

## Reference Request

Dear

The individual below has given your name as someone who may be contacted in relation to their application to work with children and young people or adults experiencing, or at risk of, abuse or neglect. Guidelines from the Government and the Church of England advise that all voluntary organisations including churches should take steps to safeguard the children and adults entrusted to their care. I would be grateful if you could therefore complete and return this form as soon as possible, marked 'Private and Confidential', to **Philippa Allan, 41 Manor Road, Wokingham, Berkshire, RG41 4AR** or [philippa@abch.org.uk](mailto:philippa@abch.org.uk)

As you fill in this form, please give absolutely priority to the safety and needs of the children, young people, and vulnerable adults we are serving. We assure you that all information you provide will be held in accordance with the General Data Protection Regulation.

Yours sincerely,

Philippa Allan

Safeguarding Recruiter, Arborfield and Barkham Churches, Christ Church Wokingham, and Church at the Green

**Volunteer's name:**

**Position applied for:**

### 1. You, and your relationship with the applicant

Your name:

Telephone number (in case of queries):

How long have you known the applicant?

In what context?

Would you say you have a good relationship with them?

## **2. Personal assessment**

What is your general assessment of the applicant's character?

Is he or she a person of integrity (including financially)?

How able is he/she to work in teams?

If appointed, the applicant will be placed in situations where he or she will work closely with children, young people, or vulnerable adults and may sometimes have unsupervised access to them. Does he or she have any previous experience of looking after or working with children, young people, and/or vulnerable adults? If so, what experience do they have?

To the best of your knowledge, is there any reason why the applicant would be considered unsuitable to work with children, young people, and/or vulnerable adults? (If yes, please explain why).

How suitable do you think he or she is for providing warm and consistent care in such a role?

How willing is he or she to respect the background and culture of children, young people, or vulnerable adults who might be in their care?

How committed is he or her to treat children, young people, or vulnerable adults who might be in their care as individuals and with equal concern?

**3. Any other information?**

Are there any other points that you think we should consider in reaching our decision concerning this applicant?

**4. I confirm that, to the best of my knowledge, all the information I have given is accurate.**

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Thank you very much for taking time to complete and return this form.**