

## YOUR CHURCH LOGO

Reference request letter for a volunteer applying for a role with children or vulnerable adults

Private and Confidential

Name

Address

Postcode

Dear XXX

**Reference request for : name of potential volunteer role**

**Name of the potential volunteer** has given your name as someone who may be contacted in relation to their application to work (**say what the role is eg with children / adults experiencing, or at risk of abuse or neglect**).

Guidelines suggest that all voluntary organisations including Churches must take steps to safeguard those vulnerable within our communities and entrusted to their care. I would be grateful if you could comment on the following factors as they may apply to the applicant and their suitability generally for this role:-

- Previous experience of working with children and/or vulnerable adults.
- Their ability to provide kind and consistent care.
- Evidence of their willingness and commitment to respect the background and culture of children and vulnerable adults.
- Any evidence or concern that they would not be suitable to work with children and/or vulnerable adults.

You are welcome to use the reverse of this letter for your reply. Thank you for your assistance.

Yours sincerely

Name of person sending the letter and role in the Church

**Reference: Name of Applicant**

**Name of Referee and your contact details**

**How long have you known the applicant? .....years**

**In what capacity?**

**What is their previous experience of working with children / vulnerable adults?**

**Please can you comment on their**

- **Previous experience of working with children and/or vulnerable adults.**
- **Their ability to provide kind and consistent care.**
- **Evidence of their willingness and commitment to respect the background and culture of children and vulnerable adults.**

**Do you have any evidence or concern that they would not be suitable to work with children and/or vulnerable adults? Please give details.**

**Sign and date**

Please return this reference in an envelope marked Private and Confidential.