



Early Termination of an exchange

Where a host student is experiencing major problems with his/her Exchange and attempts by the Club, Counsellor and Host Parents to resolve the matters have not been successful, the Club should approach the District Committee for assistance and guidance.

Unless for compassionate reasons, repatriation of a hosted student should be considered only as a last resort and after all other avenues to save the Exchange have been explored by both the Host Club and the District Committee.

If there is any likelihood of repatriation, the Host District Committee should immediately advise full details to the District Governor. A Host Club should not by itself terminate an Exchange - this decision should be made in consultation with the District Committee and the District Governor.

The process for early termination is outlined as follows:

1. Dealing with Serious Misconduct or a Serious Incident: (Note: Serious misconduct may be an accumulation of a number of lesser incidents which when considered in their entirety represent serious misconduct)
 - 1.1. Any suspected serious misconduct or event that might be grounds for early termination should be fairly and fully investigated
 - 1.2. The student should be notified of the incident(s) in a fair and non-threatening or accusatory manner. The incident should be outlined to the student. The RIYE Committee Chair and at least one other relevant person (RIYE Committee member, Counsellor etc should be in attendance)
 - 1.3. The student should be asked for their explanation
 - 1.4. The explanation should be fairly considered
 - 1.5. The matter should be properly considered and assessed and a judgement and decision made. If the decision is not to terminate the exchange then proceed to the next step. If the decision is to terminate the exchange the proceed instead to the next section "Early Termination"
 - 1.6. The decision should be notified to the student. If a warning (and especially final warning) is given make sure the student understands that and what the consequences of another incident will be. Ask the student to repeat the decision back to you so as to be sure they understood
 - 1.7. Make full and clear written notes of the meeting(s). These notes must be held by the RIYE Committee Chair
 - 1.8. Respect confidentiality

2. Early Termination:

- 2.1. Having heard the students explanation the matter should be fairly considered
- 2.2. If the decision is to terminate the exchange the DG should be notified and the situation and the reason for early termination explained and the decision endorsed by the DG
- 2.3. Agreement in principle of terminating the exchange should be agreed
- 2.4. Available travel and chaperone (if required) options should be investigated
- 2.5. A chaperone should be considered if there is a considered risk to the students well being during transit. (Consider all behavioural, medical etc issues and factors)
- 2.6. Determine the earliest available option for the student to return home
- 2.7. Contact the students parents and explain the situation and the decision being taken. Discuss travel arrangements and obtain the parents agreement. (in writing if possible). Provide the parent the option to collect their child from New Zealand
- 2.8. RI must be notified within 72 hours of the termination decision being taken
- 2.9. Ensure no contact from parent to student until the student has been advised by RIYE Committee
- 2.10. Meet with the student and advise the early termination decision and outline the arrangement and timetable from this point onward
- 2.11. Ensure all parties involved with the exchange are made aware of the decision and the arrangements for early termination and return home (eg host rotary club, counsellor, host families etc)
- 2.12. Advise travel and chaperone arrangements to all parties especially natural parents and Sponsoring Rotary RIYE committee, in writing
- 2.13. Obtain written advice of who will meet the student on return home.
- 2.14. Monitor flights for delays etc
- 2.15. Confirm arrival at destination
- 2.16. Undertake full review of the termination to determine underlying cause and consider what could be done in the future to eliminate this problem. Also review the termination process to identify whether changes need to be made to improve its future effectiveness
- 2.17. Respect confidentiality

3. Student Initiated Early Termination

- 3.1. A student may choose or be forced to terminate an exchange early (e.g. due to injury or illness, or significant family event at home such as death/serious injury of a family member). In these cases the procedure is similar to above from item 2.10 onwards.
- 3.2. Ensure insurance requirements (if applicable) are met and the best result for the student protected.
- 3.3. If the student is leaving in response to a traumatic event with legal implications RIYE should check with police that the student is free to travel.
- 3.4. Respect confidentiality