

Request for reference



Name of church

Date

Dear

..... (name of volunteer/worker)

The person named above has offered to help with our children's/young people's work.

In order to act at all times in the best interests of our children and young people we must do all we can to ensure that all new volunteers are appropriate people to be in a relationship of trust with those who are under 18. (name) has given us your name as someone who can give a character reference.

I would be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

In commenting on the volunteer worker, please bear in mind that it is the church's duty to protect children from harm of a physical, emotional or sexual nature.

With thanks,

Yours sincerely,

(Minister/Church Secretary)