

Conducting a Referee Check

When conducting a referee check, it is important to:

- Introduce yourself and your position
- Indicate that the applicant has given permission for you to contact them about their employment or volunteer application
- Briefly describe the position the applicant is applying for
- Verify the identity of the referee:
 - their name
 - their relationship to the applicant
 - length of time they have known the applicant
 - contact information.
- Ask questions about the applicant's capacity to undertake their role
- Gather information in relation to the applicant's suitability to work safely with children and young people (see sample questions)
- Record the information provided by referees on a referee check template (see **TEMPLATE: Referee Check Sample**).

SAMPLE REFEREE QUESTIONS WITH A CHILD SAFETY FOCUS

- Have you directly supervised and observed the candidate's work with children or young people?
- This role involves contact with children and/or young people. Can you tell me about the candidate's work with children and young people?
- Have you observed the applicant managing the challenging behaviour of a child or young person?
- From a child safety perspective, what strengths does the applicant bring to this role?
- From a child safety perspective, was there ever a cause for concern about the behaviour of the applicant?
- Do you have any concerns about the applicant working or volunteering with children and/or young people?
- Do you have any concerns about the applicant's adherence to the organisation's code of conduct?
- How would you describe the applicant's adherence to their role boundaries?
- Are you aware of any concerns and/or allegations about the applicant in your organisation? If so, what were the outcomes of these concerns and/or allegations?
- Would you employ this person again?

POSSIBLE RED FLAGS IN RELATION TO REFEREE CHECKS

- A referee who does not know the applicant well
- A referee that cannot be contacted
- A referee that is reluctant to provide information about the applicant
- Evasive responses
- A referee who expresses concerns about the applicant's behaviour in their work/volunteering role
- A referee who expresses concerns about the applicant's behaviour/interaction in relation to children and young people
- Information that differs or contradicts the applicant's account
- Referees that would not re-hire the applicant

The Archdiocese of Melbourne is committed to the safety, wellbeing and dignity of all children, young people and vulnerable adults.

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USEFUL RESOURCE

Sample Referee Check protocol – Catholic Professional Standards Limited

https://www.cpsltd.org.au/media/1404/514-referee-checks-ed1_2019.pdf



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