

Request for Reference and Reference Form

Sample document to be used when requesting a reference.

Sample reference form to be completed by the church and referee.



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)

Reference Form

Private and Confidential

Section 1 (To be completed by church)

Name of volunteer

has applied to work with children/young people aged

in (name of organisation)

His/her responsibilities will include:

Name of referee

Section 2 (To be completed by the referee)

What is your relationship/connection with the volunteer?
..... How long have you known the volunteer?
.....

What personal experience do you have of the volunteer's ability to work with/relate to children and/or young people?.....

What are the gifts and experience the volunteer will bring to the role?

Please comment on the volunteer's honesty and reliability

To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives you any cause for concern about their suitability to work with children and/or young people?
.....

Are there any other comments you would like to make about the volunteer?

(Please continue any of your answers over the page if necessary.)

Signed Date

Privacy Notice **[Please amend to suit your church]**

Under Data Protection legislation the church Charity Trustees of **[Insert Church name]** are the Data Controller and can be contacted by ringing **[xxxxx xxxxxxxx]** or emailing **[xxxx@xxxxxxx]**. We are collecting this information to enable us to assess the **applicant's** suitability for the role they have applied for. **Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.** The information you supply in this form will be – **[held on the church office computer which is password protected and accessed only by the Ministers, Church Secretary and Church Administrator.]** As the applicant has applied for a role which involves working with children, young people or adults at risk the information you supply will be held by the church for 75 years after they finish the role. This is in line with the Baptist Union of Great Britain Safeguarding Record Keeping Guide. If the applicant is unsuccessful in their application this form will be destroyed 6 months after the process of appointment has been completed, unless the information in this reference indicates that the applicant may pose a risk to children, young people and adults at risk.

If appropriate, information from these documents may be shared with other charity Trustees but will NOT be shared with anyone else without your consent. You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Church Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office.