



**Our moral obligation is to help our children become successful learners, confident individuals and responsible citizens, and we believe that this document which sets out our approach to Reference Requests will help us achieve this goal.**

## **Reference Requests**

This document sets out the policy for providing references for staff (current and previous), students or volunteers when one is requested from a prospective new employer.

The Safer Recruitment Policy will be followed when requests are made from other schools and education providers for teachers and support staff. The standard pro-forma paperwork will be completed in these cases.

When references are requested for other role types outside of education and a standardised proforma is not provided the school will provide a factual reference only. This will include job title, length of service, roles and responsibilities.

The Head Teacher will take responsibility for all references. Other members of the Senior leadership team, the Deputy Head, Inclusion Co-ordinator and School Business Manager, may on occasion provide references. The Head Teacher must give consent for this and provide the final approval before the reference is released.

ACAS guidance for providing a reference <https://www.acas.org.uk/providing-a-job-reference> should be reviewed when providing a reference to ensure best practice is followed and the reference is not misleading or includes irrelevant personal information.

Reference requests from students or volunteers who have spent time at the school will be provided at the discretion of the head teacher. In the case of short term placements where there is limited knowledge available only a factual reference will be provided.

A copy of all references provided should be provided to the School Business Manager who will store these on the member of staff's personnel file in line with the school's document retention policy.

