

APPENDIX 4

Reference form

This is a simple model reference form template for a volunteer which can be used, amended or substituted by a local model as required.

Name of Church

Name and address of referee:	Name and address of Priest or their nominee requesting a reference:
Date	

Dear

REQUEST FOR REFERENCE FOR A VOLUNTARY WORKER WITH CHILDREN / ADULTS EXPERIENCING, OR AT RISK OF ABUSE OR NEGLECT

RE: Mr, Mrs, Miss, Ms,
Address:

Post applicant applying for:

The above has given your name as someone who may be contacted in relation to his / her* application to work with children / adults experiencing, or at risk of abuse or neglect. Guidelines suggest that all voluntary organisations including Churches must take steps to safeguard the children/adults experiencing, or at risk of abuse or neglect 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 working with children or adults experiencing, or at risk of abuse or neglect.
- His / her* ability to provide kind and consistent care.
- Evidence of his / her* willingness to respect the background and culture of children and adults experiencing, or at risk of abuse or neglect in his / her* care.
- His / her* commitment to treat all children and adults experiencing, or at risk of abuse or neglect as individuals and with equal concern.
- Any evidence or concern that he / she* would not be suitable to work with children and adults experiencing, or at risk of abuse or neglect.

You are welcome to use the reverse of this letter for your reply. Thank you for your assistance.

Yours sincerely

Priest or Nominee

How long have you known the applicant?years

His / her* previous experience of working with children / adults experiencing, or at risk of abuse or neglect:

His / her* ability to provide kind, consistent and safe care:

Evidence of his / her* willingness to respect the background and culture of children/adults experiencing, or at risk of abuse or neglect in his / her* care:

His/ her* commitment to treat all children / adults experiencing, or at risk of abuse or neglect as individuals and with equal concern:

Any evidence or concern that he / she* would not be suitable to work with children / adults experiencing, or at risk of abuse or neglect?

Telephone contact point for clarification:

**Please delete as appropriate*