

DISTRICT 7070 YOUTH EXCHANGE POLICIES AND PROCEDURES GUIDE v2

November 2020

Purpose of this Guide: Developing and implementing an effective YOUTH EXCHANGE POLICY AND PROCEDURES GUIDE demonstrates District 7070's commitment to protecting Rotary Youth Exchange participants. This document provides a basic framework for District 7070's policies and procedures for the Youth Exchange program.

ARTICLE ONE - DEFINITIONS

1.01 These definitions apply to all of the Parts of this policy:

"District Governor" means the person appointed to be District Governor for District 7070 from time to time;

"District Insurance Policy" means a group insurance program arranged by District 7070 and paid for by the Rotary Clubs, which covers the District and all clubs, directors, officers, members and Volunteers in the District with coverages determined from time to time by District 7070;

"District 7070" means Rotary International District 7070 Incorporated;

"Policy for Prevention of Abuse and Harassment" means the District 7070 Policy for Prevention of Abuse and Harassment approved by District 7070 from time to time;

"Rotarian Counselor" means a Rotarian appointed by a Youth Exchange participating Rotary Club in accordance with clause 6.04 hereafter;

"Rotarians" means members of Rotary Clubs and members of Rotaract Clubs in District 7070;

"Rotary Clubs" means any or all of the Rotary and Rotaract Clubs in District 7070 from time to time;

"Rotary Person of Authority" means any Rotarian in District 7070 who volunteers to work/help in Youth Exchange where they will be placed in a position of authority or trust relative to a Youth and to whom, the Rotarian may owe a duty of care;

"Volunteer" means any adult engaged in Youth Exchange who interacts directly with Youth, whether or not that Youth is supervised by another person and includes, without limitation, club and district Youth Exchange officers and committee members, Rotarian Counselors, Rotarians and non-Rotarians and their spouses and partners who work with students during activities or outings or who transport students to events, and host parents

and other adult residents of the host home, including host siblings and other family members;

"Vulnerable Sector Searches" on a Rotarian or Volunteer (the "Searchee") means a form of police reference check conducted by the local Police Department in the municipality where the Searchee resides;

"Youth" means any person less than 18 years of age;

"Youth Exchange" means a specific District 7070 Program, operated under Rotary International, in which:

- (a) Youth ages 15-19, are sponsored by District 7070 Rotary clubs, and are sent on exchanges to other countries pursuant to agreements with other Rotary Districts around the world; and
- (b) Youth ages 15-19, are sponsored by other International Rotary clubs, and are sent on exchanges to Rotary Clubs in District 7070 from other countries pursuant to agreements with other Rotary Districts around the world;

"Youth Exchange Chair" means the Chair of the Youth Exchange Committee appointed by the District Governor from time to time";

"Youth Exchange Committee" means the committee of no less than 3 members chaired by the Youth Exchange Chair and appointed by the District Governor, whose role is as set out herein;

"Youth Exchange Host Families" means families selected by the participating Rotary Clubs to house in-coming Youth Exchange Participants as set out in (b) under the definition of Youth Exchange and shall include host parents and other adult residents of the host home, including host siblings and other family members; and

"Youth Exchange Program Participant" means anyone who participates in Youth Exchange.

ARTICLE TWO – STATEMENT OF CONDUCT

2.01 - District 7070 and all Rotary Clubs within strive to create and maintain a safe environment for all Youth who participate in Youth Exchange. To the best of their ability, all Rotarians, Rotarians' spouses and partners, and all Volunteers SHALL safeguard the Youth they come into contact with and protect them from physical, sexual, and emotional abuse, and they agree to comply with this policy and the Policy for Prevention of Abuse and Harassment.

ARTICLE THREE - LIABILITY INSURANCE

3.01 District 7070 has arranged a District Insurance Policy. These policies protect District 7070 and its member Rotary Clubs from claims by third

parties alleging negligence by District 7070 or by a Rotary Club or Rotaract Club, club members, volunteers, or employees.

ARTICLE FOUR – COMPLIANCE

4.01 The District Governor of District 7070 is responsible for supervision and control of the District 7070 Youth Exchange Program. District 7070 will implement, from time to time, policies related to the protection of the Youth Program Participants in the District 7070 Youth Exchange Program and will monitor and ensure that all participating Rotary Clubs comply with said policies. The District Governor of District 7070 shall appoint a District Youth Exchange Chair annually who shall:

- Appoint at least 3 Rotarians to the Youth Exchange Committee
- Review and up-date, as needed, all Youth Exchange policies and forms
- Oversee the Youth Exchange operations in accordance with the policies herein

4.02 All Rotarians and non-Rotarian Volunteers interested in working with the Youth Exchange Program must meet Rotary International (“RI”) and District 7070 eligibility requirements. RI prohibits the membership and participation of any Volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment. If a person is accused of sexual abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused may have future contact, as well as the accused. A person later cleared of charges may apply to be reinstated as a youth program volunteer. Reinstatement is not a right, and reinstatement to his or her former position is not guaranteed.

4.03 All Rotarians and non-Rotarian Volunteers working with the Youth Exchange Program must comply with the Policy for Prevention of Abuse and Harassment.

4.04 All Rotarian and non-Rotarian Volunteers working with the Youth Exchange Program must comply with the District 7070 Youth and Vulnerable Persons Protection Policy as implemented from time to time.

ARTICLE FIVE – DOCUMENTATION REQUIRED BY PARTICIPATING ROTARY CLUBS

5.01 All Rotary Clubs that participate in Rotary Youth Exchange must provide the District 7070 Youth Exchange Committee with a copy of the following for review and approval, prior to participating in Youth Exchange:

- (a) A signed compliance statement in a form prepared by the Youth Exchange Committee, that the Rotary Club is operating its Youth Exchange program in accordance with District 7070 and RI policies;

- (b) Confirmation that the Volunteers will be prohibited from contact with the Youth Exchange Program Participant until a written application, interview, reference check, and Vulnerable Sector Search have been conducted by the participating Rotary Club and clearance for unsupervised contact with program participants has been issued by the Youth Exchange Committee;
- (c) All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites;
- (d) List of services in the proximity (rape and suicide hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.); and
- (e) Any Rotary Club youth-protection training materials and policies in place for Youth Exchange from time to time.

ARTICLE SIX – SELECTION AND SCREENING

6.01 All Volunteers must:

- (a) Complete a volunteer agreement form in a form prepared by the Youth Exchange Committee from time to time, which form includes the authorization for a Vulnerable Sector Check and reference check ;
- (b) Undergo a Vulnerable Sector Check and reference check conducted by the participating Rotary Club;
- (c) Be interviewed, preferably in person, by the participating Rotary Club to ensure that the volunteer is suitable to work with Youth;
- (d) Provide to the participating Rotary Club, a list of personal references with contact information (it is recommended that references include no family members and no more than one Rotarian);
- (e) Criminal Record search for those Volunteers who have direct unsupervised contact with a Youth Exchange Program Participant; and
- (f) Comply with RI and district guidelines for the Youth Exchange program.

6.02 All Youth Exchange Host Families must meet the selection and screening requirements set out in sub clause 6.01 above AND must:

- (a) Complete a Youth Exchange Host Family agreement form in a form prepared by the Youth Exchange Committee from time to time, which form includes the programs rules and requirements, a signed compliance statement and the authorization for a Vulnerable Sector Checks and reference checks for all adult members of the Host Family;
- (b) Undergo a comprehensive interview of all Host Family members who live in the home that determines their suitability, demonstrating:
 - Commitment to the safety and security of students

- Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- (c) Undergo home visits by the participating Rotary Club and/or persons designated by the Youth Exchange Committee, with and without notice, both before and during the placement. (Note: home visits must be conducted annually, even for repeat host families)

6.03 All adult residents of **Youth Exchange Host Families** must meet all selection and screening guidelines set out above. This include adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.

6.04 Each participating Rotary Club MUST appoint a **Rotarian Counselor** who meets the criteria for all Volunteers set out in Clause 6.01 above and:

- (a) A counselor must not be a member of the Youth Exchange Program Participant's Youth Exchange Host Family;
- (b) It is also recommended that counselor not hold another role of authority with respect to the Youth Exchange Program Participant (e.g., school principal, club president, district Youth Exchange chair); and
- (c) It is the role of a designated Rotarian Counselor to respond to any problems or concerns that may arise with the out Exchange Program Participant, including instances of physical, sexual, or emotional abuse or harassment.

6.05 **Participant Selection and Screening**

All students interested in the District 7070 Youth Exchange program must meet District 7070 guidelines and:

- (a) Complete an application from in a form prepared by the Youth Exchange Committee from time to time;
- (b) Be interviewed at the participating Rotary Club and by District 7070 Youth Exchange appointed interviewers; and
- (c) Attend and participate in all Rotary Club and District 7070 Youth Exchange Committee's orientation and training sessions.

In addition, all parents or legal guardians of Youth Exchange Participants must also be interviewed by the participating Rotary Club and by District 7070 Youth Exchange appointed interviewers to determine the student's suitability for Youth Exchange Program participation.

ARTICLE SEVEN – TRAINING

7.01 District 7070 and participating Rotary Clubs shall provide youth-protection training and information on the Youth Exchange Program, said sessions to be conducted by the District 7070 Youth Exchange Committee.

7.02 The District 7070 Youth Exchange program must provide youth-protection training and information to all Youth Exchange Program Participants and all Volunteers and the District 7070 Youth Exchange Committee SHALL conduct the training sessions. Specifically, the District 7070 Youth Exchange Committee shall:

- (a) Adapt District 7070's Youth Exchange Policies and Procedure Guide to reflect District 7070 guidelines, information on local customs and culture, and legal requirements;
- (b) Develop a training schedule that specifies who will be trained, how often, and how;
- (c) Conduct specialized training for those involved in Youth Exchange:
 - District Governor
 - District Youth and Vulnerable Sector Protection Officer
 - District Youth Exchange Chair and Youth Exchange Committee members
 - Club Youth Exchange officer and committee members
 - Rotarian counselors
 - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
 - Host Families
 - Youth Exchange Program Participants (outbound and inbound)
- (d) Maintain records of participation to ensure compliance.

ARTICLE EIGHT TRAVEL BY YOUTH

8.01 For the travel of Youth Exchange students outside their host communities, either with their Youth Exchange Host Families or to attend Rotary events, the District 7070 Youth Exchange Committee shall obtain written permission from the students' parents or legal guardians.

8.02 For all other Youth Exchange student travel that is not customarily a part of the exchange program, organizers must:

- (a) Receive written authorization from District 7070 Youth Exchange Committee in advance;
- (b) Obtain written permission from the parents or legal guardians for travel outside of the local host community; and
- (c) Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information.

ARTICLE NINE - ALLEGATION HANDLING AND FOLLOW-THROUGH

9.01 District 7070 takes all allegations of abuse or harassment seriously and will handle them in accordance with the Abuse and Harassment Allegation Reporting Guidelines (RI) and the Policy for Prevention of Abuse and Harassment.

9.02 District 7070 will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

9.03 District 7070 SHALL appoint a Youth and Vulnerable Persons Protection Officer to evaluate and review files, policies, and allegations regularly.

ARTICLE TEN -DISTRICT 7070 YOUTH EXCHANGE ADMINISTRATION

10.01 The District 7070 Youth Exchange Committee, in collaboration with participating Rotary Clubs, must also:

- (a) Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies, as well as required under the District Insurance Policy;
- (b) Store participant and volunteer records securely with a designated District 7070 officer (as determined by the District Governor from time to time) for 7 years after participation, in accordance with all applicable privacy laws;
- (c) Provide each Youth Exchange Program Participant with a list of local services set out in subclause 5.01(d), as well as a list of the following District 7070 and Rotary Club contacts:
 - For inbound students: Rotarian Counselor, host Rotary Club president, host District 7070 Youth Exchange Chair, and the District Governor
 - For outbound students: Rotarian Counselor, sponsor Rotary Club president, sponsor District 7070 Youth Exchange Chair, sponsor District Governor;
- (d) Provide each Youth Exchange Program Participant with the names and contact information of at least two non-Rotarian resource people — one male and one female, who are not related to each other and do not have close ties to the host families or Rotarian Counselor — who can help the students with any problems;
- (e) Submit inbound Youth Exchange Program Participant's data to RI before or shortly after the Youth Exchange begins;
- (f) Provide a 24-hour emergency contact phone number to Youth Exchange Program Participants;
- (g) Report all serious incidents (abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to RI Youth Exchange staff within 72 hours;
- (h) Prohibit placement of students outside of District 7070's Youth Exchange structure ("backdoor" exchanges).
- (i) Establish criteria and procedures for a Youth Exchange Program Participant's removal from the host family and arrange for contingent, temporary housing in advance;
- (j) Develop contingency hosting plans that include prescreened families;
- (k) Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students;
- (l) Ensure that long-term Youth Exchange Program Participants have multiple host families. It is recommended that long-term program Youth Exchange Program Participants be placed with three host families during their exchange;
- (m) Conduct follow-up evaluations of both Youth Exchange Program Participants and Host Families; and

- (n) Request a monthly report from each inbound and outbound Youth Exchange Program Participant that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange Chair can then review the reports and assist program participants as needed.