



ROTARY INTERNATIONAL

MULTI-DISTRIKT 1910-1920

JUGENDDIENST – YOUTH EXCHANGE PROGRAMME



30.6.2007.

ROTARY EXCHANGE-STUDENT PROTECTION POLICY

LONG TERM + SHORT TERM - PROGRAMS

MULTIDISTRICT D 1910/1911/1920

The Multidistrict D 1910/1911/1920 is committed to creating and maintaining the safest possible environment for all participants in Rotary Youth Programs. 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 prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

D 1910 consists of Sub Districts: Austria East, Bosnia-Herzegovina, Croatia and Slovenia.

D 1911 is Hungary

D 1920 is confined to the West of Austria

The D 1910-1920-Rotary Youth Service is **registered since January 11, 2007** and has taken **general liability insurance**, so has District 1911.

Introduction of PROTECTION OFFICERS

Every **Rotary District, Sub-District and Club** shall appoint a **Protection Officer**.

They report directly to the immediate head in their YE function, ie. the District PO to the DG, the Sub District PO to his Asst. Governor, the Club POs to their District or Sub District POs.

They are responsible for implementing and maintaining **risk management procedures**, protection and health and safety policies and ensuring that, when required, Rotarians receive adequate **training** in the implementation of the policies. The Protection Officer may appoint specialists to assist him/her in the task.

The District or Sub District Youth Exchange Chair may serve as **District or Sub District Protection Officer** respectively.

The Club YEO may serve as **Club Protection Officer**, not the Club Counsellor.

The District Protection Officer is responsible for receiving a **compliance statement** from clubs participating in Youth Exchange.

AGREEMENT/DECLARATION

All participants involved in the Youth Exchange programs shall **sign an agreement** (Appendix 1) confirming:

- a) I have read the Student Protection Policy of MD 1910/1911/1920
- b) I understand my responsibilities
- c) I accept and agree to conform to the rules, regulations and policies of Rotary International and the MD 1910/1911/1920 Rotary Youth Exchange.

The declaration will be **signed by the Club Protection Officer**, who thereby approves the participation in the programs.

Records of the signed declaration will be **kept by the District/Sub District or Club Protection Officer**.

Guidelines to minimize Risks in the Rotary Youth Exchange Programme

In order to minimize the risks to any student and to protect Rotarians and other involved in the program, the following points have been worked out in order to establish detailed guidance and training requirements.

Any person who was accused and convicted of crime, in particular of harassment or abuse of juveniles, must not apply for nor be allowed to take part in any function in this Youth Exchange Programme.

OUTBOUND STUDENTS:

1. All students will be **interviewed**
2. All parents and/or guardians will be interviewed
3. **References from school** as to the students academic skills and their qualifications for taking part in the Youth Exchange program will be obtained
4. The students will receive briefing and training before departure (**orientation**).
5. The students will be made aware that any kind of abuse or verbal harassment (physical, emotional or sexual) is unacceptable in any culture, and if they have any concerns they must **contact the appointed Counsellor**.
6. The students will be made aware of **their responsibilities** to Rotary and to the program
7. All students will carry an **insurance policy** that meets the Rotary International requirements (such as “Uniqa”

Insurance for Rot. Exchange Students or as requested by the host district).

INBOUND STUDENTS:

1. All students will receive details of the **first host family** at least a month before the exchange commences. The students are entitled to know whether they are to share a room with someone, and if so, with whom.
2. Details of **insurance requirements** will be presented to the student well in advance.
3. As soon as possible after arrival all students will receive **briefing** relative to the exchange program. This briefing will include personal safety. The students will be made aware of the differences from their own culture.
4. All students will have access to at least one **Counsellor**. If possible, a female counsellor will be appointed for female students and a male counsellor for male students.
5. Counsellors will receive **training** in their duties. The counsellor will follow the student's wellbeing closely during the exchange and at all host families.
6. All students will receive **contact details** of the Counsellor and the first host family in writing before arrival. This information will include email address and telephone number.
7. All students will be given a list of Rotarians and emergency contact information.
8. All students will have a means (mobile phone) to contact a district representative at all times.

HOSTING:

1. Any family who have not previously hosted exchange students will be **interviewed** by two Rotarians
2. All host families will receive **training** in their role and responsibility. The training may be in writing.
3. The arrangements for the **student's accommodation** will be checked and relevant information obtained will be communicated to the student before he/she leaves home or the previous host family.
4. It will be taken into consideration whether the students have their **own room** or they will share it with someone. If they will not have their own room, it will be taken into consideration whether there is any place where they can study, read and write their personal papers in peace and quiet.
5. It will be taken into consideration whether there is direct access to a **bathroom** from the student's bedroom without passing the bedroom of any adult.
6. A **back-up host family** will be appointed if, for any reason, a student has to be moved quickly. The back-up family may be the Counsellor's or Club YEO's family.
7. [Parents of long-term exchange students are not required to host inbound exchange students.](#)
8. [Long-term exchange students will have more than one host family.](#)

GENERAL:

1. **All persons** regularly working in the program and all adult members of the host families will be **evaluated** and asked to **sign a declaration** in which they agree to confirm to all the Policies of Rotary International and the D 1910-1920 Rotary Youth Exchange.
The Protection Officer has the responsibility to carry out this evaluation. And he/she may appoint specialists for assistance in the task.

2. **Any risk** associated with activities which may be considered dangerous will be **evaluated** and the students informed of any additional insurance requirement.
3. It is recognized that the policies are designed to protect Rotarians and others as well the young people.
4. If a professional organization is engaged for any activity, the organizers must satisfy themselves as to the **qualifications of the organization** and persons involved.
5. Plans exist for the **handling of emergencies** which may be the consequences of natural or man made disasters incl. terrorism and which could result in death or serious injury of the students.
6. It is important to know – at all times – where the **students** are and how they **can be contacted**. The students will be asked to give this information.
7. All persons involved in the programs – students, counsellors and host families will be made aware of all **applicable procedures**.
8. Procedures exist to deal with allegations of abuse or harassments (Appendix 2)
9. [Serious incidents and allegations of abuse will be reported to RI within 72 hours.](#)
10. [Exchanges outside of the district structure \(back-door exchanges\) are prohibited.](#)
11. [All volunteers \(club counsellors, club YEOs, and district Youth Exchange committee members\) are interviewed before they take on any of these offices. This interview does not only take place ones but is repeated several times during the year at various meetings.](#)
12. [Two \(a male and a female\) independent, non-Rotarian counsellors for each student will be provided. These people are most likely to be teachers at the students' schools so that the students have frequent contact to them and can establish](#)

a good relationship of trust, plus the teachers are trained to deal with students and their problems.

TRAINING

1. **Training of the students** will take place on a multidistrict basis.
2. The **outbound students** will be trained at 1 or 2 sessions before departure and the **inbound students** will be trained soon after arrival (may be in conjunction with the Language training camp).
3. Training of **counsellors** and **host families** will take place on a district or club basis and will be organized by the District and/or the Club Protection Officer.
4. The **training material** will be written in the local language and based on the training manual from Rotary International.
5. The **Governors, the Asst. Governors, the District and Sub District Chairmen and the Protection Officers** will be trained by studying the full training manual from RI.
6. **Records** of training will be kept by the District and Sub District Chairs for their areas of responsibility.

W. Weidenholzer, MD 1910-1920