



REFERENCES

AIMS

- To ensure that all references are produced in the interests of safeguarding, consistency, equal opportunities, fairness and with due reference to considerations in relation GDPR.

PRINCIPLES

- The term 'reference' is used to apply to written statements about candidates for advertised posts.
- A reference is designed to enable sound decision-making by an appointing body. It will provide data that facilitates this process. Therefore, school references must only be written by a Headteacher or their delegated representative.
- School references will relate to the post sought and will be reviewed on each occasion they are requested.
- All school references will be based on evidence. Where information is used which is not supplied by the author of the reference, this will be clearly acknowledged.
- No reference will include statements about political affiliation or activities, racial origin, marital status, parental responsibilities or sexual orientation, trade union activities or disability unless requested by or agreed with the candidate.
- Comments which are of a subjective or judgemental nature will be clearly distinguishable from statements of fact and will be capable of being substantiated.
- If we are named by a current or past employee as a referee, this will be taken as consent for us to supply a reference in line with the outline described below. This information may include summary detail and areas identified for ongoing professional development. However, if it is necessary to share information which may be perceived as negative in content (such as information on disciplinary procedures), consent may be sought.

CONTENT OF REFERENCES

- The reference will include:
 1. A relevant summary of the duties and responsibilities that formed the role performed at the school
 2. A statement about the approach taken when performing the role
 3. A summary of expertise in effectively facilitating or supporting learning, where appropriate
 4. An overview of working relationships with staff and pupil
 5. A summary of broader contribution to the school, where appropriate
 6. A statement relating to any issues of a safeguarding nature
 7. A statement relating to any issues of a disciplinary nature
- It will apply this information to the candidate's suitability for the post applied for, as set out in a job description and person specification, where possible and appropriate.

PERSONAL REFERENCES : If a member of staff receives a request from a current or former colleague for a reference on a personal basis, rather than as an employer, it must not be provided on the school's headed notepaper. Any departure from this may be regarded as a disciplinary offence.

OPEN REFERENCES : There is significant potential for misuse in the provision of open references because the referee has no control over the use to which they will be put, nor the timeframes over which they may be used. The school will not issue open references, in line with Safer Recruitment guidance.

Please note: *References can only be provided for current and past employees of the school. Much as we appreciate the significant contribution of volunteers, students, and other professionals with whom we work, we are not able to provide references for them, but may be able to supply a record of the dates of voluntary support or placement. The issuing of such records would be at the discretion of the member of staff responsible for co-ordinating volunteers and student placements in liaison with the school's leadership team.*

Reviewed by: Heidi Dennison

Date: March 2021

Approved by Governors:

Date: March 2021