



Inbound YEP Student Club Check List and Compliance Statement

<u>Host Families</u>	Check
All Host Families will be visited, briefed, and interviewed in their homes and their suitability confirmed.	Yes No
All Host Family members over the age of 18 years will be reference checked and checked by way of a Volunteer Declaration and Police clearance as applicable.	Yes No
Comments	

<u>Club Counsellor</u>	
Has completed a Volunteer Declaration and obtained a Police clearance as applicable. References will be checked confirming suitability.	Yes No
Is of the same sex as the student, or alternatively a suitable assistant has been appointed.	Yes No
Is aware of and understands their duty and responsibility towards the student and agrees to carry out these duties.	Yes No
Agrees to attend required District YEP training sessions.	Yes No
Will not be a member of a Host Family.	Yes No
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family.	Yes No
Comments	

Outbound YEP Student Club Check List and Compliance Statement

<u>The Student</u>	
Has completed and submitted a club application form.	Yes No
Has been interviewed by the club separately from parents and or guardian.	Yes No
If successful and with parental support will attend a District Interview.	Yes No
Comments	

<u>Club Counsellor</u>	
Has completed a Volunteer Declaration and obtained a Police clearance as applicable. References have been checked confirming suitability.	Yes No
Is of the same sex as the student, or alternatively a suitable assistant has been appointed.	Yes No
Is aware and understands their duty and responsibility towards the student and has agreed to carry out these duties whilst the student is on exchange overseas.	Yes No
Has agreed to attend required District YEP training sessions.	Yes No
Has agreed to assist the student upon their return.	Yes No
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family.	Yes No
Comments	

<u>Completed By</u>			
Club Officer Name			
Signature		Date	