

The following Youth Exchange programmes may involve INBOUND students under 18 years of age and in this case require that Host families and Counsellors are DBS (enhanced) checked. These are STEP Family to Family, Long Term Exchange, Inbound Camps.

THE CHECKING PROCESS ALWAYS NEEDS TO BE TREATED AS URGENT

It can take a very long time – bad timing causes immense problems to the Exchange. It is crucial to begin as soon as the people needing the DBS are identified.

Anyone sending a DBS form through the post is strongly advised to check beforehand that the intended recipient will be at home to receive it.

Application forms are obtainable by the Club Safeguarding Officer (CSO) from the District Safeguarding Officer (DSO) - NOT ONLINE. The fee is paid by Rotary, not by the individual.

In order to release the forms the DSO needs to be provided in writing with the names and addresses of those to be checked as well as the purpose for which the screening is needed. 'Child Workforce Youth Exchange Hosting' will cover what we do across Youth Exchange without reducing the options to undertake a variety of tasks within the scope of the programme.

On receipt of the forms the CSO visits the relevant people at their home to complete them. The CSO checks the identity – original documents only: passport, driving licence, birth certificate and a proof of address - after which s/he returns them to the DSO.

When the check is complete the DSO and the applicant receive a copy. The CSO is advised by the DSO but does not see the result.

Collected Advice on Completing the Form

Use BLACK INK ONLY and capital letters

If you have a current driving licence you must say so AND enter your licence number.

If you have a current passport you must say so AND enter your passport number.

Your name must match that on your driving licence/passport.

Do not complete questions a28, a29 or section d.

Do not write anything on the back page (sections w,x,y and z)

Do not write N/A if a field does not apply to you - leave it blank.

Put a line through anything written in error and correct it to the right.

Note that when giving past addresses 'to' and 'from' dates are in the form MMYYYY not DDMMYY.

There should be no gaps between the date of leaving one address and moving to another.

Ensure that the whole of the last five year period is completely accounted for.

On no account is the signature box at the bottom of page 4 to be completed.