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**DIOCESE of TOOWOOMBA**

**SAFEGUARDING REFEREE INTERVIEW GUIDE**

**RECRUITMENT and SCREENING**

**14 April 2023**

**In interviewing an applicant’s or volunteer’s referees, please use this Guide:**

Name of Applicant: …………………………………………………………………………………………………………………………….

Position and Ministry this application relates to: ………………………………………………………………………………..

Name of Referee: ……………………………………………………………………….……….. Phone: ………………………………

Position and Organisation (if relevant): ……………………………………………………………………………………………..

How long have you known the Applicant? ………………………………………………………………………………………..

Describe your professional relationship with the Applicant:………………………………………………………………

…………………………………………………………………………………………………………………………………………….

How well do you know the Applicant? Very well …… Well …… Not very well ……….

**Please comment on these criteria:**

The Applicant’s understanding of and commitment to the Catholic practice of the Parish / Diocese?

The Applicant’s skills and experience relevant to the position they are applying for?

The Applicant’s interpersonal and communication skills, including their ability to work in a team?

The Applicant’s conduct and performance in their current role?

If you were the Applicant’s Manager or Supervisor, would you employ this person again?

**Safeguarding Questions:**

The applicant you are recommending must have experience working with children, young people, or adults at risk (*depending on the position or ministry focus*). Please provide examples of her/his prior work experience and your assessment of their competence.

The applicant you are recommending must be able to demonstrate an understanding of appropriate behaviours when engaging with children or adults at risk. Does this person have experience and understanding of such appropriate behaviour? Please provide examples to support your recommendation.

Our Diocese/Parish/Diocesan Ministry takes a zero tolerance approach to all forms of abuse. Can you confirm that the person you are recommending shares this approach. Please provide instances where you have seen this in action.

All employees, paid or volunteer, providing services or activities to children and young people are required to hold a current Blue Card (Working with Children Check). Are you aware if the person you are recommending has a current Blue Card. Do you know what prior or ongoing involvement with children required him/her to hold this Blue Card? And is he/she still involved with that organisation?

In services and activities with adults at risk, we require that our workers, employed or volunteer, have a Criminal History Check (Police Check). Are you aware if the person you are recommending has a Criminal History Check? Do you know what prior or ongoing involvement with adults at risk required her/him to have this Criminal History Check? And is she/he still involved with that organisation?

Do you have any reservations about the suitability or readiness of this person to become involved with children, young people or adults at risk in our organisation (Parish Ministry/Diocesan Ministry)?

Do you wish to add any further comments?

**Thank you for your participation in this process of recruitment.**

Signature: Date:

*Person providing the Reference:*

Person receiving the Referee Report: Date:

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**For Reference only …**

**Mandatory (school based) student protection questions: TCSO:** *Referee Report March 2020*

To the best your knowledge are there any concerns or reservations which are held about the applicant’s suitability for child-related employment?

YES NO

If YES, please provide details:

To the best of your knowledge, has the applicant ever been charged with a serious offence?

YES NO

If YES, please provide details:

Is there any substantiated information that you can provide to support or raise concerns about the applicant’s suitability to work in close contact with children and young people in an unsupervised environment?

YES NO

If YES, please provide details:

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