



**OLSJ**  
OUR LADY + ST JOSEPH  
CATHOLIC PRIMARY SCHOOL

***REFERENCE POLICY***  
***OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL***

PREPARED BY: P Devereux

APPROVED BY: Governors

DATA PROTECTION OFFICER: March 2019

DATE: March 2019

REVIEW DATE: March 2021



## **Professional References for Employees**

### **Objective of this policy:**

To ensure that references given by OLSJ are fair, accurate and consistent, thus serving the interests of all parties concerned.

### **Principles:**

Professional references are written in good faith and in confidence, without legal liability on behalf of OLSJ.

All professional references written by any employee of OLSJ should be checked, signed off and sent only by the Headteacher.

In the case of a professional reference for the Headteacher, this should be signed off and sent by the Chair of Governors.

Governors are required to submit any professional references relating to current or former OLSJ employees to the chair of Governors, who will consult with the Headteacher.

OLSJ does not supply personal references. Any employee providing a personal reference for another does so entirely on a personal basis, without the authority of OLSJ.

### **Personal references:**

- Should not refer to work done at OLSJ
- Should not be written on OLSJ notepaper
- Should not be sent from a OLSJ email address

### **Content:**

References will contain:

- Job title
- Starting date and leaving date
- Final salary
- An indication of whether the person has been subject to any disciplinary procedure within the 2 years prior to the reference request



- An indication of whether the person has been subject to any capability procedure within the 2 years prior to the reference request
- A statement concerning any allegations or concerns related to the safety and welfare of children or young people, except where they have been found to be unsubstantiated, unfounded or malicious
- Disclaimer

Where a reference is sought for someone who worked at OLSJ for one year or less, or where it is 2 years or more since they left OLSJ this is the only information that will be provided. See appendix A for the recommended reference format to be used in these situations.

For employees that have worked at OLSJ for more than one year within the past two years, additional information may be included relating to ability and suitability for the post in question. See appendix B for the recommended reference format to be used in these situations.

### **Requests for medical/attendance information**

Any information requested regarding attendance/health can only be answered once the applicant is the preferred candidate for the role and even then only with the express (written) consent of the individual concerned. The maximum information that can be provided is as follows:

1. The number of periods of absence in the last 2 years
2. The number of days absence in the last 2 years
3. Any information that we are aware of relating to [name's] health that may affect their capacity for doing the job of [insert role].



Please note that under the Data Protection Act, any information relating to an individual's health is sensitive personal data and should not be released without the express (written) consent of the individual concerned.

**Exceptions**

Where an 'Agreed Reference' exists, this will be used in place of the formats given in the Appendices.



## Appendix A

Recommended Reference Format where a reference is sought for someone who worked at OLSJ for one year or less, or where it is 2 years or more since they left OLSJ.

Date:

### **STRICTLY PRIVATE & CONFIDENTIAL**

NAME

ADDRESS

Dear NAME

### **EMPLOYMENT REFERENCE FOR STAFF NAME**

Thank you for your recent letter concerning STAFF NAME.

I am pleased to confirm details of employment with us as below:

Job title:

Start date:

Leaving date:

Final salary and pay scale:

The applicant has/has not\* been subject to the employer's capability procedures in the last 2 years (*if yes, provide details of the concerns, the duration of the proceedings and the outcome*).

The applicant has/has not\* been subject to the employer's disciplinary procedures involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired. (*If yes, provide details of the concerns, the duration of the proceedings and the outcome*).



I am satisfied that NAME is suitable to work with children. *(Or alternatively, if relevant, provide details of any allegations or concerns related to the safety and welfare of children or young people or behaviour towards children on young people, except where they have been found to be unsubstantiated, unfounded or malicious).*

Please note it is our policy to only provide this basic information for employment reference purposes.

In accordance with OLSJ normal practice this reference is given in good faith and in confidence, without legal liability on behalf of the author or OLSJ.

Yours sincerely,

Mr P Devereux  
Headteacher



## Appendix B

Recommended Reference Format for staff that have worked at OLSJ for more than one year within the past two years.

Date:

### **STRICTLY PRIVATE & CONFIDENTIAL**

NAME

ADDRESS

Dear NAME

### **EMPLOYMENT REFERENCE FOR STAFF NAME**

Thank you for your recent letter concerning STAFF NAME.

I am pleased to confirm details of employment with us as below:

Job title:

Start date:

Leaving date:

Final salary and pay scale:

The applicant has/has not\* been subject to the employer's capability procedures in the last 2 years (*if yes, provide details of the concerns, the duration of the proceedings and the outcome*).

The applicant has/has not\* been subject to the employer's disciplinary procedures in which the disciplinary sanction is current. (*if yes, provide details of the concerns, the duration of the proceedings and the outcome*).



The applicant has/has not\* been subject to the employer's disciplinary procedures involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired. *(If yes, provide details of the concerns, the duration of the proceedings and the outcome).*

I am satisfied that NAME is suitable to work with children. *(Or alternatively, if relevant, provide details of any allegations or concerns related to the safety and welfare of children or young people or behaviour towards children on young people, except where they have been found to be unsubstantiated, unfounded or malicious).*

*You may also include paragraphs in response to the following types of questions if asked:*

- How long you have know the applicant and in what capacity?*
- Are you satisfied that the applicant has the ability and is suitable to undertake the job in question? Please provide any specific comments about the applicant's suitability for the post and how s/he has demonstrated that s/he meets the person specification.*

Please note it is our policy to only provide this basic information for employment reference purposes.

In accordance with OLSJ normal practice this reference is given in good faith and in confidence, without legal liability on behalf of the author or OLSJ.

Yours sincerely,

Mr P Devereux  
Headteacher