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| Open | Face-to-Face Questions to Ask a Volunteer Working with Adults at Risk or Children |

The recruitment process for staff and volunteers requires “a face-to-face interview or discussion with short-listed applicants”. See step 6 of the document entitled, *Safer Recruitment of Volunteers and Paid Staff* which is available on the diocesan website.

The purpose of the interview/discussion is to explore the applicant’s suitability. Notes of the interview/discussion are to be recorded on this form must be returned to the Priest to be held on behalf of the PCC.

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| Name of applicant: |
| Name of church: |
| Role applied for: |
| Date of interview/discussion: |
| What experience do you have of working with adults at risk or children? |
| Can you give an example of something that you have done that demonstrates your commitment to working with adults at risk or children? |
| Can you give some examples of how you would provide kind, consistent and safe care? |
| Can you describe how you would respect the background and culture of adults at risk or children with whom you would volunteer? |
| How would you treat all adults at risk or children as individuals with equal concern? |
| Do you know of any reason why you should not be working with adults at risk or children? Are there any police or employment matters outstanding which could affect your ability to volunteer? |

Following the interview/discussion

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| Are there any issues in the Confidential Declaration Form? | □ Yes □ No |
| Do the references support the appointment? | □ Yes □ No |
| Do you recommend to the PCC the applicant’s appointment? | □ Yes □ No |

Name of interviewer:

Signed: Date:

PCC decision

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| Does the PCC approve this appointment? | □ Yes □ No |

Date of decision