

A6.4 A Model Reference Request Form

The Parish Church of.....
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Name and address of referee:

Name and address of incumbent or person
requesting a reference

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Date:.....

Dear.....

REQUEST FOR REFERENCE FOR VOLUNTARY WORKERS WITH CHILDREN
AND YOUNG PEOPLE, OR VULNERABLE ADULTS.
(delete as relevant, except when all apply).

RE: Rev, Mr, Mrs, Miss, Ms

Address.....

Post applicant applying for.....

The above has given your name as someone who may be contacted in relation to their application to work with children and young people or vulnerable adults. Guidelines from the Government and the Church of England advise that all voluntary organisations including churches should take steps to safeguard the vulnerable groups entrusted to their care. I would be grateful if you could comment on the following factors as they may apply to the applicant:

- previous experience of looking after or working with children, young people or vulnerable adults
- their ability to provide warm and consistent care
- evidence of their willingness to respect the background and culture of children or vulnerable adults in their care
- their commitment to treat all children, young people or vulnerable adults as individuals and with equal concern
- their physical health, mental stability, integrity and flexibility

- any evidence or concern that they would not be suitable to work with children, young people or vulnerable adults.

Please use the questions on the reverse of this letter for your reply, Thank you for your assistance.

Yours sincerely.....

The incumbent or on behalf of the incumbent.

Interim Guidance

How long have you known the applicant.....years

Their previous experience of looking after or working with children, young people or vulnerable adults

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Their ability to provide warm and consistent care

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Evidence of their willingness to respect the background and culture of children or vulnerable adults in their care

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Their commitment to treat all children, young people and vulnerable adults as individuals and with equal concern

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Their physical health, mental stability, integrity (including financial integrity) and flexibility

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Any evidence or concern that they would not be suitable to work with children, young people and vulnerable adults

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N.B. All information will be held in accordance with the Data Protection Act 1998