Address of Worship Community/email

Address of referee/email

Date

Dear

**REQUEST FOR REFERENCE FOR A VOLUNTARY WORKER WITH CHILDREN / ADULTS EXPERIENCING, OR AT RISK OF ABUSE OR NEGLECT**

**Re:** [Name of volunteer]

The above has given your name as someone who may be contacted in relation to his/her application to work with children/adults experiencing, or at risk of abuse or neglect. Guidelines suggest that all voluntary organisations including Churches must take steps to safeguard the children/adults experiencing, or at risk of abuse or neglect entrusted to their care. Please could you complete this reference form and return to the email/address above.

Thank you,

Name

Position

**REFERENCE REQUEST FORM**

|  |  |
| --- | --- |
| **Applicant:** |  |
| **Address:** |  |
| **Referee:** |  |
| **Relationship to applicant:** |  |
| **Referee’s place of work:** |  |
| **Position to be taken up:** |  |
| **Dates of employment/how long have you known the applicant:** |  |

I would be grateful if you could comment on the following factors as they may apply to the applicant:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Excellent** | **Good** | **Satisfactory** | **Poor** | **Comments** |
| Previous experience of working with children/  adults experiencing, or at risk of abuse or neglect |  |  |  |  |  |
| Ability to provide kind and consistent care and knowledge of appropriate boundaries and behaviour |  |  |  |  |  |
| Evidence of his/her willingness to respect the background and culture of children and adults experiencing, or at risk of abuse or neglect in his/her care |  |  |  |  |  |
| Commitment to treat all children and adults experiencing, or at risk of abuse or neglect as individuals and with equal concern |  |  |  |  |  |
| Integrity |  |  |  |  |  |
| Flexibility |  |  |  |  |  |
| Physical and emotional well-being are appropriate for the service he/she is offering |  |  |  |  |  |
| Evidence or concern that he/she would not be suitable to work with children and adults experiencing, or at risk of abuse or neglect |  |  |  |  |  |

Please complete as applicable:

|  |
| --- |
| **Reason for leaving:** |
| **Would you re-employ?**  **YES/NO**  **If YES, in what capacity?**  **If NO, why not?** |
| **Do you consider the applicant to be a suitable person to work with young people/adults experiencing or at risk of abuse or neglect?**  **YES/NO**  **If NO, why not?** |
| **Has the applicant ever been the subject of any child protection allegations or concerns?**  **YES/NO**  **If YES, what was the outcome of the enquiry?** |
| **Please comment on the candidate’s suitability for the role:** |
| **Other comments:** |
| **I understand that:**   * **I have a responsibility to ensure that the reference is accurate and does not contain any incorrect statements or omissions.** * **The relevant factual content of the reference may be discussed with the applicant.** |

Please could you provide a telephone contact point for clarification:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Name:** |  |
| **Position:** |  | **Date:** |  |