for all aspects of the program.

Materials are made available electronically

Youth Protection

District 5370 has adopted the Statement of Conduct for working with Youth (RCOP; Youth Protection) *Please see D5370 Abuse and Harassment policy as attached*

District 5370 has adopted the RI's policy of ZERO tolerance against abuse and harassment; should an incident occur, an official, independent investigation is completed

Procedure for contacting the student's parents and/or legal guardians are contacted regarding the allegation:

- The District Governor is informed immediately of the allegation by the Youth Chair and/or Youth Exchange Chair as is involved in all aspects of the investigation, communication and other as required
- The Youth Chair and/or Youth Exchange Chair will work with the club counselor, club President, the District Governor, the student and parents/legal guardians, D5370 risk management officer, sponsoring District and legal counselor to ensure the privacy of all stakeholders

Should it be required, a student will be removed immediately from any situation and placed in a safe home as required

District 5370 has mental health support legal guidance and other required supports for students, clubs and Rotarians as required

Any allegation will be reported to Rotary International by the Youth Chair and/or Youth Exchange Chair within 72 hours

Safeguards will be implemented to ensure the safety and well being of the student along with the protection of the privacy of all involved in any allegations brought forward

Legal Entity

Rotary District 5370 has incorporated the Long-Term Youth Exchange Program as a District Program as required by Rotary International

Liability Insurance

Rotary District 5370 has secured liability insurance for the District 5370 youth exchange program with coverage for the geographic regions as required

Long Term Youth Exchange

Exchanges are for one academic year; dates of arrival and departure are determined each year in accordance with our reciprocal exchange partners as required for the start and end of the academic year, language camps and other as agreed upon

Family visits are NOT allowed during the long term exchange year; family visits will be allowed at the end of the long term youth exchange year should the student have successfully completed the exchange year and approved by the District 5370 Youth Exchange Committee and host club

Participating Rotary clubs are to provide a minimum of three host families with a maximum of four; one back up host family is required.

Outbound parents are NOT required to host however

Rebound families/parents are NOT allowed to host during the rebound year; reverse culture shock and reintegration is an important part of the exchange year. Rebound families are encouraged to host in future years

Sponsor clubs in District 5370 are required to designate a Rotarian to be an Inbound Counselor and Outbound Counselor (*roles and responsibilities are outlined in the District 5370 Long Term Youth Exchange Summary and Compliance Certificate required each year in the club application process*)

Bi-monthly reports are required by both inbound and outbound students throughout their long-term youth exchange experience in District 5370; reports are reviewed by the Youth Chair and/or Youth exchange chair and shared with club counselors. Any concerns and/or issues are addressed in a timely fashion as required

Short Term Youth Exchange

District 5370 is presently reviewing this program and will be offering to clubs in the 2019 2020 year as approved by the committee, Board of Directors and District Governor in compliance with RCOP and Rotary International program specifications and Youth Protection policies

Student Applications

District 5370 utilizes the YEAH database for both long- and short-term youth exchange applications; this includes student letters, parent letters, school reference letters and detailed information as required and in compliance with Rotary International and RCOP

Participating Rotary clubs interview the students; following the club interviews, District interviews are completed with students, parents and/or legal guardians at both interview levels

Student Selection and Placement

District 5370 ensures that our reciprocal exchange partners are certified with Rotary International to participate in the Youth Exchange program

All individuals involved in the exchange, including the student and their parents and/or legal guardians, host family members, Rotarians counselors and sponsor/host clubs agree in writing to all the requirements of the program as determined by the sending and host clubs and/or districts each year

- Club application and club compliance certificate
- Student code of conduct
- Reciprocal agreements with exchange partners
- Parent/student agreement

Student travel itineraries are agreed upon by the students' parents and/or legal guardians, host club and or District as required by contractual agreements

Student Responsibilities

Rotary District 5370 is a ZERO tolerance district in regard to the 4 Ds plus another:

- No DRINKING
- No DRUGS
- No DATING
- No DRIVING
- No DEFAMATION (tattoos, piercings or other body defamation)

Should a student break any of the above listed requirements, their exchange is immediately terminated. Students will return home within 48 to 72 hours as required and outlined in District 5370 early return policy.

Travel outside the immediate community within the host club is not permitted without permission of host parents, counselor and/or host club.

Travel outside District 5370 is required in writing and approval by the District Youth Chair and/or Youth Exchange Chair as per Travel Permission Form (*please see attached*)

Travel outside of Canada requires permission from biological parents, host parents, host club, club counselor and District Youth Chair and/or Youth Exchange Chair in writing as per D5370 Travel Permission Form AND within parameters of student VISA and/or international travel documentation requirements

Student Orientation and Debriefing

District 5370 provides a March Outbound Bootcamp each year that is mandatory for outbound parents, students and outbound counselors. Topics include the following (but not limited to):

- Being a Rotary Ambassador
- Expectations associated with the RI Youth Exchange Program
- Culture shock
- Communication protocol
- Incident protocol and procedure
- Insurance
- VISA requirements, process, protocol and procedure
- Outbound counselor training
- Early return policies and procedures
- Abuse and harassment protocol, policies and procedures
- Costs to parents
- And other as required

Written and electronic support materials are provided to students, parents and counselors as required each year

District 5370 provides a mandatory Fall Inbound Bootcamp for inbound students and counselors to cover the following topics (but not limited to):

- Being a Rotary Ambassador
- ZERO Tolerance
- Early return policies and procedures
- First night questions; host family expectations
- Travel policies and procedures
- Inbound counselor learning; VPRC, host family expectations, travel policies and procedures and other as required
- Communication
- Goal setting
- And other as required

Written and electronic support materials are provided to students and counselors as required each year

District 5370 provides a year end trip and learning for inbound students to address their return home; reverse culture, reintegration, packing

District 5370 provides a mandatory Rebound Weekend in August upon the return of the outbound students for students, parents and counselors to address reverse culture shock, reintegration, communication and other as required

Student Travel Insurance

Both inbound and outbound students have insurance as required by our reciprocal exchange agreements: CISI Bolduc or other as specified. This is submitted to respective Districts as required prior to VISA documentation provided to students.

Insurance provided is certified by Rotary International as one of their approved providers

Early Return

Any student and/or participant who is not compliant with the requirements of the exchange program will be removed from the program

District 5370 is a ZERO Tolerance District regarding the 4 Ds and the defamation as outlined in this policy. The student's exchange will be terminated immediately, and a return home will be arranged within 48 to 72 hours for the student's safety and well being.

Upon being notified of a breach of the outlined ZERO tolerance activities, the process will be as outlined:

- An immediate and formal investigation will be completed by the Youth Chair and/or Youth Exchange Chair in partnership with the counselor
- The student will be offered the opportunity to submit a formal statement
- The parents and/or legal guardians will be called with the student present to explain the situation and make formal travel arrangements within 48 to 72 hours
- The sponsor District will be notified immediately of the breach and return travel arrangements in writing
- The host Rotary club President will be notified in writing in CONFIDENCE; club members will be notified upon direction of the Youth Chair and/or Youth Exchange Chair in a timely manner consistent with the situation regarding the student to ensure the well being and privacy of the student, protection of the Rotary International Youth Exchange Program, the brand of Rotary and Rotary District 5370. The decision of the Rotary District 5370 Youth Exchange Committee and District Governor is final.
- The student will be immediately removed from their host family and taken to their counselor for 24/7 supervision for their safety and well being; this will be done in person by the inbound counselor and/or a member of the District Youth Exchange team in a compassionate manner
- Should it be appropriate, students will be allowed to say goodbye to their friends and host families and host Rotary club. This will be determined at the discretion of the Rotary District Youth Exchange Committee and the District Governor
- There will be no host families, Rotarians, exchange students or others permitted at the airport upon departure; this is for the safety and well being of the student

Other concerns regarding exchange student behaviour could result in an early termination: illness, mistrust, mental and physical health or other. Every effort will be made to work with the student, host club, counselor, legal parents and/or guardians and sponsor club/district to ensure a successful exchange year.

Changes required to student behaviour and resulting consequences will be outlined and agreed upon in writing by all stakeholders as outlined above.

Should the student be successful, the early return policy as outlined will apply in regard to communication, 48 to 72-hour return and reports to Rotary International.

The decision of the District 5370 Youth Exchange Committee and District Governor is final.

Reporting to Rotary International

Rotary District 5370 submits annual survey to RI

All incidents are reported to RI within 72 are required by program requirements by the Youth Chair and/or Youth Exchange Chair

Records and Documents

District 5370 utilizes the YEAH Database with a back up in DropBox for all document management requirements

Volunteer Selection and Screening

Volunteers for the youth exchange program apply through the YEAH database

- Two references are required
- Valid VPRC required
- Online training includes Rotary Youth Protection, culture shock, reverse culture shock and other as required
- Counselors receive support training via ZOOM and Inbound and Outbound Bootcamp each year as required

Host families are required to apply through the YEAH database:

- Includes three references
- Valid Rotary approved VPRC for any member of the family over 18 or over
- Photos of the home
- Interviewed by Inbound counselor
- Home visit prior to student arriving and report submitted
- Online training required by each member who is over 18; certificates are issued to confirm learning is completed
 - Rotary Youth Protection
 - Culture Shock
 - Host Family Training
 - Other as required
- ZOOM training will be offered to host families

- Written and electronics are materials provided as required

Should host families have guests visit their home while a student is living with them, any visitor 18 or over MUST have a Rotary approved VPRC or the student should be temporarily moved until the guests depart

Rotarians wishing to take students on trips, host them for weekends and/or other times throughout the year, they MUST have a valid Rotary approved VPRC. Should a student stay overnight in a Rotarian home, any member living in the home 18 or over MUST have a Rotary approved VPRC

A Rotary club meeting and/or public event does not require every Rotarian to have a valid, Rotary approved VPRC however there is to be proper supervision to ensure the student's safety and well being

Any one on one activities require a Rotarian to have a valid, Rotary approved VPRC