SRS – SAFEGUARDING RECORDS SYSTEM PROCEDURES

DIFFERENT REFERENCE REQUIREMENTS FOR SGC AND SGP:

The requirements are listed at the top of the page in the Reference Tab.

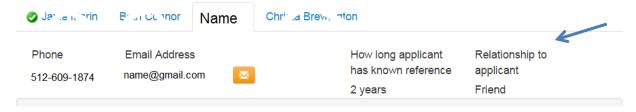1. SGC requires the following: *only one reference may be a relative.*

Personal Information   Address History   References   Volunteer   Background Check

Please list four personal references (one may be a relative) whom we may contact. We will need to be able to contact at least two of these references before your application can proceed.

2. SGP requires the following: *no relatives may be used as a reference.*

Personal Information   Address History   References   Volunteer   Background Check

Please list four references who are not related to you whom we may contact. We will need to be able to contact at least two of these references before your application can proceed.

3. When reviewing for approval, please make sure that the requirements are met before approving the application. The person's name, phone number, email address, how long they've known the reference and the relationship to the applicant all appear on each tab. Be sure to check the relationship.

At least 2 references need to be contacted.

Ja...e... rin   B.....C..nor   Name   Chri...a Brew...ton

Phone	Email Address		How long applicant has known reference	Relationship to applicant
512-609-1874	name@gmail.com	✉	2 years	Friend

4. If a person has provided too many relatives for SGC or relatives for SGP, please send the application back and ask for the appropriate references. You are given a chance to add a note to the email that will be sent.

Approve   Disapprove   Keep Pending   Send Back

EMAIL OPTION FOR HARD TO REACH REFERENCES:

The option to contact a reference by email is available.

1. Remember, best practice is to contact the reference by phone.

2. Always note in the "Record of call attempts" field provided any attempts to reach a reference.

Record of call attempts

4/9/17; 4/10/17; 4/15/17.

☐ Reference never contacted

4. When every attempt has been made, and a reference cannot be reached by phone, you now have the option to ask the reference questions by email. Click on the email icon on the tab of the reference. If the applicant has provided an email address, the icon will appear next to the address.

At least 2 references need to be contacted.

Phone	Email Address		How long applicant has known reference	Relationship to applicant
512-609-1874	name@gmail.com	✉	2 years	Friend

5. An email with the questions will be sent automatically to the reference. The reference will be able to fill out the form online and submit it.

6. When the reference returns with the answers, it will have a green circle with a check box.

Ana Gonzales May ✔

7. Review all references and "Approve" to continue the certification process.