

### The DYEO's Role

Certification requires that districts shall have protocols in place for the eventuality of any incident arising in connection with Youth Exchange. DYEOs need to acquaint themselves with the arrangements which have been put in place at district level so that they understand their probably rather minor role in the proceedings.

However, incidents and concerns come in all sizes and it will fall to the DYEO to deal with smaller incidents as they arise, having first taken advice from the District Governor if in doubt as to the level at which the matter needs to be handled.

The DYEO will at some point be required to report back, as appropriate and applicable, to RI and RIBI, on the following forms:

*CP10A: RI Youth Exchange Incident Report Form* ([download here](#))

*CP10B: RIBI Abuse Suspicion/ Allegation Form E* ([download here](#))

### Reporting to the DYEO

Internal recording of any concern raised either by an adult or by a student is to be done on the following forms:

*CP10D 'Record of Concern'*, is a form which may be used by Host families, the Counsellor, the Club YEO or adults involved in Camps & Tours, to highlight and record any problems which arise with the student. It is available to Hosts and Counsellors in their Preparation Pack and be made available to any other relevant person by the DYEO, to be returned to him/her on completion, for the matter to be followed up. ([download here](#)).

*CP10E: Student Incident Report'*, is for students to report any incident or concern which has arisen internally or externally. This is made available to students in their Welcome Pack, also to be returned to the DYEO on completion. The form may also be [downloaded here](#).

The DYEO then completes the **ACTION TAKEN BY THE DYEO** section at the end of each of these reports.

These forms will be stored in the student's Record Folder, and the incident will be entered into the DYEA Incident Book.

### Crisis Management

RI requires that districts be prepared to be able to handle the media in the event of any major incident connected with Rotary, with a planned delineation of roles and a clear direction in terms of presenting the facts.

*CP10C: RIBI Media Crisis Management Procedure* deals comprehensively with how the whole process should be handed.