Form Date: 01.07.24

Review Date: 01.07.27

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**References Sign-Off Form for Existing Colleague**

**Private & Confidential**

**Colleague name:**

**Vacancy reference number:**

**Position applied for:**

The colleague named above has been made a conditional offer for the position of [insert position applied for].

In accordance with Barnardo’s [Getting references policy,](https://inside.barnardos.org.uk/employee-and-volunteer-support/recruiting-employees-and-apprentices/getting-references-policy) please could you provide the following information from the colleague’s staff file.

Where there is uncertainty on information to be provided, guidance can be sought from the People Strategy and Projects Team via email PAT.Queries@barnardos.org.uk.

N.B this form **should not** be completed where an existing colleague is moving internally from a non-regulated role to a regulated role. Instead, the Recruitment Team will take up references as per the [Getting references policy](https://inside.barnardos.org.uk/employee-and-volunteer-support/recruiting-employees-and-apprentices/getting-references-policy).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information requested:**  | **Yes** | **No** | **N/A** | **Additional Information**  |
| Are Right to Work checks recorded and up to date, including, any follow up checks where the individual has time-limited permission to work in the UK? |  |  |  |  |
| Is there a signed copy of the Safeguarding Code of Conduct on record? |  |  |  |  |
| Has the colleague successfully completed their probationary / transitioning period? |  |  |  | If No, please give the date that the probation / transition period ends. Date: |
| Are there any live formal warnings on file for conduct or performance? |  |  |  | If yes, please provide the reason, level and duration. |
| Is there a record of any safeguarding concerns /or safeguarding referrals to a Regulatory body or the Disclosure & Barring Service, Disclosure Scotland, Northern Ireland Social Care Council, for example. |  |  |  |  |
| Please confirm when the last criminal record check was issued and at what level e.g. basic /standard/enhanced without barred list/or enhanced with barred list check/Protecting Vulnerable Groups disclosure. |  |  |  | Date:Level: |

**Data Protection**

All personal data provided shall be processed in accordance with Barnardo’s [Data Protection Policy](https://inside.barnardos.org.uk/sites/default/files/2023-08/Data%20Protection%20Policy%202023.pdf) and [Privacy Notice](https://www.barnardos.org.uk/privacy-notice).

**Version History**

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| --- | --- | --- | --- | --- |
| **Document History** | **Date** | **Author** | **Comments** | **Approval** |
| 1.0 | 01.07.24 | People Strategy & Projects Team | Creation of new document in line with amendment to Getting References Policy. |  |