The Stacey Pre-School
Play • Explore • Discover • Learn

12 Safer Recruitment Policy (References & Employment Verification Policy)

1. Policy statement

The Stacey Pre-School is committed to safeguarding and promoting the welfare of children.

Obtaining and checking suitable references is an essential part of our safer recruitment procedure. References help the setting assess an applicant's employment history, conduct, reliability, safeguarding record and suitability to work with children.

We will obtain an appropriate reference before recruiting any person to work regularly with children, including:

- employees;
- managers;
- apprentices;
- students;
- volunteers;
- temporary and casual workers; and
- other individuals where their role gives them regular contact with children.

References do not replace Disclosure and Barring Service checks, identity checks, qualification checks, employment-history checks or any other required suitability assessment.

No person will be regarded as fully suitable for appointment until the setting has completed and considered all checks required for their role.

2. Purpose

The purpose of this policy is to ensure that the setting:

- obtains appropriate references during the recruitment process;
- contacts suitable and authoritative referees;
- verifies that references are genuine;
- checks references against the application and interview information;
- identifies and follows up any discrepancies or concerns;
- considers safeguarding information appropriately;
- makes fair, evidence-based recruitment decisions;
- maintains suitable records; and
- provides accurate and appropriate references for current and former workers.

3. Scope

This policy applies to the recruitment of:

- permanent and fixed-term employees;
- part-time and casual employees;
- bank staff;
- managers and deputies;
- apprentices and trainees;
- students on placement;
- volunteers;
- agency workers;
- self-employed people and contractors, where relevant; and
- any other person who may have regular contact with children through the setting.

Different arrangements may apply where a person is supplied by an agency, college or training provider. However, the setting remains responsible for satisfying itself that appropriate safer recruitment checks have been completed.

4. Responsibilities

The Pre-School Coordinator or manager or nominated recruitment lead is responsible for:

- requesting references;
- ensuring that referees are appropriate;
- checking and verifying references;
- following up discrepancies;
- involving the Designated Safeguarding Lead where concerns arise;
- recording decisions; and
- ensuring that references and recruitment records are stored securely.

The person making the final appointment decision must consider references together with:

- the application form;
- interview information;
- full employment and education history;
- explanations for gaps;
- identity checks;
- DBS and barred-list checks, where required;
- qualification checks;
- right-to-work checks;
- suitability declarations; and
- any other information relevant to the role.

Applicants must:

- provide complete and accurate referee details;
- provide their full employment and education history;
- explain employment gaps and inconsistencies;
- nominate referees who are appropriately placed to comment on their suitability;
- declare any relevant safeguarding, disciplinary or suitability information; and
- cooperate with requests to verify information.

False, misleading or deliberately incomplete information may result in:

- the candidate's removal from the recruitment process;
- withdrawal of a conditional offer;
- disciplinary action;
- dismissal; or
- referral to an appropriate safeguarding, regulatory or professional body.

5. Number of references

The setting will make every effort to obtain at least two references wherever reasonably possible.

- At least one reference will be from the applicant's current or most recent employer.
- If the applicant is not currently employed, or is not currently working with children we will obtain a reference from the employer where the applicant most recently worked with children.
- If the applicant has never worked with children we will obtain a reference from their current employer.

Where concerns arise, the setting may request additional references.

The setting will not rely solely on references chosen because they are likely to be favourable to the applicant.

6. Suitable referees

References should normally be provided by an authorised person such as:

- the current or previous employer;
- the setting owner or manager;
- a headteacher or senior leader;
- an authorised human resources representative;
- a course tutor or training provider;
- a placement supervisor; or
- another suitably senior professional who has direct knowledge of the applicant's work.

A referee should have sufficient knowledge and authority to comment on the applicant's:

- role and responsibilities;
- employment or placement dates;
- conduct and performance;
- safeguarding practice; and
- suitability to work with children.

References from the following will not usually be accepted:

- relatives;
- partners;
- close personal friends;
- people who know the applicant only socially;
- colleagues without management or supervisory responsibility; or
- people who cannot be independently identified and verified.

Where an applicant has not previously been employed, the setting may accept a reference from:

- a school, college or university;
- a training provider;
- a placement provider;
- a recent voluntary organisation; or
- another appropriate professional person.

7. References for students and volunteers

The same safeguarding principles apply to students and volunteers as to paid employees.

Before recruiting or accepting a student or volunteer, the setting will obtain an appropriate reference from a person such as:

- their current or most recent employer;
- an education or training provider;
- a placement supervisor;
- a voluntary organisation; or
- another suitable professional referee.

The reference must provide enough information to help the setting assess the person's:

- identity and history;
- reliability;
- conduct;
- professional boundaries; and
- suitability to work with children.

The setting will also obtain written confirmation from any college, agency or training provider about the checks it has completed.

8. When references will be requested

References will be obtained **before** the person is recruited.

Applicants will be informed during the recruitment process that references will be sought.

References will normally be requested after shortlisting and before a final appointment is confirmed.

The setting may seek references before interview where:

- the applicant has given permission;
- this is stated clearly in the recruitment information; and
- obtaining the reference at that stage supports safer recruitment.

The setting will not contact a current employer without the applicant's knowledge unless there is a lawful and clearly recorded safeguarding reason to do so.

Any appointment will remain conditional until satisfactory references and all other required checks have been completed.

9. Information requested

The setting will ask referees to confirm:

- the referee's name and position;
- their professional relationship with the applicant;
- the applicant's job title;
- employment, placement or volunteering dates;
- duties and responsibilities;
- experience of working with children;
- the reason for leaving, where available;
- the applicant's conduct and reliability;
- relevant performance or capability information;
- the applicant's safeguarding knowledge and practice;
- the applicant's ability to maintain professional boundaries;
- whether the applicant is considered suitable to work with children;
- whether the referee would re-employ the applicant in a childcare role; and
- any relevant concerns about the applicant's honesty, integrity or suitability.

The setting is aware that candidate's referees may have their own business reference policy which may not allow for all of the above data to be divulged. In the event of the candidate supplying a reference

The setting may use the current Department for Education early years employment reference template or an equivalent form.

10. Safeguarding questions

Referees will be asked whether there have been any relevant:

- safeguarding allegations;
- substantiated safeguarding concerns;
- concerns about professional boundaries;
- disciplinary findings involving children;
- referrals to the Local Authority Designated Officer or the Disclosure and Barring Service ;
- referrals to Ofsted or another professional body;
- suspensions or changes to duties connected with safeguarding;
- unresolved safeguarding investigations; or
- circumstances in which the applicant left while an investigation was pending.

The referee will be asked to distinguish between:

- substantiated OR unsubstantiated findings;
- concerns that remain unresolved;
- factual information; and
- professional opinion.

The setting will not automatically reject an applicant because an allegation was made. Information will be considered fairly, proportionately and in context.

However, the welfare of children will remain the paramount consideration.

11. Disciplinary and capability information

The setting may ask for relevant information about:

- current disciplinary proceedings;
- formal disciplinary findings;
- active warnings;
- relevant expired warnings where disclosure is lawful and necessary for safeguarding;
- capability or performance procedures;
- dishonesty;
- falsification of records;
- breaches of confidentiality;
- violence or threatening behaviour;
- discriminatory conduct;
- serious health and safety breaches;
- unauthorised absence;
- repeated failure to follow procedures; and
- other conduct relevant to working safely with children.

The setting will not request or rely upon irrelevant disciplinary information.

Any information received will be considered in relation to:

- the seriousness of the matter;
- its relevance to the proposed role;
- when it occurred;
- whether it was substantiated;
- whether there was a pattern;
- the outcome;
- evidence of subsequent conduct; and
- the applicant's explanation.

12. Sickness and attendance information

Health and sickness information will be handled carefully and lawfully.

The setting will not normally request sickness or health information before making a conditional offer, except where a limited question is lawfully permitted for a specific purpose.

After a conditional offer, the setting may request limited factual attendance information where this is necessary and proportionate.

The setting should normally request:

- the reporting period;
- the number of separate sickness absences;
- the total number of working days or shifts absent;
- any formal attendance-management process; and
- relevant failure to comply with absence-reporting procedures.

The setting will not normally request:

- diagnoses;
- detailed medical records;
- descriptions of medical treatment;
- unnecessary disability information; or
- other clinical information.

Pregnancy-related absence, disability-related absence and absence connected with statutory leave or reasonable adjustments will not be treated automatically as evidence of poor attendance or unsuitability.

Any health information will be handled as confidential information and considered in accordance with equality and data-protection requirements.

13. Obtaining references

References may be obtained:

- in writing;
- through a secure electronic form;
- by official organisational email;
- through an authorised human resources system; or
- by telephone followed by an accurate written record.

References should be received directly from the referee or their organisation.

An open reference supplied by the applicant will not be accepted.

References from personal email addresses will be treated with caution and independently checked.

14. Telephone references

Where a reference is obtained or clarified by telephone, the person taking the reference will:

- use a telephone number obtained independently from the applicant where possible;
- confirm the referee's identity;
- confirm the referee's position and authority;
- ask consistent and relevant questions;
- make a written record at the time;
- record the date, time and people involved;
- distinguish fact from opinion;
- read back important information where appropriate; and
- ask for written confirmation where necessary.

The written record will be signed or otherwise authenticated by the person who obtained the reference.

15. Verification of references

Every reference will be checked rather than accepted automatically at face value.

The setting will:

- confirm that the referee is an appropriate person;
- verify the referee's identity and authority;
- compare contact details with independently obtained organisational information;
- check that the reference was sent from an official source where possible;
- compare employment dates with the application form;
- compare job titles and duties;
- check the stated reason for leaving;
- confirm that safeguarding questions have been answered;
- identify vague, incomplete or contradictory responses;
- contact the referee directly where clarification is required; and
- record how the reference was verified.

A standard human resources reference confirming only dates and job title may not provide enough information to assess suitability to work with children.

Where necessary, the setting will seek further information from an authorised manager who had direct knowledge of the applicant.

16. Scrutinising references

The recruitment lead will consider whether the reference contains:

- unexplained differences in employment dates;
- roles omitted from the application;
- a different reason for leaving;
- vague or evasive wording;
- safeguarding questions left unanswered;
- unexplained reluctance to re-employ;
- contradictory information;
- indications of disciplinary or safeguarding concerns;
- an unresolved investigation;
- evidence that the applicant left during a formal process;
- unusually limited information;
- alterations or signs that the reference may not be genuine; or
- information that raises concerns about honesty or suitability.

The absence of negative information will not automatically be treated as confirmation that there have never been concerns.

17. Discrepancies and follow-up

Any significant discrepancy or concern will be followed up before the candidate's appointment.

The setting may:

- contact the referee for clarification;
- ask the applicant to explain;
- request documentary evidence;
- seek an additional reference;
- contact another previous employer;
- consult the Designated Safeguarding Lead;
- obtain advice from the Local Authority Designated Officer;
- obtain human resources or legal advice; or
- reconsider the appointment.

The applicant will normally be given an opportunity to respond to concerns unless doing so would:

- place a child or another person at risk;
- prejudice an investigation;
- breach a lawful instruction; or
- conflict with advice from a safeguarding agency.

The setting will record:

- the discrepancy or concern;
- the enquiries made;
- information received;
- the applicant's explanation;
- safeguarding or professional advice obtained;
- the assessment of risk; and
- the final decision.

18. Unsatisfactory references

A reference may be considered unsatisfactory where:

- it cannot be verified;
- it contains significant unexplained discrepancies;
- relevant safeguarding questions are not answered;
- the referee raises concerns about suitability;
- the information suggests the applicant may pose a risk to children;
- the applicant has provided false or misleading information;
- the applicant concealed relevant employment or safeguarding information; or
- the setting cannot obtain enough reliable information to make a safe decision.

An unsatisfactory reference will not automatically result in rejection in every case. The setting will assess the information fairly and proportionately.

However, an appointment will not proceed where the setting cannot satisfy itself that the applicant is suitable to work with children.

19. Inability to obtain a reference

The setting will make reasonable and documented efforts to obtain required references.

Where a former employer has closed, does not respond or refuses to provide a detailed reference, the setting may seek alternative evidence such as:

- a reference from another recent employer;
- a reference from a manager who worked for the former organisation;
- official employment records;
- payslips or tax records confirming dates;
- a reference from a training or placement provider;
- a professional registration record; or
- another suitably authoritative source.

Alternative documents confirming dates do not necessarily provide evidence of conduct or safeguarding suitability.

Where a suitable reference cannot be obtained, the manager and Designated Safeguarding Lead will complete a recorded risk assessment.

The appointment will proceed only where:

- all reasonable attempts have been documented;
- other required checks are satisfactory;
- sufficient reliable evidence of suitability is available;
- any risk can be appropriately managed; and
- proceeding is consistent with the EYFS and safeguarding duties.

An inability to obtain references must not be treated as a minor administrative omission.

20. Starting work

No person will normally begin work until:

- appropriate references have been received and checked;
- identity has been verified;
- required DBS and barred-list checks have been completed;*
- qualifications have been verified;
- employment gaps have been explored;
- suitability information has been considered; and
- the appointment has been formally authorised.

Where the EYFS or another requirement prohibits a person from beginning work before a particular check is received, the setting will not permit them to begin.

* In accordance with the Early Years Foundation Stage (EYFS) statutory framework effective from 1 September 2026, The Stacey Pre-School will ensure that no new employee commences employment at the setting until the required Disclosure and Barring Service (DBS) check has been received and their suitability to work with children has been assessed.

New employees will only be included in the statutory staff-to-child ratios once all relevant suitability, qualification and other EYFS staffing requirements have been satisfied. All necessary recruitment checks will be verified and recorded in accordance with the setting's Safer Recruitment Policy.

A person whose suitability has not been fully established must not be left alone with children.

21. Agency workers

Before an agency worker begins work, the setting will obtain written confirmation that the agency has completed appropriate checks, including references.

The Stacey Pre-School contracts with Humly to provide bank cover. Humly are responsible for carrying out checks on their employees including right to work, ID verification, qualification checks and DBS checks. Humly provide a "Safeguarding Report" for each bank staff member accessed via their portal, includes a photograph and the above information as a minimum. The Stacey Pre-School will maintain a file of the Humly staff they use to ensure compliance is met.

The setting will:

- verify the worker's identity on arrival;
- confirm that the person presented is the person covered by the agency's checks;
- obtain details of any relevant restrictions;
- clarify whether safeguarding or disciplinary concerns were identified;
- provide an appropriate induction; and
- maintain a record of the confirmation received.

The setting may request additional information or undertake its own checks where necessary.

22. Contractors and self-employed people

The level of reference checking for contractors and self-employed people will depend on:

- the nature of the work;
- the frequency of attendance;
- the level of contact with children;
- whether the work is supervised;
- whether regulated activity is involved; and
- the findings of the risk assessment.

The setting may obtain:

- professional references;
- client references;
- evidence of qualifications;
- professional registration;
- insurance details;
- safeguarding declarations; and
- confirmation of checks completed by the contracting organisation.

23. Recruitment decisions

References form part of the overall suitability assessment.

The final decision will consider:

- the quality and reliability of the references;
- information from the application and interview;
- the applicant's employment history;
- any safeguarding or disciplinary information;
- DBS and barred-list information;
- qualifications;
- the applicant's explanations;
- the requirements of the role;
- equality considerations; and
- the welfare and safety of children.

The setting will not rely on a single piece of information in isolation unless it establishes that the person is legally barred or otherwise unsuitable. Recruitment decisions will be:

- fair;
- evidence based;
- proportionate;
- properly authorised; and
- recorded.

24. Providing references

Only the following authorised person or role may provide references on behalf of the setting: Authorised roles: The Pre-School Manager or The Pre-School Coordinator or a Trustee of the Association

Other staff must NOT provide a reference using the setting's name or suggesting that they represent the setting unless specifically authorised.

References provided by the setting will be:

- accurate;
- fair;
- factual;
- not misleading;
- based on appropriate records or direct knowledge;
- relevant to the request;
- approved by an authorised person; and
- transferred securely.

The setting will use the Department for Education early years employment reference template as a model for a "Reference Request Interactive Form" which may be emailed to referees.

25. Safeguarding information in references provided by the setting

Where relevant safeguarding information is requested, the setting will consider:

- whether the information is accurate;
- whether it is relevant to the proposed role;
- whether the matter was substantiated;
- whether an investigation remains open;
- whether disclosure is necessary to protect children;
- the rights of the person concerned;
- advice from the LADO or another safeguarding body; and
- applicable legal and data-protection requirements.

The setting will not:

- describe an unsubstantiated allegation as proven;
- provide malicious or misleading information;
- conceal relevant substantiated safeguarding findings;
- use confidentiality agreements to prevent lawful safeguarding disclosure; or
- provide unnecessary personal information.

Where a matter is complex, the setting will obtain appropriate safeguarding, human resources or legal advice before responding.

26. Settlement agreements and confidentiality clauses

A settlement or confidentiality agreement will not be used to conceal relevant safeguarding information or prevent the setting from:

- making a safeguarding referral;
- contacting the LADO;
- notifying Ofsted;
- making a DBS referral;
- cooperating with police or children's social care;
- providing information required by law; or
- giving an accurate and appropriate employment reference.

Following a settlement or confidentiality agreement, and where there is no relevant safeguarding information to share, the setting may agree to provide a partial reference to include

- the employee's job title
- the employee's start and finish dates
- the reason for the employee leaving

The setting will NOT agree to provide a reference on behalf of the employee that is anyway false or misleading in representing the employee's suitability to work with children or the employee's capability in their role.

27. Data protection and confidentiality

Reference information will be processed in accordance with applicable data-protection law and the setting's privacy arrangements.

References will:

- be obtained for a clear recruitment purpose;
- contain only relevant information;
- be accessed only by authorised people;
- be stored securely;
- not be discussed unnecessarily;
- be shared only where there is a lawful reason;
- be retained in accordance with the setting's retention schedule; and
- be securely destroyed when no longer required.

Health information, safeguarding information and criminal-record information require particularly careful handling.

Applicants will be informed through the setting's recruitment privacy notice about how their personal information will be used.

28. Record keeping

The recruitment file will record:

- which references were requested;
- the date each request was sent;
- the date each reference was received;
- the identity and position of each referee;
- how each referee was verified;
- whether the reference was satisfactory;
- any discrepancies identified;
- follow-up enquiries to confirm validity
- safeguarding advice received;
- any risk assessment;
- the final recruitment decision; and
- the person who authorised the appointment.

The detailed reference will be retained securely in accordance with the setting's records-retention arrangements.

29. Concerns discovered after appointment

Where information received after appointment raises concerns about an employee's suitability, the setting will:

- protect children from immediate risk;
- inform the manager and Designated Safeguarding Lead;
- consider whether LADO advice is required;
- consider whether Ofsted or another body must be notified;
- follow the allegations, disciplinary or capability procedure as appropriate;
- provide the person with a fair opportunity to respond where appropriate;
- consider whether a DBS or professional-body referral is required; and
- record the actions and decisions taken.

The setting may withdraw an offer or take formal employment action where an applicant or employee provided false or misleading information which may include dismissal.

30. Monitoring and audit

The manager will periodically audit recruitment records to confirm that:

- references were obtained before recruitment;
- appropriate referees were used;
- referees were verified;
- references included safeguarding and suitability information;
- discrepancies were followed up;
- decisions were recorded;
- agency confirmations were obtained; and
- records were stored securely.

Any gaps in practice will be addressed promptly.

31. Training

People involved in recruitment will receive appropriate safer recruitment information or training. The setting will provide refresher training as appropriate.

They must understand:

- the EYFS reference requirements;
- how to identify a suitable referee;
- how to verify a reference;
- how to identify warning signs and discrepancies;
- how to handle safeguarding information;
- equality and data-protection considerations;
- when to seek LADO or professional advice; and
- how to document recruitment decisions.

32. Related policies

This policy should be read alongside the setting's:

- Safeguarding and Child Protection Policy;
- Safer Recruitment Policy;
- Staff Suitability Policy;
- Allegations Against Staff Policy;
- Low-Level Concerns Policy;
- Whistleblowing Policy;
- Staff Code of Conduct;
- Equality and Inclusion Policy;
- Data Protection Policy;
- Records Retention Policy;
- Disciplinary Policy; and
- Agency Workers, Students and Volunteers procedures.

33. Review

This policy will be reviewed:

- at least annually;
- when the EYFS framework changes;
- following an identified failure in recruitment practice;
- following a safeguarding incident;
- after relevant Ofsted or local-authority feedback; or
- when legislation or statutory guidance changes.

The setting will use the version of the EYFS framework currently applicable to its provider type.

Appendix 1: Reference-checking record

Applicant: [Name]

Position: [Role]

Referee: [Name]

Referee's position: [Role]

Organisation: [Organisation]

Relationship to applicant: [Details]

Reference requested: [Date]

Reference received: [Date]

Received directly from referee or organisation: Yes / No

Official organisational email or address used: Yes / No

Referee's identity verified: Yes / No

Referee's authority verified: Yes / No

Verification method:
[Official website, independently sourced telephone number, HR confirmation or other method]

Employment dates consistent: Yes / No

Job title and duties consistent: Yes / No

Reason for leaving consistent: Yes / No / Not supplied

Safeguarding questions answered: Yes / No

Suitability to work with children confirmed: Yes / No / Unable to comment

Would re-employ: Yes / No / Not stated

Disciplinary information provided: Yes / No / Not applicable

Discrepancies or concerns identified: Yes / No

Details:

[Details]

Follow-up action:

[Details]

Applicant's explanation:

[Details]

DSL or LADO advice required: Yes / No

Advice and outcome:

[Details]

Overall assessment:

☐ Satisfactory
☐ Satisfactory following clarification
☐ Further information required
☐ Unsatisfactory
☐ Appointment not proceeding

Checked by: [Name and role]

Signature: _____

Date: _____

Appointment authorised by: [Name and role]

Signature: _____

Date: _____

Appendix 2: Reference request checklist

Before accepting a reference, confirm that:

☐ It was obtained before recruitment.

☐ It was received directly from the referee or organisation.

☐ The referee is suitably senior or professionally appropriate.

☐ The referee's identity and authority have been checked.

☐ The referee's contact details were independently verified.

☐ Employment or placement dates were confirmed.

☐ The role and responsibilities were confirmed.

☐ Experience of working with children was addressed.

☐ Safeguarding and professional-boundary questions were answered.

☐ Suitability to work with children was addressed.

☐ Relevant disciplinary or capability matters were addressed.

☐ The reason for leaving was considered.

☐ The response was compared with the application form.

☐ Discrepancies were followed up.

☐ Any safeguarding concerns were referred appropriately.

☐ The decision was recorded and authorised.

APPENDIX 3:

Reference template for potential candidate

APPENDIX 4:

Reference Request Interactive Form

Provided to potential employee's current/most recent employer

The Stacey Pre-School
Play • Explore • Discover • Learn

[INSERT DATE OF REFERENCE]

To [INSERT NAME & ADDRESS OF PERSON REQUESTING THE REFERENCE]

REFERENCE REQUEST FOR [INSERT CANDIDATE NAME]

[CANDIDATE NAME] was employed at The Stacey Pre-School as [INSERT CANDIDATE ROLE] from [INSERT EMPLOYMENT START AND END DATES]

Their duties included but were not limited to the following responsibilities:

- keeping children safe,
- preparation and carrying out of activities,
- following our policies and procedures.
- [INSERT additional responsibilities as appropriate i.e. Deputy or SENCo or Room Leader responsibility]

Regarding [CANDIDATE NAME], during their employment with us, I can confirm the following:

- we [HAVE/HAVE NO] substantiated safeguarding concerns/allegations that meet the harm threshold*
- we ARE AWARE/UNAWARE of any safeguarding conduct or concerns that have led to any referrals to the Disclosure and Barring Service (DBS)
- there [HAS BEEN/HAS BEEN NO] disciplinary procedures
- that there [HAS BEEN/HAS BEEN NO] capability or performance related concerns
- the candidate's reason for leaving this employment is RESIGNATION/DISMISSAL/CONTRACT EXPIRED
- we WOULD/WOULD NOT re-employ the candidate at our organisation.

It is our company policy to provide only the above information, and no negative inference should be drawn from it. The above information is provided in the strictest confidence and in good faith.

We make every effort to ensure that the information is presented here accurately and correctly. However, we will accept no responsibility for errors, omissions or inaccuracies in the information, or for any loss or damage that may result from your reliance being placed on it.

You are welcome to contact me by telephone to verify the validity and the contents of this reference.

Yours sincerely,

SIGNATURE

MANAGER NAME
MANGER ROLE (On behalf of The Stacey Community Association)

Disclosure and Barring Service: Guidance: Making barring referrals to the DBS

The Stacey Pre-School, The Stacey Community Centre,
Walsall Road, Portsmouth, Hampshire, PO3 6DN
www.thestaceypreschool.co.uk
E:thestaceypreschool@gmail.com
T:02392 617890 M:07592 222318

TheStacey Pre-School is managed by The Stacey Community Association
Ofsted URN: 2673867 Registered charity in England and Wales [278364]

Forest School Provider

Ofsted Good Provider

The Stacey Pre-School

Play • Explore • Discover • Learn

REFERENCE REQUEST

To comply with our Safer Recruitment Policy and the EYFS framework (revised 01.09.25) please complete this form and return it to us from your business email address, marked for the attention of: "The Manager" at: thestaceypreschool@gmail.com

Candidate Name	
Setting/Business Name & Address please include your business email address.	
Telephone number:	
Name of Person completing form:	
Your Job Title:	

Please confirm you are the most senior person in your organisation with authority to complete this reference request ? ☐ Tick to confirm

Candidate's Employment dates:	Start Date:	
	End Date:	

Candidate was employed as:

Please briefly tells us the candidate's responsibilities at your organisation

With regards to attendance and timekeeping how would you describe the candidate's reliability? Where… 1=Poor 2=Average 3=Good 4 = Very Good 5= Excellent

The Stacey Pre-School, The Stacey Community Centre,
Walsall Road, Portsmouth, Hampshire, PO3 6DN
www.thestaceypreschool.co.uk
E:thestaceypreschool@gmail.com
T:02392 617890 M:07592 222318

TheStacey Pre-School is managed by The Stacey Community Association
Ofsted URN: 2673867 Registered charity in England and Wales [278364]

Forest School Provider

Ofsted Good Provider

The information in this section should provide facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold.[1] They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

Regarding the candidate and their employment at your organisation...

Have there been any substantiated safeguarding concerns/allegations that meet the harm threshold ?

If yes, please provide details below ◯ Yes ◯ No

Are you aware of any safeguarding conduct or concerns that have led to any referrals to the Disclosure and Barring Service or the Local Authority Designated Officer, or Ofsted or of any unresolved safeguarding investigations of circumstances in which the candidate left while an investigation was pending.

If yes, please provide details below ◯ Yes ◯ No

Has the candidate been the subject of any informal or formal disciplinary procedures ?

If yes, please provide details below ◯ Yes ◯ No

Has the candidate been the subject of any capability or performance related concerns? This may include breaches of confidentiality, dishonesty, falsification of records, discriminatory conduct, serious health and safety breaches, unauthorised absence, repeated failure to follow procedures or any other conduct relevant to working safely with children.

If yes, please provide details below ◯ Yes ◯ No

What is the candidate's reason for leaving your employment? e.g. dismissal *or* redundancy *or* other reason including pending a disciplinary, performance or safeguarding investigation?

Would you re-employ the candidate at your organisation ? ◯ Yes ◯ No

Thank you for taking the time to complete this reference

The Stacey Pre-School Manager will call you to confirm the contents and validity of this reference with you.

1 *The harm test is explained in the Disclosure and Barring service Guidance: Making barring referrals to the DBS and Section 35(4) of the Safeguarding Vulnerable Groups Act 2006.*

The Stacey Pre-School, The Stacey Community Centre,
Walsall Road, Portsmouth, Hampshire, PO3 6DN
www.thestaceypreschool.co.uk
E:thestaceypreschool@gmail.com
T:02392 617890 M:07592 222318

TheStacey Pre-School is managed by The Stacey Community Association
Ofsted URN: 2673867 Registered charity in England and Wales [278364]

Forest School Provider

Ofsted Good Provider