



Child Safety Policy

Reference Contact Form – Confidential

**Record of contact with a reference or church identified
by an applicant for youth or children’s work**

Note: Numbers correspond to explanatory notes immediately following this form

- 1) Name of Applicant _____
- 2) Reference of church contacted (if a church, identify both the church and the person contacted) _____
- 3) Date and time of contact _____
- 4) Person contact the reference or church _____
- 5) Method of contact (phone, letter, email) _____
- 6) Summary of conversation (summarize the remarks concerning applicant’s suitability for youth or children’s work)

Signature of person conducting reference check

Date

Position