

All exchange students are selected in exactly the same way across the world and complete a broadly similar application form. As soon as possible after a student is accepted for an exchange by a host overseas district, the relevant DYEO completes and remits the student's Guarantee Form to the sponsor DYEO, giving the name and contact details of the (first) Host family and the Counsellor.

The Inbound Youth Exchange student 'belongs' to his/her Host Club them and so the Counsellor takes the lead in assisting the student with the arrangements to come here and settle down.

However, Youth Exchange is a district project and as such the DYEO is accountable to the District Governor for all the students on Exchange.

It is the DYEO's obligation to provide Orientation for the student, and to ensure that the student enters the country without any difficulty.

See [L3/ S3/ C\(O\)3: 'The Role of the District YE Team for.....'](#) for each of the individual Exchange programmes .

Letter for Visa Purposes

If the student is coming into the country from a non-EEC country it may be necessary very early on to provide a letter which enables him/her to apply for a visa. Examples of the content of such a letter are at [IB1A: Letters for Visas](#).

Letter of Introduction/Welcome

Immigration officials may randomly detain under age students travelling alone at our airports so it is good practice to provide students with a letter of welcome which indicates briefly why they are coming here, who is going to be responsible for them and most important who is there on there on the ground to meet them, with contact details for airport officials.

The letter should be on official letter-headed paper with a signature (not an email). It can be scanned in and sent on email to the student.. It instructs the student to carry it with his/her passport into the country in case there should be a problem at Immigration or with being met.

(See [PM2 – 'Merchandising & Corporate Identity'](#) for an adaptable '[Letterhead](#)' for use by DYEOs)

An example is can be seen at [IB1B: Letter of Introduction for Inbound at Port of Entry](#).

This letter was actually aimed at Camps & tours students but can be adapted as necessary.

It has also been found to be extremely useful for older students entering the country. There have been cases recently at Heathrow Airport where such a letter has been well used:

A student was detained by Immigration as 'looking too young' to travel alone. She was actually 18 years old.

One student 'looked nothing like her photograph'.....!

An LTEP student ignored the Rotary roundel as she came out of Customs, was not recognized by the person meeting her despite holding a photograph and was rescued by a airport volunteer and restored to Rotary.

Minors travelling in the charge of the Airline

Most of our students travel by themselves in and out of the country but a few will arrive under a protection scheme by an airline. There will be time spent on the bureaucracy of releasing this student into the hands of the assigned Rotarian as well as a need for that person to have at least photo ID. It is important that whoever is arranging to deal with Arrivals should know well in advance if this is going to happen in order to allow for enough assistance on the ground with supervising and meeting other students at the same time.

Orientation of the Inbound Student

All students experience Outbound Orientation in their home country but valuable though this may be inevitably the information given then cannot be specific to the situations in which the students will find themselves. Every Rotary district or Multidistrict has its own code of behaviour over and above the rules imposed by Rotary International and there will be practical and cultural advice which only local people can give. It is expected therefore for the host district to prepare the students for what they are coming to and then give more detail when they arrive.

Inbound Orientation is in two parts, with supporting materials available in convenient packs of documents.

(a) Orientation before the student arrives:

L10A / S10A / C(I)10A: 'The Preparation Pack for Inbound.....Students' is ready for the DYEO to begin the Orientation process before the student leaves home. The Preparation Pack provides advice as well as important permission documents which require to be signed and returned by parents. The packs are downloadable and may be customised.

(b) Orientation when the student has arrived:

L10B / S10B / C(I)10B: 'The Welcome Pack for Inbound.....Students' contains much of the information which Certification requires to be given to inbound students on specific programmes, including local information about Rotary. DYEOs will need to supply information for this pack before it goes out to the student. The packs are downloadable so that they may be personalised and customised.

The contents of each pack are programme specific and details are given in

L10 / S10 / C(I)10: Orientation of the InboundStudent.

The packs themselves are downloadable from there. They are also distributed to the Counsellor and to the Host Parents of the student in order that both parties are aware of what is being communicated to the student.

By the nature of Youth Exchange in RIBI the Welcome phase of Inbound Orientation will generally be done on a 1:1 or a 1: few basis. The exception to this is in the case of an Inbound Camp where a Welcome/Orientation Session should be timetabled into the programme at the earliest opportunity and may be combined with team building activities.

The host club or district provides an orientation program for inbound students. The orientation includes guidance for students should they encounter any aspects of neglect, physical, sexual or emotional abuse and contact information for local resources and their appointed counselors.

Because local laws and customs in one country may differ greatly from those in others, orientation for students includes information on local laws and customs, which may apply to young people.

How is a Counsellor Selected?

Normally this would fall to the Club. It may be that for a Club with a well established Youth Exchange programme the same man or woman, as required, will take on the role many times over. Anyone coming in to take on a role for the first time in Youth Exchange is required to have an interview, and sign a written Agreement.

Preparing for the interview

Interviewers need to read the documents which follow below:

IB2A: Criteria for Selecting a Counsellor – All Programmes

and

CP6: Involvement of Adults in Youth Exchange – (see below) - which explains the Agreement.

PLUS download one of the following according to the programme required:

IB2C: The Counsellor Selection Pack for Inbound C&T ([download here](#))

IB2L: The Counsellor Selection Pack for LTEP ([download here](#))

IB2S: The Counsellor Selection Pack for STEP ([download here](#))

Each Pack contains:

- *CP6A: Agreement for Working in Youth Exchange****
- *IF4A: Insurance for Youth Exchange – Information for Volunteers.*
- *S6 / L6 / C(I)6: The Role of the Counsellor for STEP /LTEP /Inbound C&T.....(whichever programme is required).*

The Interview

Having in their own minds established suitability, interviewers then need to take applicants briefly through the requirements of the Agreement – and the contents of the relevant *The Counsellor Selection Pack*. (See above.)

In particular it is important to mention the need for DBS screening as it gives the applicants the opportunity to discuss what if any such screening certification they already hold.

DO NOT PRINT OFF ANY DOCUMENTS - keep them electronic

The CYEO emails 'suitable' applicants the relevant version of the Pack for completion online, Documents marked *** need to be returned to the DYEO who then takes up the references using *CP6B: Request for a Reference for Working in Youth Exchange*. ([download here](#))

Scanned documents with signatures are acceptable.

Appointments are confirmed by the Club following completed documentation and satisfactory references.

Completed documents are retained by the DYEO for electronic storage in *R2A: (Name of Counsellor), Counsellor Records Folder*, (See *R1: Record Keeping and Retention*).

Who needs a Counsellor?

All inbound students are assigned a Counsellor – STEP, LTEP and Inbound Camps & Tours.

What are we looking for?

The Counsellor has the most crucial role in the Rotary Youth Exchange programme.

The wrong choice can be detrimental to the success of an exchange not only for the student but also the host club. It is imperative that the person selected is one who is genuinely interested in young people and appreciates the value of the Youth Exchange Programme. S/he should be able to relate easily to young people so that s/he can gain their confidence and respect and so be in a position to assist and advise them. S/he should fully understand her/his responsibilities and have the time to attend to them. The Counsellor should not be one of the host parents, the student's high school Principal, or the host club President.

A person who has worked or is working with young people in schools or local authority youth service or, someone who has a long and successful track record working with young people in the voluntary sector, or someone who has without problem previously hosted and/or counselled Rotary Youth Exchange students or Ambassadorial scholars is an ideal candidate for the role. It may be that none of these options is available and if so two Counsellors should be appointed, one male and one female or, only if the student is female, two females. It is preferable, but not imperative, that these Counsellors should not be husband and wife or long term partners.

The Right Counsellor for the Programme

Inbound Camps

It is permissible for one person – or maybe one male and one female – is sufficient to act as Counsellor for the limited period of a Camp, beginning with the run up to the event. Given that the dates of a Camp are known well in advance it should be possible to appoint a Counsellor who will be available at the required time. Contact with the student is minimal unless something goes wrong.

STEP

Appointing a STEP Counsellor must wait until a successful placement has been made and the families have fixed the dates of the exchange, so as to ensure their availability before and during the time that the inbound student is in the District. The club will need to have DBS screening in mind so that the exchange is not put in jeopardy by insufficient time to complete this vital process.

LTEP

The role of Counsellor for LTEP is a considerable commitment and can be extremely rewarding and life long. Having monthly contact of a routine kind and other less formal contact can build a bond almost as strong as that with a host family: it is quite normal for a student to stay over at the Counsellor's home and for this reason both Counsellor and partner need DBS Certificates.

A Counsellor is involved formally in an exchange from the time that a student is accepted into the district until that student has returned home, a period of possibly up to eighteen months.



CP6. Involvement of Adults in Youth Exchange



Youth Exchange activity attracts a range of support from adults, both Rotarian and non-Rotarian. The involvement could be background administration or event organisation where the adult has little or no direct contact with students. However, there are significant roles such as Host Parent and Counsellor and some committee roles such as DYEO where the nature of their contact with students is such that they are required by law to undergo screening by the Disclosure & Barring Service. It is these roles with which this document is mainly concerned.

Interviews, Screening and References

All who wish to play any part in Youth Exchange activity should be interviewed to have explained the demands of the role for which they are volunteering and to establish their suitability for the task. Also in such cases the person would be asked to provide the details of three referees (not family members and no more than one Rotarian) who would be asked about the individual's suitability to work with Youth Exchange students. It is sufficient for this to happen at the outset of an individual's involvement with the programme, not on each occasion that his or her role changes within it.

They then complete and sign the form *CP6A: Agreement for Working in Youth Exchange* and the DYEO then sends out *CP6B: Request for a Reference for Working in Youth Exchange* to each of the named referees.

These documents may be downloaded for operational use from *IB2: Counsellor Selection: all programmes* and *IB3: Host Family Selection: all programmes*.

Where screening is required by law acceptance of the person is conditional upon him/her obtaining an Enhanced DBS Certificate (or producing evidence of holding a current and relevant Certificate already).

Insurance

All adults engaged in Youth Exchange activities are covered by the RIBI Insurance Policy. Full details of this coverage and the terms and conditions attached are to be found in *IF4. Insurance for Youth Exchange – Information for DYEOs*.

Rotary International Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarian spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional harm.

Adopted by the Rotary International Board of Directors, November 2006

A

Youth Exchange Officers are always in search of host families for programmes such as LTEP and inbound C&T. Anyone who can help with this task may be given a copy of *IB4: Potential Host Family Form for LTEP* (which may be adapted for C&T), [downloadable here](#).

All applicants taking on the role of Host Family for the first time in Youth Exchange are required to have an interview. This enables the interviewer to assess their suitability and if found to be the case the applicants are asked to sign a written agreement.

Normally it falls to the Club to interview and select a Host Family. This takes place at home and is done by at least two Rotarians from the Club/District.

Preparing for the interview

Interviewers need to read the documents which follow below:

IB3A: Criteria for Selecting a Host Family - All Programmes,
and

CP6: Involvement of Adults in Youth Exchange – which explains the Agreement.

PLUS download one of the following according to the programme require:

IB3(S): The Host Family Selection Pack for STEP ([download here](#))

IB3(L): The Host Family Selection Pack for LTEP ([download here](#))

IB3(C): The Host Family Selection Pack for Inbound C&T ([download here](#))

Each Pack contains :

- *CP6A: Agreement for Working in Youth Exchange****
- *IF4A: Insurance for Youth Exchange – Information for Volunteers*.
- *IB5: Host Family Registration Form****
- *S8/ L8/ ,C(I)8: The Role of the Host Family for STEP/LTEP/Inbound C&T.....(whichever programme is required).*

The Interview

Having in their own minds established suitability, interviewers then need to take applicants briefly through the requirements of the Agreement – and the contents of *The Host Family Selection Pack*. In particular it is important to mention the need for DBS screening as it gives the applicants the opportunity to discuss what if any such screening certification they already hold.

DO NOT PRINT OFF ANY DOCUMENTS - keep them electronic

The CYEO emails 'suitable' applicants the relevant version of the Pack for completion online, Documents marked *** need to be returned to the DYEO who then takes up the references using *CP6B: Request for a Reference for Working in Youth Exchange*. ([download here](#))

Scanned documents with signatures are acceptable.

Appointments are confirmed by the Club following completed documentation and satisfactory references.

Completed documents are retained by the DYEO for electronic storage in *R2B: (Name of Host Parents), Host Family Records Folder*, (See *R1: Record Keeping and Retention*).



IB3A. Criteria for Selecting a Host Family - All Programmes.



Who needs Host Families?

Host families are needed for LTEP, STEP and possibly for Inbound Camps & Tours but not for Outbound Camps & Tours.

LTE students should have two or preferably three host families during their exchange.

The Criteria for Selecting Host Families

There are two aspects to consider – the home itself and the disposition and personality of the applicants. Of these the most significant is the home. If the accommodation does not allow sufficient space or privacy for the student or the condition is such that the interviewer would not wish to live there, then all that follows here becomes irrelevant.

The Most Effective Host Families are:

caring and respectful with each other

curious about different activities and places outside the home and interested in a variety of topics.

flexible (able to adapt to having someone new in the home).

good humoured and able to put a problem or situation into perspective.

patient and willing to work through common misunderstandings.

They may have:

similar interests, hobbies, sporting and cultural activities,

siblings of a similar age,

compatible personalities and values.

Who could be Host Families?

In **STEP Family to Family** the home hosting is done by the parents of the students paired in the exchange. It is important to consider the parents to be as much a part of the interview process as the student and the potential living conditions into which the inbound student would be placed. All three must 'pass' the test.

The parents of potential STEP students need to be interviewed for hosting on the same occasion as the student interview, if possible, as a decision to go ahead will only be possible if both student and parents are suitable. Be aware, however, that the 'parents' who are at an interview for the benefit of the student may not be family who would be hosting the inbound student – maybe a step parent is involved. It might not be possible in these circumstances to conduct both interviews at the same time.

It is not a foregone conclusion that parents of potential outbound STEP students are suitable to host. Additionally the house will be under scrutiny and you should ask to see where an inbound student would sleep.

If you would not be happy for your child or grandchild to be hosted by the family or you have any doubts, whether it be welfare, safety or other concerns, the student's application must be turned down.

See also *OB3: Student Selection – All Programmes*

For LTEP it is very common for the family of an Outbound student to host the reciprocal Inbound student for part of the time but there is absolutely no obligation upon anyone that this should happen. However, they can be asked to find families from within their community and may be given *IB4. Potential Host Families Form for LTEP* so that they can collect and submit the contact details of anyone they think is suitable. There is further discussion on interviewing potential LTEP Host Parents.

Hosting for Inbound C&T is rather more random but it is most likely to be done by Rotary families connected with the Club(s) running the Camp. Additionally it is always worth asking the parents of local students who have been on a Camp themselves. They are often willing to give back for the great experience that their son or daughter has had. Unlike the other programmes C&T students are often hosted in pairs.

Hosts do not need to be Rotary families but Rotarians may become interested after a YE student visits the club or if an appeal is made at a Partner's meeting.

Rotarians may be able to recommend a suitably qualified non-Rotary family.

They could be families within the Family of Rotary – parents of Interact, Rotaract etc.

Families of potential Youth Exchange students might be willing to host.

ROTEX might have contacts who could be good hosts, maybe even their own parents.

Older ROTEX might be in the position to be host parents.

There is no bar on single parent families or single hosts but it would generally be advisable for the parent to be the same gender as the student.

Interview Questions for Potential LTEP Host Families

The LTEP Host Family has a significant influence over the success of an exchange. Normally over a year the student will stay with up to three different families so that they gain a variety of experiences within the culture of the country in which they are living. It is important to arrive at a high level of compatibility between the student and the hosts so it is important to get to know them. Most families who host have some connection with Rotary or the programme. Their son or daughter may be on exchange and are providing the empty bed, or else the family are grateful to Rotary for an experience that one of their youngsters has had previously. Even so, it is necessary for them to be interviewed and assessed in their own right and in respect to a new student

The following questions could form the basis of an interview with potential host families:

-Why is the family interested in hosting an exchange family?

-What experience (eg travel abroad, professional experience, knowledge of foreign languages) do

the family members have with different cultures?

-How would the family incorporate an exchange student into their daily life? What chores would be assigned to the student? What additional activities would the family plan to help a young person from abroad get to know their host country and community better?

-How would the host parents handle difficult situations with a student? Would they provide appropriate supervision and take on parental responsibility to ensure the student's well-being?

How would they handle language and communication challenges, discipline and emotional issues, and culture shock?

-Is the family committed to attending Orientation and training for host families?

-What is the general condition of the home (clean, adequate heat and light, etc.)? Would you want your child or grandchild living in this home? Does the family have the necessary resources to host a student (space, time, good health)?

-What are the planned sleeping arrangements for the student? (The student must have his or her own bed. If the student must share a room, it must be with a child of the same gender, preferably of similar age).

-How will the student get to school and activities?

Youth Exchange activity attracts a range of support from adults, both Rotarian and non-Rotarian. The involvement could be background administration or event organisation where the adult has little or no direct contact with students. However, there are significant roles such as Host Parent and Counsellor and some committee roles such as DYEO where the nature of their contact with students is such that they are required by law to undergo screening by the Disclosure & Barring Service. It is these roles with which this document is mainly concerned.

Interviews, Screening and References

All who wish to play any part in Youth Exchange activity should be interviewed to have explained the demands of the role for which they are volunteering and to establish their suitability for the task. Also in such cases the person would be asked to provide the details of three referees (not family members and no more than one Rotarian) who would be asked about the individual's suitability to work with Youth Exchange students. It is sufficient for this to happen at the outset of an individual's involvement with the programme, not on each occasion that his or her role changes within it.

They then complete and sign the form *CP6A: Agreement for Working in Youth Exchange* and the DYEO then sends out *CP6B: Request for a Reference for Working in Youth Exchange* to each of the named referees.

These documents may be downloaded for operational use from *IB2: Counsellor Selection: all programmes* and *IB3: Host Family Selection: all programmes*.

Where screening is required by law acceptance of the person is conditional upon him/her obtaining an Enhanced DBS Certificate (or producing evidence of holding a current and relevant Certificate already).

Insurance

All adults engaged in Youth Exchange activities are covered by the RIBI Insurance Policy. Full details of this coverage and the terms and conditions attached are to be found in *IF4. Insurance for Youth Exchange – Information for DYEOs*.

Rotary International Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarian spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional harm.

Adopted by the Rotary International Board of Directors, November 2006

All adults who volunteer their services for Youth Exchange are required to submit to training and the DYEO is responsible for delivering it. Exactly how this is done depends upon a number of factors, the numbers of exchanges involved and the geography of the district being two significant factors. It may be convenient to run a session for Host Families and Counsellors on the same day as Student Orientation. This is particularly useful for STEP Host Families as they will already need to be there for part of the day with their son or daughter.

As the documentation contains includes personal data it is good practice for the DYEO to use Drop box folders to share information, thereby giving access without duplicating it unnecessarily. It is under the control of the DYEO and is there for reference on a need to know basis.

The Preparation Packs for Host Families and Counsellors

Training materials for Host Families and Counsellors consist of information which not only addresses their own special role for a specific programme but also seeks to give a background of Youth Exchange and in particular to enable an understanding of what is required of the students with whom they will have contact.

Some of the material repeats that which is sent out to the Inbound students by the DYEO as part of their Orientation. This is to ensure that the Host Families and Counsellors know exactly what the students are being told. The material sent to the students makes it clear to them how they are expected to behave, as well as giving them practical advice about the exchange, information about the district and tips about coping with some of the many challenges which could confront them on exchange.

Information varies according to the Exchange programme and for convenience the materials for the Host and the Counsellor are available in downloadable packs:

L9A /S9A / C(I)9A: The Host Family Preparation Pack

and

L7A / S7A / C(I)7A: The Counsellor Preparation Pack (L7A, S7A, C(I)7A)

More information for the DYEO about these packs is at L9, S9,C(I)9, and L7,S7,C(I)7, including the list of contents as well as an indication of any customising that needs to be done by the DYEO.

The packs need to be made available to the relevant people as soon as appointments are made so that any tasks that the roles demand may be carried out.

The Inbound Student Records Folder

This Folder accumulates documents in electronic form about and relevant to a specific Inbound student. It is made available on Dropbox by the DYEO and shared with the CYEO, the Counsellor and to each Host Family in turn on a need to know basis.

Details as to the contents are in *R4: Records Folder for the Inbound Student*,

R4A: The inbound Student Folder may be downloaded, named and will gather the required student information. The DYEO needs to work with the Counsellor to ensure that all signed documents are retrieved from the student and put into the folder. Any new relevant material is added as the Exchange progresses. Nothing may be removed by anyone other than the DYEO. At the end of the Exchange the Folder is removed to the district's Record Retention system.

The DYEO should ensure that all the volunteers and students understand the need to communicate their concerns as quickly as possible, and to whom, so that they do not escalate. The attention of volunteers should be directed to *CP10D: Record Of Concern – a Form for Host Families, Counsellors and CYEOs* and *CP10E: Student Incident Report* which may be downloaded from as needed so that the DYEO is aware of problems of any nature as soon as possible.

This is an overview of Rotary Youth Exchange supported in the Manual by a series of Guidance Sheets relevant to the involvement of the Counsellor or the Host Family but also for general information.

Much of what follows applies to all programmes unless otherwise stated.

Rotary Youth Exchange has two Short Term programmes (STEP) and the Long Term programme (LTEP).

Overall around the Rotary world about 8000 exchanges take place each year (most of these are LTEP).

Every outbound student who participates must be interviewed and accepted ('sponsored') by a Rotary club in order to go on the programme, whatever that might be. Sponsorship in this context does not carry the implication of a large financial outlay on the part of the club.

It follows that internationally well in excess of 4000 Rotary clubs are participating in Rotary Youth Exchange through one programme or another. Without this participation by clubs no exchanges can take place at all and the life changing experiences which so many now have would not be available.

The Long Term Programme (LTEP)

The LTEP is the 'flagship' programme in Youth Exchange. Many students exchange around the world on this truly life changing programme but unfortunately very small numbers of students in UK & Ireland put themselves forward.

Students spend a school year abroad. They attend the local school and live with two to three different host families. Our UK students generally go out after GCSE (aged 16+) although the official age range is 15 – 18½.

At present UK visa regulations prevent students from countries outside the European Union entering UK to study at state schools for longer than six months. However, students from non EEC countries who are holders of an EEC passport by virtue of their family connections can enter. This means that with enough time to plan for it we can accept students from many parts of the world for long term exchange. Undoubtedly if a club supports an outbound applicant for LTEP it can expect to be hosting an inbound either in the same year or a year later.

Short Term Programmes

These are:

Family to Family (STEP) - for 15 - 18 year olds:

The Exchange involves a paired arrangement where both students spend an equal amount of time - usually around 3 weeks each - in each other's home together in turn. The Exchange may be split across two school holiday periods but typically takes place over one summer with the students travelling together on the same flight from one home to the other. Usually students choose to exchange into a country in the northern hemisphere because of the similarity of the school calendar.

International Rotary Camps & Tours (C&T) – for groups within the age range 15 - 25 year olds

About a hundred themed Camps take place across Europe and beyond each summer. The relatively few Camps which are organised across Great Britain & Ireland require Counsellors for the inbound students. Accommodation varies – host families may be needed depending on the theme and location.

The Website

Details of all programmes can be found on the RIBI website youthexchange.org.uk, together with opportunities for students to register their interest. Most applicants appear through this website, some of their own volition, some through personal contact but maybe purely randomly, to a local club or through the District website. The application filters down to the District Youth Exchange Officer who then contacts a club in the vicinity of the applicant's home.

Otherwise, applicants arise from presentations made by District and Clubs in the local schools /colleges/ youth groups etc. This includes Interact and Rotaract clubs

The Youth Exchange Cycle

Significantly, the admin for a Youth Exchange placement takes place in the Rotary year before the student goes abroad. This means that that undertaking by the Club is made with the signatures of the CURRENT officers, not of those who will be in place when the exchange actually happens.

In general the pattern is

July - December:	School/college/youth group visits. Potential exchanges identified
December - March:	Camps & Tours Invitations arrive with the RIBI Camps Coordinator and students bid for places.
December – March:	STEP students' placements are arranged.
End of March/April:	Orientation Day for Outbound Students
End June – end August:	Most STEP/ Camps take place between these times
Mid - end of September:	Feedback Day for returning outbound students.

Rotary Youth Exchange In Great Britain & Ireland (RIBI)

Youth Exchange students 'belong' to a Rotary Club regardless of who else assists the Club with the process. The person responsible for the Exchange in the club is the Club Youth Exchange Office (CYEO). This person may also be the Youth Service Chair, in charge of all the activities to do with Youth.

Support for the clubs comes from:

At RIBI level - Specialists/ Coordinators for LTEP, STEP, and Outbound CT

At District level - District Youth Exchange Officer (DYEO), possibly with team.

Home Visits/Interviews/Applications

All outbound applicants must to be interviewed at home with their parents by a 'panel' of two Rotarians. The panel reports back to the club and if the student is accepted the application process begins..

For all exchanges except Camps the Host district ,which receives our outbound student, will send an inbound student in return.

The club needs to appoint a Counsellor for the inbound student of any age. How this person is selected and the role and function are set out in the Guidance Sheet for each programme.

Certification For Youth Exchange

Every district which participates in Youth Exchange must satisfy Rotary International every year that it has policies in place for Child Protection and General Liability Insurance. The Conditions of Certification lay down rules for the manner of preparing students for exchanges for their ongoing care.

Disclosure & Barring Service Checks For Youth Exchange

One of the conditions of Certification is that for all inbound students any adult care giver in the household of the host family or the Counsellor's household (LTEP only) will need a current Enhanced DBS Certificate for Youth Exchange Hosting & Supervision/ Counselling & Supervision.

Note - For a student going out on a Camp & Tour there is no reciprocal inbound student so there is no DBS requirement and no need for a Counsellor.

Before And After The Exchange

Orientation is an important process which is required by Certification for all exchange students. It prepares them for going away, for arriving on exchange, for leaving at the end(in the case of long exchanges) and when the students return.

The DYEO organises Orientation Day for all outbound exchange students to prepare them for going abroad in as wide an interpretation of the word as is possible.

In UK this can be a full day event usually takes place on a Saturday or Sunday before or after Easter. It is compulsory for students to attend for the whole event and their parents must attend their session (this is one of the conditions which they sign to agree to do).

The District Youth Exchange team is responsible for delivering it, with the help of ROTEX, the former exchange students. CYEOs and other members of clubs involved are always invited to attend and the students are appreciative when they know that the cub is supporting them there.

Clubs are also welcomed at the Feedback meeting, held in September which is when the returning students give presentations of their exchanges to each other and file their official reports to District. Returning Long Term students and their parent also attend Orientation meetings, delivered by The District YE team.

Club involvement during the year of having an Inbound Long Term student.

The LTEP student is more often than not created an Honorary member for the Club for that Rotary year. The student attends meetings frequently and on a regular basis, including Business meetings, and take part in club projects (could even initiate one). S/he belongs to the whole club, not just to the CYEO who is in over all control, and between them the members ensure that the student gets to achieve what is on his/her wish list.

Financial Matters

All Students on all programmes pay for their return fares, insurance and visa and inoculations where necessary. They also pay a non-returnable Administration fee (set at £25 in 2016) as soon as they are placed. Many Rotary camps now have a fee, which is also entirely met by the student. There is nothing to prevent clubs form assisting with any of this in a very deserving case but this is not usual or expected.

Hosting Students On Youth Exchange

Host families are needed for INBOUND students on the following programmes:

Long Term Exchange (student needs two or three host families)

Inbound Camps & Tours (students may be hosted singly or in pairs)

- as well as for STEP where the parents of the Outbound student are the host family for the 'paired' Inbound student.

From a cultural point of view it is desirable for a LTEP student to experience different households.

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.

For a newly arrived student and a host family the most important task is to establish house rules and the expectations which each has of the other.

Interactive First Night Questions is a document accessible through a link from www.yeoresources.org. It is a set of questions written out twice, in parallel, each of which can be set up in one of twenty five languages including English, so for example a Korean student and a Portuguese speaking host could be reading the same questions in their own language.

The questions are fairly exhaustive and not all of them apply to every programme – and of course others may be added. Well briefed students will expect this to happen and will have a lot of questions of their own. The main thing is to raise the subject and other questions will follow.

This is the time to say it how it is and it will be accepted as such, and if necessary can be referred to later if there are difficulties. Those who ignore this process do so at their peril because minor irritations build up. Mentioning them as they arise will be seen as criticism which can damage the relationship between student and host.