

# St Elizabeth Catholic Primary School

## Reference Policy



**The Governing Body of St Elizabeth Catholic Primary School**

<b>Date of Policy</b>	<b>September 2019</b>
<b>Review Date</b>	<b>September 2022</b>
<b>Review Date</b>	<b>September 2023</b>
<b>Chair/Committee Chair of Governor's signature</b>	
<b>Headteacher's signature</b>	

**Mission Statement**  
**Inspiring and achieving lifelong learning in a welcoming Catholic community.**

## **Safeguarding Statement**

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## **Equality statement**

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

## **School Values**

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – Relationships, Resilience, Responsibility and Respect, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

## **British Values**

At St Elizabeth's, the school recognises and promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people;
- and encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

## **Data Protection**

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

## Professional References for Employees

### Objective of this policy:

To ensure that references given by St Elizabeth 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 St Elizabeth.

All professional references written by any employee of St Elizabeth 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 St Elizabeth employees to the chair of Governors, who will consult with the Headteacher.

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

### Personal references:

- Should not refer to work done at St Elizabeth
- Should not be written on St Elizabeth letter headed paper
- Should not be sent from a St Elizabeth 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 St Elizabeth for one year or less, or where it is 2 years or more since they left St Elizabeth 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 St Elizabeth 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.

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

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 or 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 St Elizabeth normal practice this reference is given in good faith and in confidence, without legal liability on behalf of the author or St Elizabeth.

Yours sincerely,

Name  
Headteacher

Recommended Reference Format for staff that have worked at St Elizabeth 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 or 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 known 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 St Elizabeth normal practice this reference is given in good faith and in confidence, without legal liability on behalf of the author or St Elizabeth.

Yours sincerely,

*Name*  
Headteacher