

## Selection and Safety Checking

(Refer to pages 39 - 43 of the *Guide*)

<p>Effective safety checking practices are primarily aimed at ensuring the safety of all participants, particularly for the young people involved in a programme. These practices are designed to increase the likelihood that all participants are suitable and committed to making the mentoring relationship a positive experience</p>	<p>CHECK</p>
<p><b>Mentor selection and safety checking guidelines:</b></p>	
<p>Establish <b>clear selection criteria</b> to determine whether to accept or reject potential mentors into your programme.</p>	
<p>Design a <b>written application</b> to help assess the safety and suitability of potential mentors for the mentoring role.</p>	
<p>Complete a <b>face-to-face interview</b> that includes a focus on disclosure of previous involvement with children and young people and assesses the appropriateness of the applicant for the role in terms of character and skills.</p>	
<p>Complete <b>full police vetting checks</b> including information subject to the Criminal Records (Clean Slate) Act 2004.</p>	
<p>Complete two <b>referee checks</b> with reputable individuals (ideally both personal and professional references) who have had close knowledge of the applicant for at least one year.</p>	
<p>Complete a <b>proof of identity check</b> sighting official and photographic proof of identity and proof of current address.</p>	
<p>Obtain <b>written agreement</b> from mentors to commit to the mentoring relationship and the terms of the programme, including the duration of the relationship and the frequency/amount of hours they are expected to meet with their mentee.</p>	
<p><b>Mentee selection and screening guidelines:</b></p>	
<p>Establish <b>clear criteria</b> to determine whether to accept or reject a young person into your programme.</p>	
<p>Ask parents/caregivers to complete an <b>application and/or referral form</b>.</p>	
<p>Obtain <b>written consent</b> from parents/caregivers giving formal permission for their child/young person to participate in the programme; committing to the mentoring relationship; and to the terms of the programme, particularly, the duration of the relationship and the frequency/amount of hours they are expected to meet with their mentor.</p>	
<p>Ask mentees to complete an <b>application</b> (written or verbally) and give <b>written assent</b> agreeing to participate in the programme. This practice is particularly recommended in cases where mentees are referred by a third party and their participation is not of their own choosing.</p>	

For each task listed in the Checklist on the previous page, identify your programmes strengths and areas for improvement and the plan for achieving these.

Strengths	Improvements	Action Steps	Timeline	Input/Support Required