

[Parish Name]

Sample questions for referee checks

The following notes and questions are designed to assist you in obtaining information from referees so that any conduct which has occurred that may pose a risk to the safety of children and vulnerable adults, the protection of sensitive or confidential information, or proper financial management, is taken into account in determining the suitability of a lay person for appointment to a voluntary position in your parish.

The questions do not address other aspects of the person's suitability for appointment, such as their ability to perform the tasks and functions of the position.

The questions may need to be varied according to the specific position and the referee's relationship with the applicant.

The questions are a guide only.

It is advisable to keep thorough notes of the conversation.

Suggested introduction to referee:

You [the referee] have been nominated as a referee for [name of applicant] who has applied for the position of [title] with the [parish] of the Anglican Diocese of [name].

I am [your name and position] and I am contacting you to ask some questions in relation to [name]. He/she knows that I am contacting you.

The position involves [brief description of position and responsibilities]. As the position is one which demands a high level of trust, I need to ask you some questions about [name] which may appear to be personal. The purpose of the questions is to ensure that the Church can be confident in selecting a person for this position who will be trustworthy and act appropriately in all their dealings with children and other vulnerable people/ with sensitive or confidential information/relating to financial management.

Questions:

1. How long have you known [name] and in what capacity [that is, as manager/supervisor; colleague; friend; parish priest; etc]?
2. As far as you know, has [name] ever had any health problem(s), including alcohol or drug abuse, which may affect their work with children, young people or vulnerable persons? If so, can you describe the circumstances?

3. As far as you know, has any complaint ever been made against [name] for any form of sexual misconduct or harassment? If so, can you describe the circumstances?
4. As far as you know, has any disciplinary action ever been taken against [name] by a professional association, employer, educational institution or Church body? If so, can you describe the circumstances?
5. As far as you know, has any child in the care of [name] been removed by a State or Territory authority? If so, can you describe the circumstances?
6. As far as you know, has [name] ever inappropriately disclosed sensitive or confidential information to a third person? If so, can you describe the circumstances?
7. As far as you know, has [name] ever breached any financial or other duty of care in your employment or in any other position? If so, can you describe the circumstances?
8. As far as you know, has [name] ever been charged with, or convicted of, a criminal offence? If so, can you describe the circumstances?
9. Are you aware of any conduct which [name] has engaged in that may pose a risk to the safety of children and vulnerable adults/the protection of sensitive or confidential information/ proper financial management? If so, can you describe the conduct?