Form

Date: 01.07.22

Review Date: 01.07.27

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**References Sign-Off Form**

**Private & Confidential**

**This form must be completed for all posts and returned to the Recruitment Centre / Recruiting Manager to be placed on the individual’s file.**

In summary the following criteria must be met:

* A minimum of two references covering the previous five years must be supplied for all regulated activity posts. For these purposes a ‘regulated activity post’ is any post which is required to have the minimum of an enhanced disclosure check. For family placement, these written references must also be verbally verified as per this guidance [Additional reference requirements.pdf (barnardos.org.uk)](https://inside.barnardos.org.uk/sites/default/files/uploads/Additional%20reference%20requirements.pdf).
* **For Family Placement Roles Only**
The requirement is for references covering a candidate’s full employment/work history (including volunteering) where they have worked with children and/or adults at risk must be supplied including the reason for leaving for all posts. If the candidate has relevant work experience going back further than 5 years, the line manager should consider obtaining references from the relevant employer/s in addition to the two references within the last five years. If, however, an applicant’s last employment in education/ working with children and/or adults at risk was over five years ago relevant references must be obtained from that employment.  At least one referee must provide comment on an applicant’s work and relationships with service users which may mean going back further than the previous 5 years.  Where an applicant has worked in two (or more) positions at the same time working with children and/or adults at risk, the recruiting manager should obtain references from both employers.
* A minimum of two references covering the previous two years for any non-regulated activity posts
* Two references for Retail posts.

Please refer to the [Getting references policy | Inside Barnardos](https://inside.barnardos.org.uk/employee-and-volunteer-support/recruiting-employees-and-apprentices/getting-references-policy) for full details of the required level of referencing.

**Position applied for:**

**Vacancy reference number:**

**Name of applicant:**

**Recruitment panel:**

**Date of interview:**  **/ /**

**List of References Taken Up:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Referee/Organisation:** | **Reference requirement:****2/5/or****5+ years (Family Placement)**  | **Reference period:****(dates to/from)** | **Date received:****(include date of written and where applicable, verbal)** | **Reference Accepted?****Y/N** |
|  |  |  | **/ /** |  |
|  |  |  | **/ /** |  |
|  |  |  | **/ /** |  |
|  |  |  | **/ /** |  |
|  |  |  | **/ /** |  |

Continue on separate sheet if necessary

|  |
| --- |
| **Comments** - use this section to evidence any issues/problems with obtaining the necessary level of referencing and action taken. |
|  |

**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).

**Declaration**

I confirm that I have checked the above listed references in accordance with Barnardo’s Getting Reference Policy.

I am satisfied we have the required level of referencing for the above post; or where this has not been possible, the reasons why and the appropriate steps taken are detailed above.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Recruiting Manager) Date:\_\_\_\_\_\_\_\_\_\_\_\_

**Version History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document History** | **Date** | **Author** | **Comments** | **Approval** |
| 1.0 | 01.07.22 | People Strategy & Projects Team |  |  |
| 2.0 | 01.07.24 | People Strategy & Projects Team | Update to include new brand. Inclusion of Data Protection clause. |  |