



## Deanery C.E. Primary School

### **Reference Policy**

Deanery C E Primary School request references for all potential employees in accordance with DCSF 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 position for which they have applied.
- Please give details of how the applicant has demonstrated their suitability for the position and specific verifiable comments about the applicant's performance history and conduct in line with the job specification.

Could you please give details of:

- The applicant's current post ;
- Any discipline procedures if applicable as follows:
  1. disciplinary procedures that the applicant has been subject to in which the disciplinary sanction is current;
  2. disciplinary procedure the applicant has been subject to involving issues related to the safety and the welfare of children or young people, including any in which the disciplinary sanction has expired and the outcome of those;
  3. Any allegations or concerns that have been raised about the applicant 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;
  4. Whether the allegations or concern was investigated, the conclusion reached and how the matter was resolved.

All referees have a responsibility to ensure that the reference is accurate and does not contain any misstatement or omission.

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