



Parish of .....

Name and address of referee:	Name and address of Incumbent or their nominee requesting a reference:
Date:	

Dear

**Request for reference for a paid or voluntary worker with children/adults experiencing, or at risk of, abuse or neglect**

Re: Mr / Mrs / Miss / Ms\* .....

Address: .....

Post applicant applying for: .....

The above has given your name as someone who may be contacted in relation to his/her\* application to work with children/adults experiencing, or at risk of, abuse or neglect.

Guidelines suggest that all voluntary organisations including Churches must take steps to safeguard the children/adults experiencing, or at risk of, abuse or neglect 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 working with children or adults experiencing, or at risk of, abuse or neglect
- his/her\* ability to provide kind and consistent care
- evidence of his/her\* willingness to respect the background and culture of children and adults experiencing, or at risk of, abuse or neglect in his/her\* care
- his/her\* commitment to treat all children and adults experiencing, or at risk of, abuse or neglect as individuals and with equal concern
- any evidence or concern that he/she\* would not be suitable to work with children and adults experiencing, or at risk of, abuse or neglect.

You are welcome to use the reverse of this letter for your reply. Thank you for your assistance.

Yours sincerely

Incumbent or Nominee

\*delete as appropriate



How long have you known the applicant?
His/her* previous experience of working with children/adults experiencing, or at risk of, abuse or neglect:
His/her* ability to provide kind, consistent and safe care:
Evidence of his/her* willingness to respect the background and culture of children/adults experiencing, or at risk of, abuse or neglect in his/her* care:
His/her* commitment to treat all children/adults experiencing, or at risk of, abuse or neglect as individuals and with equal concern:
Any evidence or concern that he/she* would not be suitable to work with children/adults experiencing, or at risk of, abuse or neglect?
Telephone contact number for clarification:

*Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.*