

District 7815 Rotary Youth Exchange
Club Compliance Checklist

Statement of Conduct for Working with Youth

District 7815 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 any 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.

This document is to be completed by any Club participating in the Youth Exchange Program for the purpose of obtaining District certification of the Club. When signed by the Club Youth Exchange Officer and Club President, it is to be forwarded to the District Youth Chair.

District 7815 will monitor all participating clubs within the district and ensure that they comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- ☐ All materials produced in the club to promote and support the Youth Exchange program, including promotional materials and brochures, applications, policies, Web site links, etc.
- ☐ List of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)

Participating clubs must agree to carry out the following. Please place a check mark in each of the boxes signifying Club compliance with the statements provided.

- ☐ Complete and return a signed compliance statement that the club is operating its program in accordance with District 7815 and RI policies.
- ☐ Develop a retention policy for student, volunteer, and host family applications and materials related to Youth Exchange. Access to this personal information must be limited to those directly involved with a student.
- ☐ Prohibit direct placement of students outside of the District 7815 Youth Exchange program structure (so-called backdoor exchanges).
- ☐ Conduct interviews of all applicants and applicants' parents or legal guardians.
- ☐ Conduct vulnerable sector or criminal background checks and reference checks for all

volunteers involved with the program, including, but not limited to, adult residents of host home (18 years & older), counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth. All volunteers must complete and sign the Youth Volunteer Affidavit.

- ☐ Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- ☐ Conduct follow-up evaluations of both students and host families.
- ☐ Follow the Sexual Abuse and Harassment Reporting Guidelines (Section 11, District 7815 Youth Protection Policy attached).
- ☐ Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.
- ☐ Develop contingency hosting plans that include prescreened, available back-up families.
- ☐ Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- ☐ Ensure that long-term exchange students have multiple host families. Make every effort to place students in three successive host families on long-term exchanges.
- ☐ Provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide and rape crisis hotlines, etc.
- ☐ Select a Rotarian counselor for every inbound and outbound student in all exchange programs. Ensure that the host counselor for each student is not a member of the student's host family.
- ☐ Counselors are required to maintain regular contact with students and serve as a liaison between students and Rotary club, natural family, host family, school and community at large.
- ☐ Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment. Provide counselors with a copy of the *District 7815 Youth Protection Policy* and *Crisis Management Plan* for their own reference.
- ☐ Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians via NAYEN's online *Youth Protection Awareness* training module.
- ☐ Provide students with a list of individuals to contact in the case of a problem or emergency. This list will include the name and contact information for the student's Rotarian counselor, host club president, host district chair, host governor, sending district chair, sending governor, and sending club president. This list will also include local resources for medical, dental and mental health care and law enforcement professionals. Where available, this list will also include local resources, suicide prevention hotlines, rape crisis

hotlines, and local child protection agencies.

- ☐ Outbound students in both long-term and short-term programs and at least one parent or guardian **must** attend District orientation sessions prior to the student's departure.
- ☐ Long Term inbound students are required to attend District orientation shortly after arrival to District 7815.
- ☐ Comply with *Visual Identity Guidelines for Rotarians* (<https://my.rotary.org/en/rotary-identity-guidelines>). Follow RI guidelines for Youth Exchange Web sites.
- ☐ Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately.
- ☐ Prohibit volunteers from having contact with students until a background check has been conducted and clearance for unsupervised contact with youth is complete.

We the President and the Youth Exchange Officer of the Rotary Club of _____
for Rotary year **July 2024-2025**, being the parties responsible for Youth Exchange in our
Club, acknowledge receipt of the following documents:

- ☐ District 7815 Youth Protection Policy
- ☐ District 7815 Crisis Management Plan
- ☐ Visual Identity Guidelines for Rotarians link in above document

We certify that each of the above marked statements is true and correct as of the
beginning of our Rotary year 2024-2025.

	Print Name	Signature	Date
Youth Exchange Officer (YEO)			
YEO Address			
YEO Phone Number			
YEO Email			
Club President (CP)			
CP Address			
CP Phone Number			
CP Email			

Please send completed and signed and any accompanying materials to the D7815
Youth Director, Jane Simmons at jsimmons@iohs.ca ,