



CLYC Reference Form for positions working with children and young people

Name of candidate	
Position applied for	
Name of organisation	

The above-named person has expressed an interest in working with our organisation and has given your name as a referee. The post involves substantial access to and responsibility for children.

As an organisation committed to safeguarding, we wish to know if there is any reason at all to be concerned about this candidate's suitability for this type of role.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post if he/she is offered the position in question. We would appreciate you being open and honest in your evaluation of this person.

Your knowledge of the candidate		
Dates of employment or volunteering (DD/MM/YY)	From:	To:
Capacity in which the candidate was employed or known		

Your knowledge of the candidate					
Main duties:					
Please comment on the candidate's suitability and overall ability to work with children and young people:					
Please rate the candidate on the following qualities:					
	Poor	Average	Good	Very good	Excellent
Responsibility	☐	☐	☐	☐	☐
Maturity	☐	☐	☐	☐	☐
Self-motivation	☐	☐	☐	☐	☐
Ability to motivate others	☐	☐	☐	☐	☐
Energy	☐	☐	☐	☐	☐
Trustworthiness	☐	☐	☐	☐	☐
Reliability	☐	☐	☐	☐	☐

Safeguarding and child protection concerns		
This post involves substantial access to children. As an organisation committed to safeguarding, we wish to know if you are aware of any reason why this person might not be suitable to work with children.	☐ No	☐ Yes – please provide more information :
Are you aware of any previous substantiated allegations, sanctions and/or disciplinary action taken against this person where there were concerns relating to children’s safety or protection?	☐ No	☐ Yes – please provide more information :
Are you aware of any current or ongoing allegations or investigations, or of any disciplinary sanctions that remain against this person? This may or may not be related to children’s safety and protection.	☐ No	☐ Yes – please provide more information :

Safeguarding and child protection concerns		
Would you re-employ or re-engage this person in volunteering?	☐ No – please provide more information :	☐ Yes

Other information
Please add any further information or comments that you feel are relevant to the person in their proposed new role:

Your details and declaration	
Name	
Organisation	
Position	
Contact number(s)	
Signature	x
Date	

Please return to:

The Training Officer – please add address