



## PCV Safe Church Confidential Record of Reference Checks Form

*This form is to be completed and a copy forwarded to the Safe Church Unit, along with the other necessary forms (see below), whenever a **new** person to the church or someone who has not worked in a children's ministry Post-2014, applies to work with children under 18 in any capacity in the Presbyterian Church of Victoria – including voluntary roles.*

**Church / Organisation name:** \_\_\_\_\_

**Name of applicant:** \_\_\_\_\_

**TWO REFEREES REQUIRED: (Not related to the applicant or other referee)**

*Note: Written references must always be checked by contacting the referee*

### Questions to ask referees

When completing the "Conversation summary" section of the **Confidential Record of Reference Checks Form**, please ask the following questions to each referee:

1. Are you related to the applicant or the other referee? *(If the person answers yes, you cannot proceed with this referee check – Another referee needs to be obtained from the applicant)*
2. In what capacity have you known the applicant and for what length of time?
3. How would you describe the applicant's ability, reliability and their character in regard to working with children?
4. Are there any physical, mental or spiritual concerns you may have with the applicant? [These concerns do not necessarily preclude an applicant from working with children]
5. Do you have any reasons to believe that the applicant is not suitable to work with children and if so what are they?
6. Is there anything else you would like to say in regard to this applicant?

Always inform the referee that the information supplied by them will only be used for assessment of the applicant under the PCV Volunteer Approval Process and remains strictly confidential.

Taken from the Safe Church Website: <http://www.safechurchpcv.org.au/volunteers>



Name of 1<sup>st</sup> Referee: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

How long has the referee known the applicant? (must be more than 12 months): \_\_\_\_\_

Date contacted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contacted by (Circle one):      Phone                  Personal Conversation                  Written/Email

Conversation summary of the referee's remarks concerning the applicant's fitness and suitability for working with children under 18:

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Name of 2<sup>nd</sup> Referee: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

How long has the referee known the applicant? (must be more than 12 months): \_\_\_\_\_

Date contacted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contacted by (Circle one):      Phone                  Personal Conversation                  Written/Email

Conversation summary of the referee's remarks concerning the applicant's fitness and suitability for working with children under 18:

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## Safe Church Representative to Action

Where the reference checks are conducted by a person other than the Safe Church Representative, the following sign off must be completed:

**Name and signature of person who conducted the reference checks, if not the Safe Church Representative.**

\_\_\_\_\_

Print name

\_\_\_\_\_

Role

\_\_\_\_\_

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

**The Safe Church Representative must sign this form in order for SCU to accept and process this application.**

\_\_\_\_\_

Safe Church Representative (Please print name)

\_\_\_\_\_

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

### General information for Safe Church Representative

Once the VAP documentation is completed, please forward the following forms to the Safe Church Unit ([scu.compliance@pcv.org.au](mailto:scu.compliance@pcv.org.au) or addressed to Safe Church Unit 268 Canterbury Road, Heathmont 3135):

1. Completed and signed Initial Registration & Role Description form
2. Confidential Record of reference checks form
3. Evidence of holding a current Victorian Institute of Teaching Card and/or Victorian Working With Children Check (WWCC) - ideally a copy of the Working With Children Check notification letter to the Church from Working With Children Check Victoria.

**Remember to keep a copy of this form (along with all other completed VAP documentation) securely to ensure privacy for the applicant. Secure storage entails keeping the VAP documentation in a locked facility that can only be accessed by the Safe Church Representative and one other nominated person (for example, the Session Clerk).**

The SCU completes the screening procedure and will notify once the applicant is approved or not approved.

**A person can only commence in a role working with children under 18 in the PCV once the SCU has notified the congregation/organisation of the approval.**