



**CHECKLIST FOR ALL CLUB LEADERS**

Name of Volunteer

Date of Application

This checklist should be completed by the Club Leader or his/her appointee

| Item No |   | YES | NO | Date |
|---------|---|-----|----|------|
| 1       | Has a personal file been opened?                            |     |    |      |
| 2       | Has an application form been completed?                     |     |    |      |
| 3       | Have references been requested?                             |     |    |      |
| 4a      | Have references been received?                              |     |    |      |
| 4b      | If 'no' have they been followed up?                         |     |    |      |
| 5       | Has the volunteer been interviewed by the Club Leader       |     |    |      |
| 6       | Has the Leader (potential) unsupervised access to children? |     |    |      |
| 7a      | Has a SCRO check been requested?                            |     |    |      |
| 7b      | Has a reply been received?                                  |     |    |      |
| 8       | Is the Leader (potential) suitable?                         |     |    |      |

Name \_\_\_\_\_ Signed \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_