

REFERENCE PROCEDURE

1. Introduction

1.1 This procedure sets out the process for responding to requests for an employment reference.

2. Authorisation of references

2.1 Employment references may only be provided by the Headteacher or those trained and authorised to do so by the school.

3. Providing a reference

3.1 The referee should be content so far as possible that consent has been given for the reference to be provided. If there are any doubts the individual concerned will be contacted.

3.2 Referees should note that they have a duty of care to the organisation which requested the reference, and to the individual who is the subject of the reference, to provide information which is factual, accurate, fair and not misleading.

3.3 Referees should avoid expressing personal / subjective opinions about the individual which cannot be substantiated.

3.4 All references will be marked "private and confidential" and "for the addressee only"

3.5 The following reference disclaimer will be included at the end of each reference
 "Finally, please note that whilst the information provided is, to the best of the author's knowledge, completely accurate, the author, [name of school] or The Two Counties Trust cannot accept any liability for decisions based upon it.

3.6 Employees have a right to request a copy of an employment reference which has been provided for them by their school.

3.7 If employees are unsure who they should name as an employment referee they should contact HR within their school.

3.8 It is courteous to contact referees in advance to request that they act in the capacity of an employment referee.

4. Settlement agreements

4.1 Settlement Agreements contain an agreed reference. The response to a reference request will be consistent with the terms and spirit of the agreement. Where supplementary questions are asked by a prospective employer the response will be in terms no less favourable than those set out in the agreement.

5. General Data Protection Regulation

5.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

Document management

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