

Conducting a Reference Check for a Child or Youth Worker*

"I am calling from {name and location of church}. {name of applicant} gave me your name as someone who would be familiar with his/her work with children and/or young people. We strive to provide a safe environment for everyone in the church. I am, therefore, contacting you for a reference.

"I have a few questions that I would like to ask you. Please know that {name of applicant} has given consent for me to contact you and that all information will be handled discreetly.

- How long and in what capacity have you known {name of applicant}?
- Can you comment on this person's maturity and leadership skills particularly in relation to working with children and/or young people?
- To the best of your knowledge, has this person ever had a formal or informal charge, claim, or complaint of any inappropriate sexual behavior?
- To the best of your knowledge, has this person ever been convicted of child abuse, child neglect, or a crime involving actual or attempted sexual molestation of a minor?
- Is there any fact or circumstance about this person or his/her background that would call into question the appropriateness of entrusting him/her with the supervision, guidance, and care of children and/or young people?
- Is there any other information that you have that would be relevant to this person's ability to appropriately work with children and/or young people?
- Is there anything else you would like to add?

*adapted from guidelines from the Episcopal Diocese of Maryland