



Dear

**VOLUNTEERS WORKING WITH CHILDREN AND/OR ADULTS EXPERIENCING, OR
AT RISK OF, ABUSE OR NEGLECT.**

Name of Applicant:
Post applied for:

I understand you have agreed to give a reference in support of the above named person's application to work, as a volunteer within the church, with children and/or adults. The parochial church council have authorised me to take up references on their behalf.

The parochial church council must take steps to ensure that the applicant is a suitable person. To do this they need the help of other people who know the applicant and can give another view of the kind of person they are and the quality of care they are likely to provide. Your opinion will be greatly valued and treated in the strictest confidence.

In order to help you provide the information required I am enclosing a questionnaire which I hope you will find straightforward. If the answer you wish to give to any question is other than 'yes' or 'no' please tick the 'other' box and use to space on the reverse of the form to explain your reasons. This space could also be used to add anything not covered by the questionnaire. In any case please ensure that you sign the reverse of the form and return it to me.

If you do not feel you know this person well enough to be able to complete the reference form, please return the form incomplete.

I am grateful for your help in this matter and I hope that you will understand that references are an important contribution towards safeguarding children and adults.

Yours sincerely