



CHILD SAFE RECRUITMENT GUIDE

Child Safety Reference Check Template

The following Child Safe resource is provided as a reference only.

This document and its content is provided as a guide for your organisation as of July 2020. Your organisation should also consider referencing any information, documents and strategies that might be specifically required for your organisation and relevant to its circumstances, structure and operations.

The information contained in this document is general in nature and should not be considered or relied upon as a substitute for legal advice.

Please note that references in [square brackets] throughout this document should be tailored for your organisation's policies and procedures.

Cricket Victoria recommends using this resource with due consideration and consulting a child safe expert or legal advisor to assist with any questions.

Candidate Name:		Date:	
Position Applied For:		Team:	
Check Conducted by:			

Referee Name:			
Referee Phone Number			
Referee Organisation:			
Relationship to Candidate: <i>(direct report, manager, colleague)</i>			
Role held by Candidate:			
Dates of Employment:	From:		To:

Key Responsibilities in previous role(s):

In what capacity have you worked with candidate? Key Responsibilities in their role?:

Candidate's key strengths and capabilities/knowledge:

Key areas of development for candidate?

Candidate performance rating history? Would they hire the candidate again?

Why candidate left referee employment?

Describe capability and achievements known in important role-specific areas (ie, strategy development, stakeholder management, analytics, reporting, writing, attention to detail, etc)

General suitability for role for which they are being considered? General comments?

Safeguarding Children

Applicant's suitability to work with kids - please choose suitable questions for the appropriate circumstances

Applicant's experience working with kids

Referee's view of the applicant's strengths in working with children/young people

Any concerns the referee has regarding the applicant working with children/young people or any complaints that may have previously been made against the applicant involving kids?

Referee's observation of how the applicant disciplined a child or young person or handled a situation in which a child was angry?