

Rotary International District 9700 Inc **Youth Exchange Programme**

Club Protection Officer Declaration

I _____ the Club Protection Officer of the

Print Name

Rotary Club of _____

Print Club Name

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

Student Name - Inbounds who have departed since 31 March in previous year or Outbound students who have returned in the 12 months to 31 March this year	Country and District from or Country and District to	Date departure or arrival

Signature

Date

- **Copy this form and send the original to the Chairman of the District Youth Exchange Committee as soon as the last tasks are completed, but no later than the 30th April of (a) the year your inbound students completed or will complete their exchange and (b) the year your outbound students returned.**
- **The Club copy of this form should be kept for one year following the end of the Rotary year in which it was submitted and then destroyed.**
- **The District is to retain the original for five years.**

Where more than one counsellor or more than 4 host families add supplementary page

Position	Name	Date First Training	Date Second Training
Counsellor Outbound			
Parents Outbound			
Counsellor Inbound			

Position	Name & Address	Date First Host Training	Date Second Host Training	Date Student Joined Family	Date Student Left Family
Host Family #1					
Host Family #2					
Host Family #3					
Host Family #4					

Checklist for Clubs Hosting an Outgoing Exchange Student

- Please place a **tick or a cross** in the first column to indicate whether or not the task was completed.
- Please tick the second box confirming whether or not the task was completed by the required time
- Where the student has made no allegations mark both column with NA (Not Applicable).
- The checklist must be read in conjunction with the "Rotary Youth Exchange Club Certification Criteria" CL 1.

Requirement	Minimum Time Frame	Job Done?	Within Time ?
Has the student and the student's parents (or guardians) separately received a thorough briefing by the Club or in conjunction with other local Clubs ?	By the official Club selection closing date		
Has the Club provided certification documentation (Form CL6) to the District Youth Exchange Committee to allow the club to sponsor an exchange student ?	Four weeks before the district interviews (Forward with the students application and with the Clubs interview report and recommendation).		
Has the Club selected a suitable counsellor(s) for your student in accordance with the guide lines, a counsellor who is happy to carry out the task (Form CL 3) ?	Four weeks before the official Club interview closing date		
Has the counsellor provided a completed Form CL4 and Prohibited Employment Declarations (NSW optimal alternate legal form of certification in lieu of Police Checks, "Blue Cards") ?	By the official Club interview closing date		
Has the Counsellors Form CL 4 been processed with a satisfactory result. (Form CL 3) ?	By the official Club interview closing date		
Has the counsellor been helpful and communicated regularly with the student inviting the student to some Club meetings in the period before their departure ?	During selection, training and pre-departure		
Did the counsellor communicate regularly with the student while they were on exchange informing Club members of the student's activities ?	The full exchange period		
Did the counsellor debrief the student on their return and assist them needed ?	After return home for as long as is needed		
If your student claimed they were subject to sexual abuse or harassment, did your Club handle the matter in accordance with Rotary International's "Sexual Harassment or Sexual Abuse Reporting Guidelines" and involve District Youth Protection Officer and District Committee Chairman ?	Immediately after the allegation was made		

Checklist for Clubs Hosting an Incoming Exchange Student

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

Requirement	Minimum Time Frame	Job Done ?	Within Time ?
Has the Club applied for certification from the District Youth Exchange Committee to host an exchange student (CL 5) ?	For Jul-Dec Inbounds - End of Mar. For Jan-Jun Inbounds - End of Sept.		
Have the responsible Rotarians in your Club selected, briefed and approved a suitable Club student counsellor(s) in accordance with the guide lines, counsellor(s) who are happy to do the job? (CL 3) ?	For Jul-Dec Inbounds - End of Mar. For Jan-Jun Inbounds - End of Sept.		
Have all Registered Volunteers (Counsellor, Youth Programme Officer, President and applicable others) provided a completed Form CL4 which has been processed by the Club Protection Officer ?	For Jul-Dec Inbounds - End of Mar. For Jan-Jun Inbounds - End of Sept.		
Have all club members provided the Club Protection Officer a Prohibited Employment Declarations (NSW optimal alternate legal form of certification in lieu of Police Checks, "Blue Cards") ?	Annually		
Have the responsible Rotarians selected a first host family who is happy to host (Form CL2), and briefed, provided guidance material and checked a completed Form CL4 and approved them as suitable in accordance with the guidelines,	At least five weeks before they host the student		
Has the Club Protection Officer retained the Form CL4 for all adult members (aged 18 and over) resident in the first host family residence and obtained from each a Prohibited Employment Declarations (NSW optimal alternate legal form of certification in lieu of Police Checks, "Blue Cards") ?	At least two weeks before they host the student		
Have the responsible Rotarians selected a second host family who is happy to host (Form CL2), and briefed, provided reference material and checked a completed Form CL4 and approved them as suitable in accordance with the guidelines,	At least five weeks before they host the student		
Has the Club Protection Officer retained the Form CL4 for all adult members (aged 18 and over) resident in the second host family residence and obtained from each a Prohibited Employment Declarations (NSW optimal alternate legal form of certification in lieu of Police Checks, "Blue Cards") ?	At least two weeks before they host the student		

Checklist for Clubs Hosting an Incoming Exchange Student

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

Requirement	Minimum Time Frame	Job Done ?	Within Time ?
Have the responsible Rotarians selected a third host family who is happy to host (Form CL2), and briefed, provided reference material and checked a completed Form CL4 and approved them as suitable in accordance with the guidelines,	At least five weeks before they host the student		
Has the Club Protection Officer retained the Form CL4 for all adult members (aged 18 and over) resident in the third host family residence and obtained from each a Prohibited Employment Declarations (NSW optimal alternate legal form of certification in lieu of Police Checks, "Blue Cards") ?	At least two weeks before they host the student		
Have the responsible Rotarians selected a fourth host family who is happy to host (Form CL2), and briefed, provided reference material and checked a completed Form CL4 and approved them as suitable in accordance with the guidelines,	At least five weeks before they host the student		
Has the Club Protection Officer retained the Form CL4 for all adult members (aged 18 and over) resident in the fourth host family residence and obtained from each a Prohibited Employment Declarations (NSW optimal alternate legal form of certification in lieu of Police Checks, "Blue Cards") ?	At least two weeks before they host the student		
If your student claimed they were subject to sexual abuse or sexual harassment, did your Club handle the matter in accordance with Rotary International's "Sexual Harassment or Sexual Abuse Reporting Guidelines" and involve District Youth Protection Officer and District Committee Chairman ?	Immediately after the allegation was made		

Rotary Youth Exchange Club Protection Officer Checklist and Declaration

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

Should a problem of sexual harassment or abuse occur to the Club's student, the Club Protection Officer must ensure the matter is handled in accordance with Rotary International's "Sexual Harassment and Abuse Reporting Guidelines". District Youth Protection Officer and District Committee Chairman for the related programme should be immediately contacted for advice on the correct process to follow.