

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.

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