

NEW VOLUNTEER RECORD OF REFEREE INTERVIEWS FORM



This document is designed to support you to complete a verbal child safe reference check for a new Member, a person who would like to become an Ongoing Volunteer or be an Employee with Girl Guides Australia or a State Girl Guide Organisation (SGGO).

It has a focus on child safety. A referee check is an integral part of the screening process required by the Child Safe Child Friendly Framework implemented by Girl Guiding in Australia in 2021. Being a Child Safe Child Friendly Community is a foundation for GGA.

While some SGGOs use an electronic system, most complete reference checking by speaking to the referee. This is a very good way to verify that you are receiving reliable information.

The GGA Guidance Note: Adults in Guiding Reference Check provides additional information on reference checks and should be read before you commence an interview with the referee.

A APPLICANT INFORMATION			
Given Name		Surname	
Address		State	Postcode
Phone		Email	
Preferred contact method <input type="checkbox"/> Phone <input type="checkbox"/> Email			
B DETAILS OF ROLE BEING APPLIED FOR			
Role title		GGA/SGGO	
Reports to		Location	
Details of responsibility		Appointment Period	
C RECRUITING OFFICER INFORMATION			
Your Name		Your title / District	
Do you have any conflict of interest with referees? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, please provide brief description of conflict of interest and how it was managed:			
D SUMMARY OF REFERENCE CHECK INFORMATION			
REFEREE 1 Name		Date	
Telephone number/in person		Time	
Are there any concerns with this referee's responses that should be escalated? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, escalate to the relevant State Commissioner (or her delegate) and/or CEO as required by your SGGO			
OVERALL RESULT OF REFERENCE CHECK:			
Does this reference support Membership, Ongoing Volunteer status/Employment? <input type="checkbox"/> YES <input type="checkbox"/> NO			
REFEREE 2 Name		Date	
Telephone number/in person		Time	
Are there any concerns with this referee's responses that should be escalated? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, escalate to the relevant State Commissioner (or her delegate) and/or CEO as required by your SGGO			
OVERALL RESULT OF REFERENCE CHECK:			
Does this reference support Membership, Ongoing Volunteer status/Employment? <input type="checkbox"/> YES <input type="checkbox"/> NO			

SUGGESTED SCRIPT

Conversation starter: Hello, my name is [your name] from Girl Guides and I am calling you as you have been nominated by [name of applicant] as a referee. Do you have about 15 minutes to talk to me now for a reference check? (Hopefully, the answer is yes – if no, arrange another mutually convenient time). Just letting you know that I will be making a record of your answers and they will be kept as a record of our conversation today. [Name of applicant] has given us your details and knows that we will not be giving them access to your answers.

Thank you, Girl Guides appreciates your time as reference checking is part of our child safe recruitment process – we will also be asking [name of applicant] for their Working with Children Check (use the correct name from your state or territory) and a National Police Check.

QUESTIONS AND ANSWERS REFEREE 1:

1. What is your relationship to [name of applicant]?
In what capacity have you known [name of applicant]? E.g., work colleague, manager/supervisor in work or other setting, friend, etc
2. Did you know that [name of applicant] has applied for the role of [insert role] at [location of role]?
3. How long have you known [name of applicant]?
Ask for dates of employment/engagement with the applicant – cross reference these with the information provided by the applicant
4. What was the role of [name of applicant]?
Does this fit with the information provided by [name of applicant]?
5. What were the key roles and responsibilities of that role?

6. INVOLVEMENT WITH CHILDREN

(a) -If the referee has not mentioned any involvement with children:

Please can you tell me if you have observed [name of applicant]'s working with children?

If **YES** – ask for details of the nature of that work, and did you see them do anything that put a child at risk?

(b) -If the referee has not given much specific information about [name of applicant]'s involvement with children

Can you give me some more examples of when you have seen [name of applicant] working with children?

Note: Ask additional probing questions to obtain more details if necessary.

7. What do you see as [name of applicant]'s strengths working with children?

8. Were you ever concerned about anything you saw when [name of applicant] was working with children?

If **YES** – ask for details

9. ARE YOU AWARE OF ANY ISSUES [NAME OF APPLICANT] HAS HAD WHEN WORKING WITH CHILDREN?

If **YES** – ask for details

10. Did you ever observe [name of applicant] discipline a child or handle a situation where a child was angry?

If **YES** – ask for details

11. Younger children often seek out affectionate reassurance from a trusted adult. Have you observed such an interaction that involved [person's name]?

If **YES:** Would you tell me more about what happened?

Note: you are seeking to establish if there was anything inappropriate or concerning

12. Do you have any concerns about [name of applicant] working with children? Would you hire them to work with children?

13. To the best of your knowledge has the [person's name] ever been the subject of a complaint by a child, parent, or other person?

If **YES:** Please tell me more about what you know happened and any outcome/s.

14. Do you have any concerns about [name of applicant]'s attitude towards people from different cultural backgrounds – in particular people with disabilities, Aboriginal people and people from culturally and linguistically diverse backgrounds?

If **YES** – ask for details

15. Do you know if [name of applicant] ever had a complaint of abuse, harassment, or any other form of misconduct made against them? If yes – please provide details.

If **YES** – ask for details

16. Do you know if [name of applicant] has ever been charged or convicted of a criminal offence?

If **YES:** Please provide details

17. As far as you know, has [name of applicant] ever disclosed confidential information inappropriately?

QUESTIONS AND ANSWERS REFEREE 2:

1. What is your relationship to [name of applicant]?

In what capacity have you known [name of applicant]?

E.g., work colleague, manager/supervisor in work or other setting, friend, etc

2. Did you know that [name of applicant] has applied for the role of [insert role] at [location of role]?

3. How long have you known [name of applicant]?

Ask for dates of employment/engagement with the applicant – cross reference these with the information provided by the applicant

4. What was the role of [name of applicant]?

Does this fit with the information provided by [name of applicant]?

5. What were the key roles and responsibilities of that role?

6. INVOLVEMENT WITH CHILDREN

(a) -If the referee has not mentioned any involvement with children:

Please can you tell me if you have observed [name of applicant]'s working with children?

If **YES** – ask for details of the nature of that work, and did you see them do anything that put a child at risk?

(b) -If the referee has not given much specific information about [name of applicant]'s involvement with children

Can you give me some more examples of when you have seen [name of applicant] working with children?

Note: Ask additional probing questions to obtain more details if necessary.

7. What do you see as [name of applicant]'s strengths working with children?

8. Were you ever concerned about anything you saw when [name of applicant] was working with children?

If **YES** – ask for details

9. ARE YOU AWARE OF ANY ISSUES [NAME OF APPLICANT] HAS HAD WHEN WORKING WITH CHILDREN?

If **YES** – ask for details

10. Did you ever observe [name of applicant] discipline a child or handle a situation where a child was angry?

If **YES** – ask for details

11. Younger children often seek out affectionate reassurance from a trusted adult. Have you observed such an interaction that involved [person's name]?

If **YES:** Would you tell me more about what happened?

Note: you are seeking to establish if there was anything inappropriate or concerning

12. Do you have any concerns about [name of applicant] working with children? Would you hire them to work with children?

13. To the best of your knowledge has the [person's name] ever been the subject of a complaint by a child, parent, or other person?

If **YES:** Please tell me more about what you know happened and any outcome/s.

14. Do you have any concerns about [name of applicant]'s attitude towards people from different cultural backgrounds – in particular people with disabilities, Aboriginal people and people from culturally and linguistically diverse backgrounds?

If **YES** – ask for details

15. Do you know if [name of applicant] ever had a complaint of abuse, harassment, or any other form of misconduct made against them? If yes – please provide details.

If **YES** – ask for details

16. Do you know if [name of applicant] has ever been charged or convicted of a criminal offence?

If **YES:** Please provide details

17. As far as you know, has [name of applicant] ever disclosed confidential information inappropriately?

I certify this to be a true record of the interviews with the two referees named above:

Recruiting Officer

Dated

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