

District 9685



Club Counsellor Guidelines (Inbound & Outbound)

Club Counsellor Guidelines (Inbound & Outbound)

Introduction

Congratulations on taking on the role of the Club Counsellor for your exchange Student. We hope that you find the experience to be both enjoyable and worthwhile.

Rotary's Youth Exchange Program is a tremendous opportunity for secondary school aged students to travel abroad to further their education in an entirely different environment to their own. Rotary hopes that the impact of this experience will stimulate those in the program to become better citizens and prepare them to take on a leading role in their communities. This in turn may allow them to play a significant part in the shaping of tomorrow's world.

These guidelines have been designed to offer guidance to Club Counsellors and to assist you in carrying out your role as a counsellor for an Inbound or Outbound student.

Please remember that the District Committee is always available to provide support and information to students, Club Counsellors, Rotary Clubs and Host Families.

The Role of the District Youth Exchange Committee

Rotary Youth Exchange is, more specifically, an exchange of students between two Rotary Districts in different countries. Conduct and administration of the exchange program is the responsibility of each participating Rotary District. All Rotary districts that participate agree to comply with Rotary International's guidelines but retain autonomy in how they conduct of the program.

In 9685 the District Committee is responsible for the selection and training of all Inbound and Outbound students. This is done through extensive interviews and various training days and weekends throughout the year. The Committee also organises an activity calendar for our Inbound students, which includes an annual safari tour, through Central and Northern Australia.

As part of the District committee's role, the committee also provides each inbound and outbound student with a District Coordinator. The role of the District Coordinator is to provide support to the exchange student, the club counsellor, host families and Rotary clubs.

A current list of District Committee contact information can be downloaded from www.rotaryyouthexchange.net.au/downloads.

Club Counsellor



Inbound Students

Club Counsellor Guidelines (Inbound & Outbound)

The Role of the Host Club

The Rotary club provides a level of support to the host family, the student, Counsellor and the exchange program.

- The Rotary club will select a member of the club to be the inbound student's club counsellor for the duration of the exchange. The club counsellor serves primarily as an advisor and advocate for the student and should also be in contact with the host family on a regular basis.
- The exchange student should attend the weekly Rotary meeting and be involved in all the host club's Rotary events.
- The student belongs to the club and hopefully all Rotarians will share the responsibility of assisting with travel arrangements for the student to attend such functions.
- The host club is also responsible for providing the exchange student their monthly allowance. The current recommended minimum amount in Australia is \$120.

The Role of the Club Counsellor

The role of a Club Counsellor for an inbound student is a very important role in the success of the exchange program. The Club Counsellor assists the student to settle in, feel at home, participate in the life of the club, and is also the representative for the welfare of the student.

Being a counsellor to an inbound student is a personal task, which each counsellor will handle in their own individual manner. There are important things to remember

- It is important to establish a good rapport as quickly as possible. The Counsellor is effectively the student's guardian, friend and confidante.
- The student should feel comfortable discussing **any** matter with the Counsellor particularly in times of need and stress. They are the student's support person, even if they are wrong – remember they are a child alone in a strange country with no family support
- It is suggested that the counsellor can host the student for the first few days in their home, before they go to their first host family. This helps to establish the bond that is essential between Counsellor and student.

The Role of the Host family

The role of the host family is to provide a safe, secure and caring environment for the student. This is achieved by the host family welcoming the student into their family, by treating the student as they would their own son or daughter, not as a guest. This includes exercising all parental responsibilities and authorities they would for their own children.

Further information is provided in the Host Family Information Booklet.

The Role of the Inbound Exchange Student

Above all else, we expect the inbound students to be involved: involved in their new family, their new school, their community and in Rotary. To do this successfully, most exchange students must do two things:

1. Learn to communicate in English
2. Learn to adapt.

Your job as a counsellor is to ensure that the student participates and assist them in adapting. Remember their culture is likely different and learning to “fit in” and get comfortable in Australia can be a challenge.

Learning English:

Most students will arrive with some understanding of the English language after studying English for several years in school in their home country. Although, students do have challenges understanding the way Australians speak and our slang. Some strategies in assisting the student with language are:

- The student must practise engaging in real conversation to develop their proficiency.
- Some host families will label objects around the house, which can be a fun activity
- You can help by asking questions that require more than “yes” and “no” answers.
- Most students will have a language dictionary to assist in translating words or expressions.
- Think of other words or phrases to use and try to minimise slang so the student understands

Club Counsellor Guidelines (Inbound & Outbound)

Exchange students often pretend to understand because they believe they are expected to or are too embarrassed that they don't understand. Please reassure them that it is OK not to understand everything and to advise people when they do not understand.

Learning to adapt:

Learning to adapt means, for most students, being willing to try new things, do things differently and accept our culture as "Nothing is better or worse, it's just different". As a counsellor remember not to criticise the student's country and culture but also not to let the student criticise ours.

The host family will also need to adapt and sometimes after the initial excitement wears off hosted students can be irritating to their host siblings and host siblings can be irritating to the host students. Help the host parent's deal with a situation, such as this, with mutual care, sensitivity and guidance to all concerned.

The Club Counsellor's Role Defined

The essential duties of the Counsellor can be broken into the following sub headings:

- Before the student arrives
- When the student arrives
- During the exchange
- As the exchange concludes

Before the Student Arrives

- Acquaint yourself with the rules and guidelines of the program so that you are able to discuss them with the student and provide the proper guidance.
- Acquaint yourself with the District 9685 Youth Exchange website www.rotaryyouthexchange.net.au where you can find helpful information.
- Contact the student and their parents as soon as you have the student's details. You can then send them some information about the Host Club, Host Families, School and information about the Local Area.
- Assist in interviewing, selecting and orientating the host families. You will be the contact for the host families, so it is important for you to get to know the families, especially if they are non-Rotarian families.

Club Counsellor Guidelines (Inbound & Outbound)

- Arrange an opportunity for the host families to meet and discuss the arrangements for the student.
- Encourage the first host family, and other host families, to contact the student before their arrival
- Keep club members up to date with the preparations being made for the student
- Be aware of the student's arrival date, time and flight number and be one of the welcoming party at the airport when the student arrives in Australia.

When the Student Arrives

- Ensure that the student phones their parents as soon as possible after arriving to advise that they have arrived safely.
- Discuss and outline the rules and guidelines for the exchange and what is expected of the student during the year. This is best to be done early, so the student is aware of the boundaries.
- Open two bank accounts for the student.
 - One of those must be an emergency fund account of \$500. This account is to require the signatures of the student and the counsellor for withdrawals. Make sure that the student understands the purpose and operation of the emergency fund.
 - The second account is a personal account for the student to operate.
- Organise a mobile phone for the student. Some students will bring their own phone or a club member may have a phone for the student to borrow. Organise a phone number for them and pre-paid card. The cost of the phone and pre-paid card should be paid by the student.
- Have photocopies made of the passport and tickets for the student. The originals should then be placed in a safe place. Please ensure that you tell the student where you have placed the documents.
- Go with the student to enrol them in school. You should also assist in arranging the school uniform, school books and bus/train passes.

Club Counsellor Guidelines (Inbound & Outbound)

- Ensure the school principal has signed the AASES form and that you return it to the District Coordinator within two weeks of starting school.
- Check that arrangements are in place for the payment of the student's monthly allowance.
- Introduce the student to club members. You may like to arrange a welcoming get together for the student after they arrive.
- Accompany your student to the District Inbound Orientation. This is held in August each year and will provide yourself and the student with further information about the program.

During the exchange

- Diarise important dates such as the student's birthday and national day and ensure that the club acknowledges them.
- Keep in regular contact with the student, at least monthly contact but preferably weekly. The counsellor should be available to the student at all times to answer questions or concerns.
- Keep in regular contact with the host families and school to see how the student is going.
- Maintain contact with the student's District Coordinator. If you ever have any enquiries or concerns, please contact the student's District Coordinator.
- Help the student adapt to the culture and language.
- Ensure that the student is completing reports to host/sponsor districts as required and meeting any other obligations placed upon them as part of the exchange.
- Encourage the student to give reports of their exchange at club meetings. Some clubs ask the student to speak weekly/monthly and give members an update of what they have been doing.
- Assist student to prepare for their major presentations to their Club. Make sure that electronic equipment is available and compatible.

Club Counsellor Guidelines (Inbound & Outbound)

- Serve as an advocate for the student in any matters.
- Encourage members of the host club to communicate and engage regularly with the student. Some clubs organise dinner rosters so that the student can meet other club members.
- Help the student make the transition from one host family to the next.
- Send, from time to time, a note to the student's natural parents providing updates on the students. These should remain on a positive note, so as not to distress the parents.
- Approve student travel requests as outlined in District 9685 Student Travel Policy.
- When issues arise, involving discussions with the student ensure that notes are taken of the meeting. You should also report all issues to the student's District Coordinator.

As the Exchange Concludes

- Check the flight arrangements have been confirmed as required by the airlines.
- Check that the club is aware of the student's last night with the club so the student can be farewelled. You, or one of the host families, may organise a farewell get together for the student.
- Ensure that the student has obtained their ticket and passport from where they have been kept for safe keeping.
- Finalise travel plans with the student. Ensure that the student's luggage is within airline requirements. Encourage the student throughout the year to send luggage home via sea mail.
- When releasing the Emergency fund, request that all debts are settled.
- Close the student's bank account and check that the student has signed out of school.

Club Counsellor Guidelines (Inbound & Outbound)

- Remind the student to e-mail their host family, club counsellor and district coordinator when they arrive home safely. Pass this information on to club members.
- Arrange to be at the airport to farewell the student.

ENSURING THE STUDENT'S WELFARE AND SAFETY

Club Counsellors should be ever vigilant for signs of child abuse and do all in their power to guard against it occurring. Young people can be abused in a number of ways which are mainly categorized into four categories:

- **Physical** – where young people are subjected to ill-treatment and physical injury through bullying, assault and other forms of direct physical contact.
- **Emotional** – where young people are emotionally neglected or ignored, whether by design or accident, subject to continued personal, racial, sexual or religious abuse (usually verbal) or are continually exposed to domestic violence. This may also involve instances of harassment. ALL abuse involves some form of emotional ill-treatment.
- **Sexual** – where young people are encouraged or forced to observe or participate in any form of sexual behaviour from provocative acts such as leaving pornographic material around to actual physical sexual abuse.
- **Neglect** – where children are constantly neglected or there is a failure to protect the student from exposure to any form of danger which affects their welfare and safety. Neglect also refers to failing to meet the young person's basic needs of food and accommodation.

Rotary's first priority is to ensure the safety and well-being of young people placed in their care. It is a fact that not all students will report instances of abuse to anyone and many will suffer in silence for long periods of time. They may feel they are responsible for the abuse, they may feel they will be blamed and punished for what has happened, they may have faced threats of violence and intimidation from the abuser and they may have been bribed to remain quiet. For exchange students, these problems can be compounded by language inadequacies which may prevent open communication and by not understanding the laws and customs of the host country. They may experience difficulty finding an adult with whom they can confide and trust. They may also have difficulty communicating what has happened to their parents either through embarrassment or distance, or from the belief that once they go home it will all go away.

GUIDELINES FOR REPORTING ABUSE OR HARASSMENT

If a student reports abuse or harassment you should:

1. Listen attentively and stay calm. Listen, be encouraging, do not express shock, horror or disbelief and reinforce to the student they have done the right thing as it takes a lot of courage to report abuse.
2. Assure privacy but not confidentiality. Explain to the student that you will have to tell someone else about the allegation or report if it is to be stopped from happening again.
3. Get the facts but do not interrogate. Ask questions of the student to establish what happened and by whom. Avoid asking 'why' questions. Establish the facts only and not the reasons.
4. Be non-judgmental and reassure the student. Do not be critical of the student, of anything that has happened or of anybody involved. Reassure the student that they have done the right thing in telling you in difficult circumstances.
5. Record. Keep a written record of the conversation with the student as soon as possible after the report has been made. Date and time your conversation. Record only what has been told to you.
6. Protect the Student. Ensure the well-being and safety of the student by removing them from the situation immediately so as to prevent further abuse and any contact between the student and the alleged perpetrator of the abuse or harassment. Reinforce that this is not as a punishment but is for their safety and protection. Do not tell anyone of the report other than a member of the District Youth Exchange Committee or District Child Protection Officer. You should make the report to them **IMMEDIATELY**.

Under no circumstances are you to contact or challenge the alleged offender. This is purely a responsibility of the law enforcement authorities.

ADDITIONAL INFORMATION

Medibank Private and Travel Insurance

The cost of any medical treatment is the responsibility of the student and their natural parents. The host parents are not expected to pay any medical expenses.

Whilst it is important to respect the privacy of the exchange student, common sense should prevail as to who is made aware of any medical conditions. Serious injuries and illnesses must be known to the Club Counsellor, District Coordinator and District Chairman immediately.

All students coming to Australia will have the following medical insurance

- Overseas Student's Health Cover, or a Government exemption.
- Travel Insurance

Overseas Student Health Cover (OSHC) is a requirement of the Commonwealth Government. The student will apply for this insurance prior to obtaining their visa. The student's card should be sent to the District District Coordinator, who will pass it on to the student.

OSHC provides the same coverage for students as Medicare does for Australians. If a student needs to go to the doctor, they must pay for the medical visit and then claim the refund from the provider.

It is a Rotary International requirement that all students participating in the Rotary Youth Exchange Program is covered by compliant **Travel Insurance**. The student is required to provide a copy of their travel insurance to the District Committee prior to their arrival in Australia.

As the Club Counsellor it is suggested that you keep a copy of both the students **OSHC insurance** and **Travel Insurance** in case of an emergency.

Travel Policy

District 9685 has a travel policy (Appendix 1) which all students are required to obey. At times you will need to approve the student's overnight travel.

Under **NO** Circumstances may a student make travel arrangements of their own and then expect the host parents, club and district to go along with the arrangements.

Inbound Student Calendar

District 9685 Youth Exchange Committee puts together an annual Inbound student calendar which has a variety of activities for the students to participate in. Some activities are marked as compulsory (e.g. Surf Awareness Day and District Conference) which students must attend.

The calendar will be provided to students at the inbound briefing, although updates may occur throughout the year. Check the website at www.rotaryyouthexchange.net.au. If an update does occur, the District Coordinator will notify the Club counsellor.

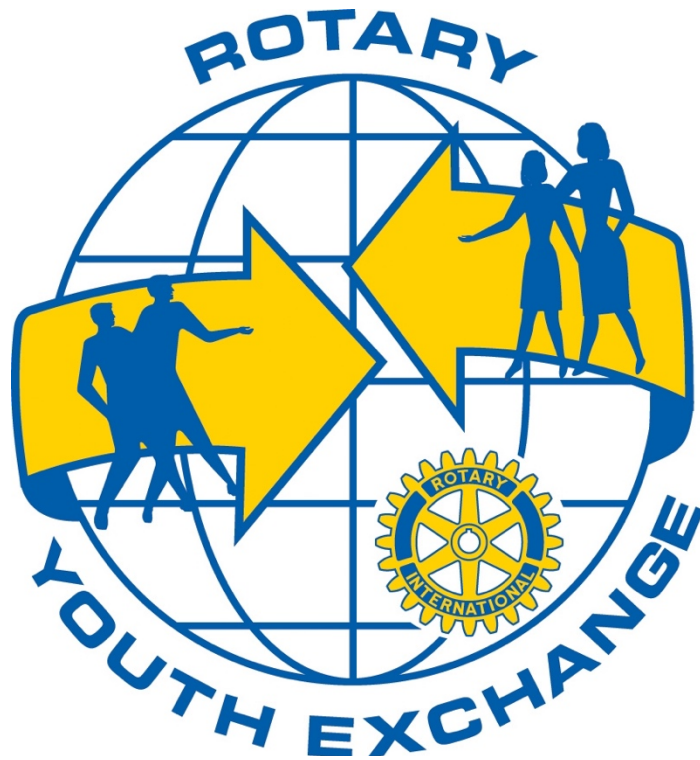
Learner Drivers/Probationary Drivers

Students are strictly forbidden to drive any form of motorised vehicle whilst on exchange.

A D9685 RYEP Inbound Student may not be driven by a Probationary Licence driver (P1 or P2) without the express permission of a current Host Parent. This permission must be obtained by the student prior to each and every case of driving. The current Host Parent should take into account matters such as:

- The Probationary driver's experience
- The number of passengers
- The length of journey
- The type of vehicle (including motorcycles).

District 9685



Outbound Students

The Role of the Sponsor Rotary Club

The Rotary club provides a level of support to the student's family, the student, Counsellor and the exchange program.

- The club is responsible for promoting the program in their local area
- They are also responsible for interviewing and selecting prospective outbound student/s to be progressed to district interviews.
- The Rotary club will select a member of the club to be the outbound student's club counsellor for the duration of the exchange. The club counsellor serves primarily as an advisor for the student and should also be in contact with the natural family on a regular basis.

The Role of the Club Counsellor

The role of a Club Counsellor for an outbound student is a very important role in the success of the exchange program. The Club Counsellor serves as a liaison between the Rotary club, the outbound student, the student's family and the District 9685 Youth Exchange Committee.

The Role of the Exchange Student

Above all else, we expect outbound students to become involved in:

- (1) their new family,
- (2) their new school
- (3) their community and in
- (4) Rotary.

To do this successfully, most exchange students must do two things:

1. Learn to communicate in English.
2. Learn to adapt to their host countries culture.

Outbound exchange students are encouraged to attend Rotary meetings of their sponsoring Rotary club. HSC students may find this difficult prior to completion of their final examinations. However after the HSC is completed it is expected that the student attends regular meetings and assists with Club community events.

The Club Counsellor's Role Defined

The essential duties of the Counsellor can be broken into the following sub headings:

- Prior to departure
- On departure
- During the exchange
- At the conclusion of the exchange

Prior to Departure

- Acquaint the student with the Club and their activities.
- Explain to the student and their parents the expectations of the club and the district.
- Invite the student to several Rotary club meetings before departure for overseas, and at one of these meetings ask the student to address the club. You may like to ask them to do a presentation on themselves that they can present to their hosting club overseas.
- Be committed to keeping in touch with the student before they depart, and get to know them and become their friend.
- Ensure the student has a supply of club banners to take with them on exchange.

On Departure

- Ask your bulletin editor to include the student on the weekly bulletin e-mail
- Go to the airport and see the student off, provide the student with assistance and guidance, if required
- Remind the student to ring their parents when they arrive and to e-mail yourself and their District Coordinator.

Club Counsellor Guidelines (Inbound & Outbound)

During the exchange

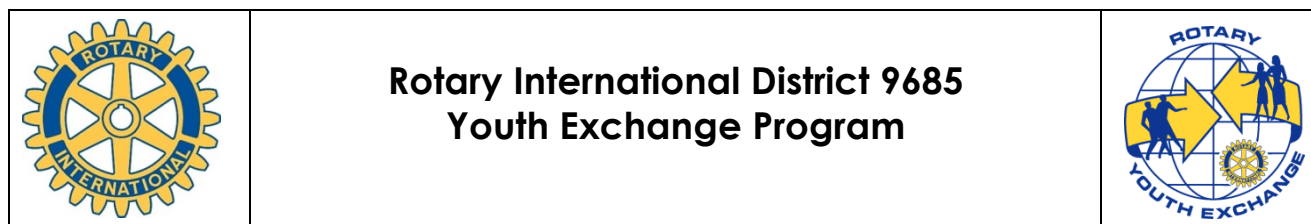
- Keep in contact with the student whilst overseas, including birthdays and special occasions like Christmas.
- Keep the club informed on what the student is doing and how they are progressing.
- Maintain contact with the student's District Coordinator.
- Maintain contact with the student's parents whilst the student is away. Invite them to Rotary meetings occasionally or include them in Rotary activities.

At the conclusion of the exchange

Invite the student to attend the club and speak on how their exchange year has influenced them. Be aware that some students maybe moving away for university shortly after they return so the club visit may need to be early or in the University holidays.

- Encourage the student to stay involved in the club. Invite the student to be involved in club activities. You may also link the student to Rotaract or invite them to be a participant in RYLA.
- Encourage the student to assist in recruiting future exchange students.

Appendix 1



Inbound Student Travel Policy

Purpose

This policy sets out the requirements for Inbound students who wish to partake in Student Travel whilst on Rotary Youth Exchange in D9685. Further, it works in conjunction with the

“Rotary Youth Exchange Australia Policy & Procedures for Student Protection Endorsed by Rotary International”

This policy applies to all exchange students whether or not they are over the age of 18.

Definition of Student Travel

For our Rotary rules, travel is defined as being away from your current host family's home for one or more nights.

Travel can only be undertaken if your absence does not clash with the plans of your host family, your host club, District activities and others who provide hospitality to you during your stay with them. It must also not break school attendance requirements, unless authorised.

The host club counsellor and host families are responsible for your safety and well being and they must assess any travel plans you have with this in mind as the first priority.

It should be noted that mobile phone coverage in Australia is not everywhere. If we need to contact you urgently for whatever reason, we need to know how to do this. We need landline phone numbers.

There are generally 5 types of travel covered under this policy.

Club Counsellor Guidelines (Inbound & Outbound)

1. Travel with Host families, Rotarians or other people
2. Visiting friends for sleepovers or nights away from your host family.
3. School excursions
4. Leaving the boundaries of the District 9685 overnight.
5. District sponsored activities.

Approval to embark on Student Travel must be obtained using the Student Travel Approval form. Please allow 7 days for the approval to be obtained.

Some Travelling which is Forbidden

1. Travelling by private aircraft is strictly forbidden under Rotary rules. Private aircraft refers to all aircraft that are not licensed as regular public transport aircraft.
2. Travel on gliders, ultra-light planes, hang-gliders, bungee jumping, parachuting and paragliding is strictly forbidden.
3. Hitch hiking can be dangerous and it is strictly forbidden for all exchange students.
4. When travelling, you should not swim in the surf at beaches in Australia due to the very dangerous waters caused by rips, large waves, sharks and crocodiles unless you are supervised - and then swim only in areas permitted and patrolled.

Swim between the flags at all times. If there are no flags - don't swim!

The following is an extract from the *“Rotary Youth Exchange Australia Policy & Procedures for Student Protection Endorsed by Rotary International”*

Definitions

Definition of Responsible Adult

A responsible adult is an adult male or female

1. who in a family or group situation is responsible for caring for an exchange student
2. whose role is such that there is seen to be virtually no opportunity for the student to be placed at risk of abuse.
3. who the student's counsellor and/or host parents would establish is a suitable and caring person, acting as conscientious parents would in protecting their own under age teenage child
4. who has not been police or formally reference checked
5. who might be the family of a school friend who invites the student for an overnight stay, a Rotarian who invites the student for a family meal, a close relative of the host family who invites the student to go away with them for a short period, or any similar person where there is virtually no opportunity for sexual harassment to occur.

This does not extend to other Rotary Exchange Students

Definition of Volunteer **

A 'volunteer' is an adult, male or female

1. Who may, at times on his or her own, be responsible for caring for an exchange student.
2. Whose role is such that there is seen to be a opportunity for the student to be placed at risk or abuse
3. Who has been police, reference checked and approved as prescribed in Section 1.
4. Youth Exchange Committee member or any Rotary Club counsellor or any host family member over the age of 18 years of age living in the family home while the student is living there. A 'volunteer' may also include Rotarians or others who take students on organised events or adults who it is planned will be caring for Rotary Exchange Students at times on their own where there is seen to be an opportunity for the student to be placed at risk of abuse.

***** This includes people who have had the CL4 form completed and checked***

Club Counsellor Guidelines (Inbound & Outbound)



District 9685 Youth Exchange Program REQUEST TO LEAVE DISTRICT FORM

When you wish to leave the District overnight, please complete this form and forward to your DISTRICT COORDINATOR 7 days **before** you plan to leave.



Student name			
Host Rotary Club			
Present host family		Phone	
Address			
Destination		Destination contact ph	
Address			
Suburb		State:	Post Code:
When are you leaving?		When are you returning	
How are you travelling (car, train?)			
With Whom?			
If not host family who are you travelling with?			
Address			
If travelling alone who will see you off?			
If Travelling alone who will meet you?			
PERMISSION			
Club Counsellors Name			
Club Counsellors Signature			
Host Parents name			
Host Parents Signature			

NOTES