R4. Records Folder for Inbound Students – All Programmes

R4A: Inbound Student Records Folder, (download here) is an electronic folder which accumulates all the documents pertaining to an individual inbound student. It contains a defined collection of files as indicated below (those printed in blue should be customised by DYEOs) as well as any additional documents relating to the student. Any hard copies of documents will need to be scanned in.

The Folder is initiated and stored by the DYEO on Dropbox for the duration of the Exchange and access to it is given only to the Club YEO, the student's Counsellor and the current host family. Should the host family change (LTEP only) access then shifts to the new and excludes the former one. At the end of the Exchange the Folder is stored electronically as one file and the record retained indefinitely.

The purpose of this folder is to provide everyone responsible for the student and in particular the host family in their role as acting parents, with sufficient information to support the student, while observing best practice regarding data protection.

Contents to be accumulated in the Folder

Unless otherwise indicated the contents below apply to all programmes, the documents concerned being specific to those programmes.

General Information:

Student's Application Form
Guarantee form with significant contact details - Host family/Counsellor
Student's School Timetable (LTEP)
School Documents(LTEP)
Student's Wish List (LTEP)
Medical/Dental issues
Miscellaneous Correspondence

Blank copies of:
CP10D: Record of Concerns – a form for Hosts, Counsellors and CYEOs

CP10E: Student Incident Report, which is for completion by students.
Any copies of either form which is used should be uploaded and stored in this folder.

Documents brought by student on arrival or electronically and added by Counsellor:

Consent for Photography/Video - signed by student & parent (under 18)
Permission to travel within RIBI - signed by parent (LTEP/STEP)
Rules & Behaviour Guidelines – signed by student and parent

Plus
Copy of the student's Inbound Student's Preparation Pack

Copy of the student's Inbound Student's Welcome Pack