

ROTARY INTERNATIONAL DISTRICT 9930 - Risk Management	
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9.0 Youth	District Governor 2014 – 2015 Dated: November 2014

9.0 YOUTH EXCHANGE PROGRAMMES

In Rotary International District 9930 the Rotary International Youth Exchange Programme provides young people with the opportunity to experience in short term and long term exchanges the cultures, problems and accomplishments of people in other countries. To ensure the long-term success of this Programme, the District 9930 Youth Exchange Programme (YEP) is committed to the protection of participants from harm, including exploitation and abuse.

The Programme participants include students (short term and long term), host family members, Rotarians, Rotary Club student Counsellors, sponsoring and hosting Rotary Club members and the members of the District 9930 YEP Committee and their partners.

This statement sets out to detail the District 9930 YEP Committee's pro-active approach in dealing with aspects to reduce risk of harm to the participants.

While a risk management program cannot guarantee elimination of all risk, the following outline attempts to:

- Systematically identify and evaluate the exposures to loss in the Programme.
- Identify actions that will prevent or mitigate the possibility of loss.
- Outline the implementation of procedures to address these possibilities of loss.
- Periodically monitor the results, and where necessary, revise to ensure the Programme remains relevant to the changing dynamics of the society.
- Review the Programme as a regular agenda item questioning its operation, improvement and analyse feedback from the participants.

9.1 OUTBOUND EXCHANGE STUDENTS FROM DISTRICT 9930

9.1.1 Promotion of the Programme - this involves:

- a. Information meetings.
- b. Advertisements in schools.
- c. Information from the District YEP Committee to Rotary Clubs.
- d. Information from Rotary International.

- e. Use of available media.

9.1.2 Student Selection - this involves:

- a. Rotary Club interview processes.
- b. The District 9930 YEP Committee interview processes.

9.1.3 Preparation of Outbound students - this involves:

- a. Briefing weekends (the nature varies for short term and long term exchanges).
- b. The Group of previous year returned youth exchange students.
- c. The current inbound youth exchange students being hosted by District 9930 Clubs.
- d. The members of the District 9930 YEP Committee, partners and invited speakers.

9.1.4 Overseas Districts with which we exchange - this involves:

- a. Exchange arrangements with overseas Districts that conduct their Youth Exchange Programme in accordance with Rotary International guidelines.
- b. Developing established lines of communication between District Youth Exchange Committees.
- c. Developing new exchanges in accordance with Rotary International guidelines.
- d. Systematic processing of youth exchange documentation prior to the exchange to determine suitability and placement of students.

9.1.5 Insurance

The District 9930 YEP Committee ensures that all students in the Programme are covered by a comprehensive travel insurance policy from when they leave home for their exchange to when they return home after their exchange, in accordance with Rotary International guidelines. The insurance provides a 24-hour emergency contact number. This insurance policy provides comprehensive travel insurance including medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefit (also known as capital benefits), emergency medical evacuation, emergency visitation expenses (for transportation of parent or guardian to student's location), and legal liability.

9.1.6 Travel to overseas destinations - this involves:

- a. Students are accompanied to the departure airport by parents and friends.
- b. International travel is facilitated by the District YEP Committee through its agent.
- c. The meeting of the students by the host Clubs/ Districts is made at the nominated arrival airport according to the arrangements made prior to the departure of the students.
- d. The students are instructed to notify their natural family on arrival.

9.1.7 Difficulties that may arise during the exchange

To minimise difficulties that may arise, the members of the District 9930 YEP Committee are to be in contact with the students regularly. The following procedures are in place:

- a. Students are required to send to the District 9930 YEP Committee a quarterly report.
- b. The maintenance of contact with the parents of the exchange students.
- c. Regular contact with Youth Exchange Programme counterparts in overseas Districts.

9.1.8 Return trip to New Zealand

All District 9930 YEP students are contracted in the exchange Programme to return to New Zealand by the most direct method.

9.1.9 Reintegration into the New Zealand Community

- a. The District 9930 YEP Committee acknowledges the difficulties that the exchange students have in reintegration into their family, with their friends and their future career and life.
- b. A debriefing program is conducted to enable returned exchange students and their families to discuss all aspects of the Youth Exchange Program and processes to facilitate reintegration and focus on future life.

9.2 INBOUND EXCHANGE STUDENTS TO DISTRICT 9930

9.2.1 Suitability of Inbound Overseas Exchange Students

- a. It is recognised that the District 9930 YEP Committee does not have the control over the selection of exchange students from overseas Districts.
- b. The District 9930 YEP Committee can choose the Districts with which youth exchanges are organised.
- c. If there are a number of unsuitable students from any particular District over a period of time the District 9930 YEP Committee would choose to suspend exchanges with that District.
- d. Documentation received from overseas Districts provides information about the potential exchange students, the family situations, health, education standards, career prospects and recreational pursuits.

9.2.2 Student Placement in a District Rotary Club

- a. Host Clubs are notified at the earliest possible date of their proposed host exchange student.
- b. Host Clubs are encouraged to write to the inbound students to establish communication prior to arrival.
- c. The students are notified of their host Rotary Club.
- d. The sponsoring Rotary District is notified of the hosting and the exchange procedures and processes.
- e. The students and families are required to complete an Inbound Student Agreement before the exchange will be finalised in District 9930.

9.2.3 Information for Rotary Clubs in the Youth Exchange Program

- a. To assist Rotary Clubs, the District 9930 YEP Committee publishes and distributes the following documents:
 - *A Rotarian's Guide To Sponsoring a Youth Exchange Student.*
 - *A User Friendly Guide for the Inbound Student Counsellor.*
 - *A Host Family Guide to Rotary Youth Exchange.*
 - *Host Club Guide to Youth Exchange in District 9930, New Zealand*
 - *District 9930 Youth Exchange Student Protection Policy*
 - *Inbound and Outbound Student Agreements*
- b. Host Rotary Clubs are required to appoint a student Counsellor for the duration of the exchange
- c. Seminars are conducted to prepare Rotarians, Club Counsellors and host families for the exchange.

9.2.4 Preparation of Host Families

- a. The District 9930 YEP Committee sends to each host Club "**A Host Family Guide to Rotary Youth Exchange**" and a copy of the "**District 9930 Youth Exchange Student Protection Policy**".
- b. It is the host Club's responsibility to ensure that each prospective host family is fully informed of the contents of the abovementioned documents and comply with the requirements of the District 9930 Youth Exchange Student Protection Policy.
- c. Host Clubs are also asked to invite prospective host families to a preparation seminar as mentioned in Item 9.2.3.c above.
- d. Host parents, family members over the age of 18 years living with their parents, counsellors and YEP committee members, must be advised of their requirement to complete the RI "Youth Volunteer Declaration" form and the "Consent to the Disclosure of information" form. The completed "Youth Volunteer Declaration" forms are to be retained by the District 9930 YEP Committee, except those for committee members, which will be forwarded to and retained by the District Youth Protection Officer. The "Consent to the Disclosure of Information" form, for the purpose of Police vetting, is to be completed and forwarded in accordance with para 9.3.4 hereafter. Both forms are attached as Appendices to this Chapter 9.
- e. Proceed with the police vetting after agreement from all parties

9.2.5 After the Overseas Students Arrive

- a. Briefing meetings are conducted to identify the standards that the students are expected to maintain during their exchange in District 9930 .by the YEP Committee.
- b. There is an ongoing encouragement from the District 9930 YEP Committee to the participating host Clubs to adhere to the established youth exchange program guidelines, guarantees and agreements.

9.2.6 If the Student is not settling in or is Home-sick - this involves:

- a. Liaisons with the host Club Counsellor and the District Youth Exchange Officer responsible for the student's country.
- b. Liaisons with the host District and sponsor District Chairpersons.
- c. Where appropriate, arrangements are made for students to be counselled to assist in Overcoming difficulties currently being experienced.

9.2.7 If Students Wish To Travel - the following procedures are required:

- a. All proposed travel by exchange students in District 9930 must be approved by the host parents and the host Club Counsellor prior to travel.
- b. Overnight travel or travel requiring one night or more away from the host home will require the approval of the host parents and the Club Counsellor prior to travel.
- c. All Out of District travel within New Zealand will require the approval of the host parents, the Club Counsellor and a member of District 9930 YEP Committee prior to travel.
- d. In addition to the above approvals, Overseas travel requires the written approval of the applicant/student's natural parent(s) or guardian(s) **AND** the written approval of the Chairman of the District 9930 YEP Committee.

9.2.8 Alcohol

- a. Students under the age of 18 must not drink alcoholic beverages in public places or on licensed premises.
- b. Students 18 years or older should not drink alcoholic beverages in a public place.
- c. Students under any circumstances must not drink alcoholic beverages to excess.
- d. Should problems arise, host families are advised to consult with the host Club Counsellor.

9.2.9 Drugs

- a. Students must not use, possess, cultivate or manufacture any illegal drugs or prohibited or restricted substances.
- b. Students must not use cultivated, manufactured or any legal drugs or prohibited or restricted substances unless prescribed by a Registered Medical Practitioner.
- c. If there is any suspicion of a breach of these terms, host families should immediately report this to the host Club Counsellor.

9.2.10 Driving

Students are not permitted to drive a motorised vehicle or vessel of any kind during the exchange.

9.2.11 Promiscuity/Romance

- a. Students should avoid romantic attachments.

- b. If it is considered that any student is promiscuous or developing romantic attachments, the matter must be discussed with the appropriate student and the host Club Counsellor.

9.2.12 Schooling

It is a requirement of the New Zealand Overseas Student Visa that youth exchange students attend a secondary school on each day of operation unless engaged in an approved activity.

9.2.13 Financial Matters

- a. Host families are encouraged to help students with their budget.
- b. The host Rotary Clubs provide the youth exchange students with a monthly allowance according to the Rotary International guidelines.
- c. Students are required to have their own funds including a separate emergency fund. The emergency fund is established with the host Club Counsellor as the co-signature.

9.2.14 Security

For the duration of the exchange period, the host Club Counsellor will collect from the youth exchange student in that Club the student's passport, return air ticket and any other travel documents and send them to District 9930 YEP Committee for safekeeping.

9.2.15 Requirements for the protection of Students in the Case of Complaints of Physical or Sexual Harassment

- a. Student protection to be as advised by the Department of Child, Youth and Family Services.
- b. Student protection to be as advised by the New Zealand Police.
- c. Student protection to be as advised under guidelines of the Ministry of Education.
- d. Rotary District 9930 YEP Committee members are required to sign a Prohibited Employment Declaration. The originals are lodged with the Secretary.
- e. Generally, in the event an incident or complaint, the welfare and safety of the young person is the initial priority. The matter must be reported to Rotary District 9930 YEP Chairman, the District 9930 Governor, and the District 9930 Legal Advisor. The contact details of these officers are listed in the District 9930 Year Directory.
- f. The District YEP Chairman will notify and seek direction from the appropriate Authority in accordance with the requirements of the above guidelines.
- g. Rotary District 9930 YEP Committee is advised by District 9930 Legal Advisers in matters of procedure in reported matters. It is recognised that procedures may vary according to the circumstances/reporting of the incident or complaint.

- i. District and Clubs will cooperate with law enforcement investigations and/or conduct an independent and thorough investigation in response to allegations.
- ii. If there is an allegation of abuse or harassment by an adult involved in the RIYE programme, the adult must be removed from contact with youth through Rotary until the matter is resolved. The prohibition of contact with youth extends beyond the particular young person involved in the incident to include all youth participants in Rotary Club and District activities.
- iii. Ensure that the student receives immediate support services.
- iv. Offer the young person an independent, non-Rotarian counsellor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth programme.
- v. If an allegation investigation is inconclusive District and Clubs will ensure that additional safeguards are put in place to protect both the accused person and other youth participating in the District's Youth Exchange Programmes.
- h. A record of the proceedings initiated shall be recorded in the minutes of the District 9930 YEP Committee at the earliest opportunity.
- i. All records to be kept indefinitely.

9.2.16 International Tensions

The District 9930 YEP Committee is aware that from time to time international situations may occur that may cause concern to parents, students and Rotarians. Members of the District 9930 YEP Committee monitor, from time to time, the official web site of the New Zealand Government, Department of Foreign Affairs seeking information on international situations. If the student and parents formally indicate concern about an overseas country involved with an exchange, the District 9930 YEP Committee Chairman and the Youth Exchange Officer for that country will liaise with the parents to gather information from that web site and from the overseas District Chairperson in order to reach an appropriate outcome.

9.3 YOUTH PROTECTION

9.3.1 Pastoral Care - Code of Practice

Rotary International and the Rotary Clubs of New Zealand assist young people throughout the world to experience the culture of different countries as well as benefiting from district and club initiated youth programmes. Within District 9930 it would include but not be limited to programmes such as ROTARACT, INTERACT, IYE, ANZ MATCHED STUDENT EXCHANGE, RYLA, RYPEN, PEER SUPPORT AND SUMMER SCIENCE SCHOOL.

The personal safety and well being of all young people involved in these programmes is of paramount importance to Rotary. Accordingly, Rotary is a signatory to the Pastoral Care Code of Practice. This Code of Practice has been introduced by the Ministry of Education under legislation from the New Zealand Government. While the code of practice is designed to protect the interests of students studying in New Zealand, it has wider implications for Rotary, and its application is mandatory where

youth programmes are conducted for young people, 18 years and under. Where the young people engaged on the programme are older than 18 years, it is recommended that the spirit and intention of the Pastoral Care Code of Practice be applied.

9.3.2 Police Vetting

To ensure that application, and that any “live in” environment is a safe one, Rotary is required to conduct a Police check on all persons who are 18 years of age or older, who may have unsupervised contact with, or access to young people over an extended period. This policy has no application to casual contact with young people in a club, or IYE selection process, but would have direct application where a club or district committee was conducting a weekend activity such as IYE or ANZ Matched Student Exchange Orientation, or a RYLA or RYPEN weekend. The policy applies to both Rotarians and non-Rotarians who have contact with young people in these circumstances. The vetting process remains valid for 2 years, unless there is good reason to seek a fresh clearance within that period. There is no requirement to duplicate vetting for people such as bus drivers, school and kindergarten teachers, police officers and Scout and Guide leaders who will have already been “Cleared”.

9.3.3 Purpose of Police Vetting

The purpose of vetting is to minimise the likelihood of the more vulnerable members of society (children, older people and those with special needs) being put at risk by individuals who may have displayed behaviour that could be detrimental to others’ safety and well being.

9.3.4 The Process

The attached Police “ **Request and Consent**” form must be completed for every person. Each Club President and District Chair has the responsibility for ensuring that the completed Request and Consent form and Youth Volunteer Declaration is forwarded to the designated person on the District Committee for collating and forwarding to the District Youth Protection Officer, .

In keeping with the Police Vetting Procedure, the results of the vetting will be forwarded to the “**Approved Agency Authorised Representative**” – who in the case of District 9930 is the **Youth Protection Officer**, not the District Committee or Rotary Club forwarding the vetting applications.

9.3.5 The Results of Vetting

The Youth Protection Officer will securely and confidentially store the resulting information and dispose of it in accordance with the law. Any adverse result to a Police check will be dealt with in accordance with the following District policy on “Adverse Police Checks”. It is the duty and responsibility of the District Chair or Club President of the committee or club making the vetting applications to ensure that each individual applicant is aware of the process described herein.

9.3.6 Adverse Police Checks

The following procedure must be adhered to where an adverse police check is received in respect of any person involved with any **youth activities** as defined in paragraph 9.3.1 above, and initiated by a District Committee or Rotary Club within Rotary District 9930:

- a. Where there is advice of a sexual offence or other offences of violence, however old, the applicant must not have any further involvement with the designated activity.
- b. Where there is a minor offence or where there are offences more than ten years old and which would have resulted in no criminal record had those offences occurred in the last ten years, then no further action will be taken and the Committee Chair or Club will be advised accordingly
- c. In all other instances the **Youth Protection officer will advise the District Governor of the situation**. If the District Governor wishes the application to proceed, the Youth Protection Officer will discuss the issue with the District Chairman or Club President concerned, who will proceed in the following way:
 - Discuss the issue face to face with the applicant
 - Ask the applicant if the record is correct
 - Obtain written permission to make further specific checks if the applicant wishes to continue with their involvement in the youth activity. Written references from people of standing in the community must be obtained.
 - All information together with a recommendation, which should include any limitations, must be forwarded to the Youth Protection Officer for a final decision by the District Governor.
- d. If the recommendation is to proceed with the application, then the approval of the Committee Chair or Club President is required before the application is referred to the District Governor.

9.3.7 References

For details on the Pastoral Code of Care, see Ministry of Education website:

http://www.minedu.govt.nz/index.cfm?layout=search_results&criteria=pastoral%20care

For further information on the New Zealand Police Vetting process, see the website at;

<http://police.govt.nz/service/vetting/guidelines>.

The District Youth Protection Officer is:

Ross Pinkham
5 Cadogan Lane,
Napier 4112

9.4 SUGGESTED SAFETY GUIDELINES FOR VOLUNTEERS IN SCHOOLS

9.4.1 Visitors to a school

- a. Visitors should report to the office on arrival at the school.
- b. Emergency information for visitors should be explained by Administration staff.
- c. Police vetting of volunteers is normally at the discretion of the school. However it is recommended that the Rotary club proactively have volunteers, who may be in a position of one to one interaction with a student, police vetted.

9.4.2 Safety Guidelines

- a. Do not transport a child on your own (except in emergencies)
- b. Ensure that whatever the situation you are not alone with a student
- c. Physical contact can occur in coaching and comforting situations - ensure that it is appropriate.
- d. Gently dissuade the demonstrative behaviour of special needs students.
- e. Acknowledge every student's right to personal space.
- f. Ensure that an adult-child relationship is maintained and discourage over familiarity.
- g. For transporting students ensure that all cars are warranted and all children seat belted.

10.0 ACKNOWLEDGEMENTS AND REFERENCES

Rotary District 9930 would like to acknowledge the following organisations and their documentation that have been of invaluable help in preparing this manual. In particular, for those organising events, the Ministry of Civil Defence and Emergency Management booklets would be of great assistance

1. Australian/New Zealand Standard AS/NZS 4360:1999

2. OSH: Department of Labour, Occupational Safety and Health booklets:

- 2.1 Working Safely for your Community, Health and Safety Guidelines for community and voluntary organisations.
- 2.2. Are you ready? Voluntary work and workplace health and safety.

3. Ministry of Civil Defence and Emergency Management booklets:

- 3.1 Safety Planning Guidelines for Events.
- 3.2 Safety Planning Guidelines for Events: Forms.

<http://www.civildefence.govt.nz>

4. Ministry of Education

- 4.1 Education Gazette notice 7 July 2003, re New Zealand Teachers Council and the responsibilities of the School as employers of Non-Teaching staff and Contractors at schools.

- 5. New Zealand Police, Licensing and Vetting Service Centre**
 - 5.1 Vetting Procedure Guidelines
 - 5.2 Criminal Record requests
<http://www.police.govt.nz/service/vetting/guidelines>
 - 5.3. Rata Street School, Naenae : Volunteer Guidelines
- 6. New Zealand Federation of Voluntary Welfare Organisations Manual**
 - 6.1 RISK MANAGEMENT Managing Legal Risks for Voluntary Organisations.
- 7. New Zealand Mountain Safety Council Book**
 - 7.1 Managing Risks in Outdoor Activities.
- 8. Sports and Recreation New Zealand**
 - 8.1 Common legal obligations and liabilities of sports clubs and recreation organisations in New Zealand.
<http://www.sparc.org.nz/research/liability>
9. Various Rotary International Zones, Districts and Clubs, both in New Zealand and overseas.
Information is available through Rotary International web sites.
Particular acknowledgement of the input of various District 9940 committees.
David Butler of Gillespie, Young, Watson, Barristers and Solicitors, Lower Hutt.



ROTARY INTERNATIONAL
DISTRICT 9930 INC.

Rotary International Youth Exchange



Youth Volunteer Declaration

District 9930 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses and partners, and any other Volunteers to safeguard, to the best of their ability, the welfare of children and young people involved in Rotary programs or activities and prevent physical, sexual, or emotional abuse of young participants.

A Youth Volunteer Declaration must be provided by all Volunteers involved with the RIYE programme. This includes all RIYE committee members, Student Counsellors, Host Families, and any other adult associated with RIYE activities

This information may be provided to an outside agency that this District has contracted with to conduct background checks.

PERSONAL INFORMATION

Name:
Address:
City:
How long at this address? (If fewer than five years, list previous residence[s] below or on the back of this form.)
Passport Number:
Date of Birth:

CONSENT

I certify that all of the statements in this declaration, and in any attachments hereto, are true and correct to the best of my knowledge and that I have not withheld any information that would affect this declaration unfavourably.

I give my permission to District 9930 to verify information given in this declaration, including searches of law enforcement organisations (including my driving records and criminal background checks) and other records and to contact my former employers and referees.

I understand that the information gathered by the District will be used, in part, to determine my eligibility for a Volunteer position. I also understand that District 9930 youth programmes has complete discretion whether to accept a person as a Volunteer or not.

I also understand that as long as I remain a Volunteer, this information may be checked again at any time. I understand that I will have an opportunity to review the information held about me and, if I dispute the information, a procedure is available for clarification or amendment.

WAIVER

The members, officers, directors, committee members, and employees of the participating Rotary Clubs and Districts, and Rotary International do not accept any liability howsoever arising by it or any of its employees, agents or any other persons in respect of whose actions it might be liable for any loss, costs, damages, personal injury, death or any other liability whatsoever in respect of or arising out of the District 9930 youth exchange program including (but not limited to) liability in tort, in contract, liability for any investigation into the background of a prospective volunteer in connection with this declaration and any liability for reliance on information that may be inaccurate received from a third party.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 9930 youth programmes and its affiliates.

I acknowledge that I have read and understand the above declaration, consent, and waiver and that I sign this form voluntarily and confirm that the following information is true & correct.

Signature of above Applicant:

Date: