

REFERENCE REQUEST FORM

Private and Confidential



The Diocese of
Canterbury

**THE CHURCH
OF ENGLAND**

The Parish Church of

Name and address of referee:

Name and address of incumbent
or person requesting 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 where all apply)

Name and address of Volunteer:

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.....

Post applied 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 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 and 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 below for your reply. Thank you for your assistance.

Yours sincerely

The incumbent or on behalf of the incumbent

How long have you known the Volunteer?

Their 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 and 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

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

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