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| Open | Model Reference Request for a Volunteer Working with Adults at Risk or Children |

*This model template can be amended as appropriate.  
\*Items marked with a red asterisk require editing.  
Please delete all words printed in red.*

[Name of Referee]\*Edit [Name of person requesting this reference]\*Edit

[Address – Line 1] [Address – Line 1]

[Address – Line 2] [Address – Line 2]

[Address – Line 3] [Address – Line 3]

[Postcode] [Postcode]

[Telephone number]\*Edit

[Date]\*Edit

Dear [Name of Referee]\*Edit

We have received an application at our church for a voluntary role which involves working with adults who are at risk of abuse and/or with children. The applicant has given your name as someone who may be contacted for a reference.

**The name of the applicant, together with the role applied for, can be found on the attached form.**

National guidelines require all voluntary organisations (including churches) to take steps to safeguard adults at risk and children entrusted to their care. I would therefore be very grateful if you could complete the attached form and return it to me.

Please do not hesitate to contact me if you require further information about the role applied for.

Thank you for your assistance.

Yours sincerely,

[Name of person requesting this reference]\*Edit

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| Open | Safeguarding Reference for a Volunteer Working with Adults at Risk or Children |

This reference uses the following definition of terms:

* **Child** - anyone under the age of 18 years.
* **Adult at risk** - a person aged 18 years or over who is experiencing or at risk of abuse (including neglect). The term ‘vulnerable adult’ is also used in some legislation.

**Please continue on a separate sheet if necessary**

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| Name of applicant: **[Enter name before sending to referee]**\*Edit |
| Name of church: **[Enter church before sending to referee]**\*Edit |
| Role applied for: **[Enter role before sending to referee]**\*Edit |
| How long have you known the applicant? |
| Please comment on the applicant’s previous experience of working with adults at risk or with children. |
| Please comment on the applicant’s ability to provide kind, consistent and safe care. |
| Please comment on the applicant’s willingness to respect the background and culture of adults at risk and children in his/her care. |
| Please comment on the applicant’s commitment to treat all adults at risk and children with equal concern. |
| Do you have any concern that the applicant would not be suitable to work with adults at risk or with children? |
| If we need further clarification, is there a phone number we can contact you on? |

Signed: Please print your name:

Date: