



Checking with referees

TOO-SMC-01.1.04_v1.0

Purpose

This document has been produced to assist church council members/delegates as they undertake to screen applicants to work with children in congregations.

Name of congregation: _____ Date: _____

Applicant's name: _____

Church council delegate's name: _____

Referee's name: _____ Phone number: _____

Invitation to referee:

Hello, my name is _____, from the _____ (congregation name) _____ Uniting Church, and I am phoning you today because _____ (applicant) _____ has given me your name as a referee. _____ (applicant) _____ has applied to help in our children's ministry team, in the role of _____.

Checking with referees is one part of the screening process we complete before any person can be approved by the church council to work with children in congregations.

We actively seek to exclude people who may abuse children and young people by applying suitability screening which includes criminal history checks (blue cards), applicant interviews, and referee interviews. Each part of the application process is completed with prayerful consideration of the gifts and graces of the applicant and the needs of the church.

Are you willing to be a referee for _____ (applicant) _____? (If 'no', thank them and end the call politely, if 'yes', continue).

Thank you. As referee, you will be asked ten questions. Please answer to the best of your knowledge. Your answers will be kept on file as part of the screening documentation, and the applicant will have the right to request to see what you've said about them. May we begin? (If 'no', arrange a time that is convenient).

1. How long have you known the applicant? _____

2. What is your relationship to the applicant? _____

3. What oversight of the applicant's work with children have you had? _____



4. How would you describe the applicant's personality and character?

5. Based on your observations, what are the applicant's strengths?

6. What skills or qualities have you observed in the applicant which make them suitable to work with children?

7. In your opinion, in what areas does the applicant require development?

8. From your observations, do you believe he/she is able to work in a team, respect others, and be accountable for his/her actions?

9. Are you aware of anything making the applicant unsuitable to work with children?
If so please give details.

10. Do you have anything to add as a referee?

Document Review History

Version Number	Date	Reason	Aurthor/reviewer	Approved
1.0	22.01.2016	Created to support Safe Ministry with Children policy, Overseeing safe ministry with children and Selecting leaders and helpers processes	<ul style="list-style-type: none"> • Safe Ministry (children) administrator • General counsel • Risk & Insurance manager • Human Resources manager 	Associate general secretary
Due	22.01.2017	Review cycle – every year		