Reference Form for positions working with young people

Updated March 2022

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| **Name of candidate** | Click or tap here to enter text. |
| **Position applied for** | Click or tap here to enter text. |
| **Name of organisation** | Click or tap here to enter text. |

The above named person has expressed an interest in working with our organisation and has given your name as a referee. The post involves substantial access to and responsibility for children.

As an organisation committed to the welfare and protection of children, we wish to know if there is any reason at all to be concerned about this candidate’s suitability for this type of role.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being open and honest in your evaluation of this person.

| **Your knowledge of the candidate** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates of employment or volunteering (DD/MM/YY) | From: Click or tap here to enter text. | | | | To:Click or tap here to enter text. | | |
| Capacity in which the candidate was employed or known | Click or tap here to enter text. | | | | | | |
| Main duties: Click or tap here to enter text. | | | | | | | |
| Please comment on the candidate’s suitability and overall ability to work with children and young people: Click or tap here to enter text. | | | | | | | |
| Please rate the candidate  on the following qualities: | | | | | | | |
|  | | **Poor** | **Average** | **Good** | | **Very good** | **Excellent** |
| Responsibility | |  |  |  | |  |  |
| Maturity | |  |  |  | |  |  |
| Self-motivation | |  |  |  | |  |  |
| Ability to motivate others | |  |  |  | |  |  |
| Energy | |  |  |  | |  |  |
| Trustworthiness | |  |  |  | |  |  |
| Reliability | |  |  |  | |  |  |

| **Safeguarding and child protection concerns** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we wish to know if you are aware of any reason why this person might not be suitable to work with children. |  | No |  | Yes – please provide more information: | | |
| Click or tap here to enter text. | | | | | | |
| Are you aware of any previous substantiated allegations, sanctions and/or disciplinary action taken against this person where there were concerns relating to children’s safety or protection? |  | No |  | Yes – please provide more information: | | |
| Click or tap here to enter text. | | | | | | |
| Are you aware of any current or ongoing allegations or investigations, or of any disciplinary sanctions that remain against this person? This may or may not be related to children’s safety and protection. |  | No |  | Yes – please provide more information: | | |
| Click or tap here to enter text. | | | | | | |
| Would you re-employ or re-engage this person in volunteering? |  | No – please provide more information: | | |  | Yes |
| Click or tap here to enter text. | | | | | | |

| **Other information** |
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| Please add any further information or comments that you feel are relevant to the person in their proposed new role: Click or tap here to enter text. |

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| **Your details and declaration** | |
| Name | Click or tap here to enter text. |
| Organisation | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Contact number(s) | Click or tap here to enter text. |
| Signature |  |
| Date | Click or tap here to enter text. |

**Please return to:**

**Insert your  
club or organisation   
details here]**

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| If there are any concerns about the information contained within the reference for posts working with children and young people, we will follow up with the referee by telephone to explore this further and to establish suitability of the person to work in such a post. |