

## References

In line with Safer Recruitment principles, it is our policy to take up references for all shortlisted candidates prior to interviews. If you are known to your referee/s by a former name, please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.

We reserve the right to take up references with any previous employer. References will be sought to cover at least the last 5 years, including from a relevant employer from the last time you worked with children.

Your employers will be asked to provide a reference, in which details of the following will be asked:

- your suitability to work with young people
- any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired
- whether you have been the subject of any child protection concerns and any outcomes from this

Please provide at least **two** references, with your most recent employer first. For school references give the contact details for the Headteacher. PGCE students should include their University Tutor and placement schools. References must cover at least the last 5 years. If you have limited employment history, we may seek a reference from a personal referee. This should be someone employed in a position of responsibility or deemed to be a professional person. This cannot be a family member. If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor.

Please let your referees know you have listed them as a referee and to expect a request for a reference should you be shortlisted.