

This Manual provides the guidance to cover all the requirements of Certification. Details are given below in the order as topics appear on the Certification form.

The Index reference leads the reader to the main document on that topic and indicates any further materials that are supplied for that topic.

	Comment/ Reference
Youth Protection	<i>Certification Renewal Form 2015-16</i> <i>RIBI Safeguarding Policy (Children) 2015 Appendix G Guidance Policy</i> <i>CP10B: RIBI Child Abuse Suspicion/Allegation Form</i>
District Governor Authority	<i>RIBI Safeguarding Policy</i> <i>CP3: Certification beyond Youth Exchange? Advice from RI.</i> <i>CL3: Club to Club Exchanges – Managing them within Certification Requirements</i>
Incorporation	<i>CS1: An Introduction to Multidistrict DYEA</i>
General Liability Insurance	<i>IF4: Insurance for Youth Exchange – Information for DYEOs</i>
Reporting to Rotary International: Remitting Guarantee forms of Inbound students to RI a month before student arrives. Completing RI Annual Survey Reporting of a Serious Incident to RI	<i>L3, S3, C(O)3: The Role of the DYEO</i> <i>CS4: The Role of the Youth Exchange Registrar</i> <i>OB5: Dealing with Application and Guarantee Forms</i> <i>CP4: The RI Annual Survey</i> <i>CP10A: Youth Exchange Incident Report Form – from RI'</i>
Records & Documents	<i>R1: Record Keeping & Retention</i>
Student Travel Insurance	<i>IF4(O) /IF4(I) /IF5: Travel Insurance for Students</i>
All Exchange Programmes Applications/ Selection/Placement	<i>OB2 /OB3: Student Selection</i> <i>OB4: Student Placement</i>
Preparation for Exchanges	<i>S10 /L10 / C(I)10: Inbound Orientation</i>
Student Orientation & Debriefing	<i>OB6 & OB7: Outbound/Rebound Orientation</i> <i>OB8: Reporting & Feedback</i> <i>OB7: Rebound Orientation for LTEP</i>
Student Responsibilities	<i>CP9: Rules and Conditions of Youth Exchange</i> <i>L12, S12, C(I)12: Rules and Behaviour Guidelines for Inbound Students.</i>
Volunteer Selection & Screening	<i>CP6: involvement of Adults in Youth Exchange</i> <i>IB2 -Counsellor Selection</i> <i>IB3- Host Family Selection</i> <i>IB4 -Potential Host Families Form'</i> <i>CP5 Screening Adult for Youth Exchange</i> <i>IB8 –Dealing with the DBS Application Form.</i>
Volunteer Training	<i>L6, S6, C(I)6: 'The Role of the Counsellor</i> <i>L7, S7, C(I)7: Counsellor Training</i> <i>L8, S8, C(I)8: The Role of the Host Family</i> <i>L19, S9, C(I)9: Host Family Training</i>
Early Returns	<i>OB8 & OB8A: The Post Exchange Student Survey</i>

