Address of Church/Worship Community

Address of referee/email

Date

Dear

**REQUEST FOR REFERENCE FOR A VOLUNTARY WORKER WITH CHILDREN / VULNERABLE ADULTS**

**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/ vulnerable adults. Guidelines suggest that all voluntary organisations including Churches must take steps to safeguard the children/vulnerable adults 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**

Re: Reference request for a volunteer working with children, young people and/or vulnerable adults

Dear NAME OF REFEREE

RE: NAME OF APPLICANT

The above has given your name as someone who may be contacted in relation to their application to volunteer as ROLE TITLE at LOCATION.

As part of our safer recruitment process I would be grateful if you could complete the attached form and return to me at EMAIL ADDRESS/OTHER RESPONSE POINT.

Thank you for your support.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Applicant: | | | | | |
| Reference Type (please circle) | Current/Previous Employer | Current/Previous Voluntary Work | | Personal | Education/Training |
| Your Name: |  | | | | |
| Your Organisation:  (if applicable) |  | | | | |
| Your Position:  (if applicable) |  | | | | |
| How long have you known the applicant? | | | In what capacity do you know the applicant? | | |

We 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/vulnerable adults |  |  |  |  |  |
| 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 vulnerable adults in his/her care |  |  |  |  |  |
| Commitment to treat all children and vulnerable adults 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 vulnerable adults |  |  |  |  |  |

Please complete as applicable:

|  |
| --- |
| Reason for leaving: |
| Would you re-employ YES/NO  If no why not? |
| Employment/Voluntary work only:  Does the applicant have any current disciplinary warnings or investigations in relation to working/volunteering with children, young people and vulnerable adults? Yes / No  If yes, please provide details: |
| Personal only:  Do you have any knowledge of the individual being investigated over safeguarding issues? Yes/No  If yes, please provide details: |
| Other Comments: |

Please could you provide a telephone contact point for clarification:

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

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