



# Volunteer Record of Referee Checks

C/2.1.2.4

## Purpose

Guidance for Church Council members/ delegates to undertake screening of applicants who wish to volunteer within the church, including roles volunteering with anyone young and vulnerable.

## Scope

To be utilised by an interviewer screening a person who is applying for a position which involves volunteering with the church, including volunteering with anyone young and vulnerable.

## Process

Each part of the application process is to be completed with prayerful consideration of the gifts and skills of the applicant, their suitability to volunteer in the role, and the needs of the Church.

## Inclusion

The application and interview process should not be a barrier to persons with a desire to serve or volunteer. Refer to the procedure Managing People, for information about ways to increase the accessibility of the application and interview process.

## Instructions

Fill in a new form for each referee that you speak with.

## Support and inclusion

<input type="checkbox"/> Translation service used	<input type="checkbox"/> Cultural representative present	<input type="checkbox"/> Linguistic representative present	<input type="checkbox"/> Other
Details:	Details:	Details:	Details:

## Details of interview

Name of congregation:	Date:
Applicant's name:	
Church council delegate's name:	
Referee's name:	Phone number:

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## Record of Referee Check (Volunteers)

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### 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 church, in the role of (insert role e.g. children's ministry).

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

We actively seek to exclude people who may not be appropriate to work with children, young people and anyone vulnerable, 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).*

### Referee questions

1. How long have you known the applicant?

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2. What is your relationship to the applicant?

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3. What oversight have you had, of the applicant's:

3.1. work with children?

3.2. Work with anyone vulnerable?

Please provide details

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

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

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6. What skills or qualities have you observed in the applicant which make them suitable to:

6.1. work with children?

6.2. Or anyone vulnerable?

Please provide details.

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

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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?

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9. Are you aware of anything making the applicant unsuitable to work:

9.1. with children?

9.2. With anyone vulnerable?

If so, please give details.

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

### Revisions

Document number		C/2.1.2.4			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
5.0	16.05.2024	General Manager Risk and Safeguarding	16.05.2024	General Manager Risk and Safeguarding	Safe Church, Assurance and Support Officer
Next scheduled review		16.05.2027			