

REFERENCE POLICY



All reference to personnel includes both paid employees and volunteers.

Anglia Care Trust will normally give references to potential future employers, but there is no right to a reference and it may be refused at the discretion of the Trust.

In order to ensure references are factual and objective, Anglia Care Trust has a policy of providing only factual and substantiated information. We will not provide comment or opinion regarding a member of personnel's suitability for another position, or their personal attributes or qualities, except as mentioned below. This policy is applied to all the references we provide. Our references are provided without legal responsibility.

To that end we will provide as a minimum the following information:

- Role Title
- Period of Employment (or service with respect to Volunteers)
- Details of Absences (number of episodes and duration) over the last two years of employment
- If applicable, whether Anglia Care Trust is completely satisfied that the candidate is suitable to work with children or young people and/or vulnerable adults
- If applicable, details of any disciplinary procedures the member of personnel has been subject to involving issues related to the safety and welfare of children or young people and/or vulnerable adults, including any in which the disciplinary sanction has expired and the outcome of those
- If applicable, details of any allegations or concerns that have been raised about the member of personnel that relate to the safety and welfare of children or young people and/or vulnerable adults or behaviour towards those Service User groups, and the outcome of those concerns e.g. whether the allegations or concerns were investigated, the conclusion reached, and how the matter was resolved.

All requests for references must be passed to the Director of Business Support who will liaise with the appropriate line manager to prepare the reference.

Date of next review – October 2019