

PRE EMPLOYMENT CHECKS

REFERENCES – GUIDELINES

Who:

- All staff directly employed by the school
- Volunteers working regularly

How:

- Standard format reference request letter

How many and who from:

- At least **two** references should be requested immediately after shortlisting. Ideally references should cover at least the previous 5 years of employment.
- It is expected that the first referee will be the current employer. Other referees should, where possible, be from another recent employer working with children.
- Where an applicant does not have a previous employer they should identify a trusted authoritative source, wherever possible with knowledge of the person's interaction with children. Examples may include academic institution, voluntary organisations, church etc or if this is not possible, references should be obtained from individuals of a professional standing eg doctor.

It is NOT acceptable to obtain references from relatives or from people writing solely in the capacity of friends. Open references are also not acceptable.

In exceptional circumstances, a candidate may present with their application, a good reason not to want their referees to be contacted prior to interview. In such cases the school should liaise with the applicant and where they agree to defer, contact the referee immediately after interview and before an unconditional offer of employment is made.

Format:

References must be in writing and specific to the job applied for – 'open' references or 'testimonials' are not acceptable.