**Appointment Process – The Interview/Chat**

**Provide each applicant with:**

* A copy of the church's **Child Protection Policy** and either read though it with them or ask them to read it.

A sample policy can be found in the Taking Care Guidelines (12.25) [www.presbyterianireland.org/takingcare](http://www.presbyterianireland.org/takingcare)

* **Taking Care Leader’s Guide** which you can get from the Taking Care Office.

**Explain the Child Protection Policy:**

* Highlight any key features of the policy specific to your organisation/congregation e.g. Are leaders permitted to take children in their own car?
* Explain any rules for the young people including a Behaviour Contract if there is one. E.g. are children allowed in the kitchen?
* Explain the congregation/organisation’s technology policy e.g. are leaders permitted to be friends on Facebook with young people? Are leaders permitted to have young people’s mobile numbers? Are leaders permitted to text young people?
* Explain if the leaders are to arrive at a particular time and any other commitments e.g. leaders meetings.
* Explain that each new leader must attend **Taking Care Foundation Training** if they have not already. Dates of upcoming events will be posted on the website: [www.presbyterianireland.org/takingcare](http://www.presbyterianireland.org/takingcare)

**Possible Questions to ask:**

1. Why have you volunteered to work with children/young people?
2. What gifts/talents/skills do you think you can bring to the organisation?
3. How well can you work as a team and why do you think this is important?
4. Is there any reason that you are aware of that would mean you should not work with children or young people?