



## Safeguarding Reference Form

Reference request for a role that includes work with:

Children

Adults

Children & Adults

**01**

**Referee**

Surname

Forename/s

Email address

Contact telephone no.

**02**

**Individual  
Requesting  
Reference**

Surname

Forename/s

In the capacity of

Current address  
(house number, street  
name, town)

Country

Postcode

Dear

**Re:**

**Post Applicant Applying For:**

The above has given your name as someone who may be contacted in relation to their application to work with **[delete where appropriate]** children / adults experiencing, or at risk of, abuse or neglect. UK government guidelines recommend that all voluntary organisations, including churches, must take steps to safeguard the **[delete where appropriate]** children / adults experiencing, or at risk of, abuse or neglect entrusted to their care.

We kindly request that you answer the following questions, to the best of your knowledge.

Thank you for your assistance.

Yours sincerely,

<b>Question 1:</b>	<b>How long you have known the applicant?</b> From (MM/YYYY) To (MM/YYYY)
<b>Question 2:</b>	<b>In what capacity?</b>
<b>Question 3:</b>	<b>Their previous experience of working with [delete where appropriate] children / adults experiencing or at risk of abuse or neglect?</b>
<b>Question 4:</b>	<b>Their ability to provide kind and consistent care.</b>
<b>Question 5:</b>	<b>Evidence of their willingness to respect the background and culture of [delete where appropriate] children / adults experiencing, or at risk of abuse or neglect in their care.</b>
<b>Question 6:</b>	<b>Their commitment to treat all [delete where appropriate] children / adults experiencing, or at risk of abuse or neglect as individuals and with equal concern.</b>
<b>Question 7:</b>	<b>Any evidence or concern that they would not be suitable to work with [delete where appropriate] children / adults experiencing, or at risk of abuse or neglect.</b>
<b>Question 8:</b>	<b>Please add any further comment that you feel may be relevant.</b>

<b>03</b>	
<b>Declaration</b>	I confirm that all information supplied on this Reference is true, to the best of my knowledge. Signature _____ Print name _____ Date (DD/MM/YYYY)