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# Child Safe Standards

**REFERENCE CHECK TEMPLATE**

The following reference check template is provided as an example for sporting organisations to use as part of a suite of strategies to meet the Victorian Child Safe Standards and develop a child safe culture within their sport. Consideration should be taken as to how this supports and complements existing organisation policies, processes and by-laws. Your organisation should review the template and consider if any additional information is required prior to adoption and implementation. Seeking legal advice and review of your organisation's child safe processes is also recommended.

Vicsport would like to thank and acknowledge Gymnastics Victoria for its work in developing and sharing this resource for use across Victorian sporting organisations.

**DISCLAIMER:**

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**[Insert Organisation Name]**

**REFERENCE CHECK FORM**

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| --- | --- |
| **Date:** | **Applicant:** |
| **Job Title:** | **Reference Checked By:** |
| **Name of Reference:** | **Company:** |
| **Title:** | **Phone:** |

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| **Applicant History:*** *What was your relationship with the applicant?*
* *Did you directly supervise her/him?*
* *What was the applicant’s role?*
* *Dates of employment?*
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| **Position Specific Questions:***[Insert relevant questions specific to the role the applicant is applying for that you wish to discuss with their referee]* |

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| **Minimum Child Safe Questions:*** *Would you hire them again?*
* *Do you have any concerns about the applicant working directly with children or young people?*
* *Are you comfortable knowing the applicant might sometimes be working alone with children or young people?*
* *Has the applicant previously been subject to any disciplinary action or sanction, breached your code of conduct, or any requirements of the organisation relating to children or young people?*
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| **Additional Child Safe Question:***[Your organisation may wish to use these when the position being recruited works predominantly with children or young people, e.g. a coach]** *Can you provide an example of a time when you observed the applicant managing the behaviour of a child?*
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| **Comments from Reference Check:** |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |