

The Loriners MAT

Reference Policy

The Loriners MAT request references for all potential employees in accordance with DFE Guidelines (Safeguarding Children: Safer Recruitment and Selection in Education Settings).

- Please advise how long you have known the applicant and in what capacity;
- Please advise whether you are satisfied that the applicant has the ability and is suitable to undertake the above position;
- Please give details of how the applicant has demonstrated his/her suitability for the position and specific verifiable comments about performance history and conduct.

Could you please give details of: -

- current post and salary;
- any disciplinary procedures in which the disciplinary sanction is current;
- any disciplinary procedures involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired and the outcome of those;
- any allegations or concerns that have been raised that relate to the safety and welfare of children or young people or behaviour towards children or young people and the outcome of those concerns, e.g. whether the allegations or concern was investigated, the conclusion reached and how the matter was resolved; and
- Any other concerns about the applicant's suitability to work with children or young people.

In accordance with Safer Recruitment guidance, references **MUST** be through the current Head Teacher of a school, which may then delegate the reference to the appropriate colleague.

May I respectfully remind you that all referees have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission.

Relevant factual content of the reference may be discussed with the applicant.