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**10.00 Safeguarding Policy**

**10.13 Referee Checking**

Sample questions for referees when reference checking applicants for positions relating to children and adults at risk

*(some of these questions may not be relevant for some positions)*

- How long have you know ..... and in what capacity?
- Are you aware that .... has applied for this role as.....?
- Explain the nature of the role and provide information about New Norcia and the role the applicant has applied for within the structure of the workplace
- Could you please comment on..... skills and qualities you believe would make her/him suitable to care for or take responsibility for children or adults at risk?
- In your opinion what qualities does ..... that would make him/her a good fit for this role?
- Having in mind the role the applicant has applied for what would you see as the persons:
  - Strengths
  - Weaknesses
- Can you comment on .....:
  - Reliability
  - Boundary setting and maintenance with children and adults at risk
  - Accountability
  - Attitude towards children and adults at risk
  - Relationships with colleagues
  - Trustworthiness
- Have you ever had concerns with .....performance especially in any work involving children or adults at risk?
- If so can you explain what they were and if they were discussed with the person and if there was any improvement or change noted
- As far as you are aware has..... ever been charged with or convicted of a criminal offence?
- As far as you are aware has.....experienced any issues including health related which may affect his/her ability to work in this role especially in relation to his/her interaction with children and adults at risk and if so, can you provide any further information ?
- How strongly would you recommend ..... for working in a role related to children or adults at risk?
- To the best of your knowledge is there any reason .....would be considered unsuitable to work with children or adults at risk?
- If you had the opportunity would you re-hire .....
- How did you find..... to work with ?

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- Is there anything else you can tell me about ..... that would be worthy of my consideration in regard to....for this role?
- Refer to *10.14 Risk Management Plan 2023 Appendix B: Sample Referee Questions and Checklist* for additional reference questions for referees.

**Red flags to note (may include)**

- Reluctant referee
- Referee does not know the applicant well
- Information the referee is not willing to provide
- Information that differs to the applicants account
- Evasive responses
- Referees would not re-hire the applicant
- Referee is uncontactable
- Referee not aware they would be contacted for a reference
- Inability to provide referees of both gender