

WALTHAMSTOW MONTESSORI SCHOOL

References policy

Reference Request - New Employees

- References will be requested in writing by WMS for all candidates and will be taken up prior to interview.
- Candidates will be expected to provide full details for previous and current employers, failure to do so may lead to their application being disregarded.
- A minimum of 2 referees must be provided. One referee must be their current employer, or if they are not currently employed, their most recent employer. References from individuals will not be accepted and must be given on behalf of the organisation.
- Other referees must be previous employers, not friends, or former colleagues (unless they are a former line manager who has since left that organisation) and they must not be related to the candidate.
- There may be occasions where the manager responsible for obtaining references feels that further references or referees are required. In these situations, the candidate will be kept informed of referees who are to be approached other than those previously provided by them.
- The candidate will be informed if it is intended to approach someone other than the named referees.
- The WMS reference request form (attached) will be used to obtain information on the candidate. A copy of the job description and person specification for the post will also be sent to the referee for information.
- When offering a job to a successful candidate, it will be made clear to the candidate that it is a conditional offer subject to successful references (other conditions may also apply).

Reference Requests - Existing Employees

- If the candidate is an existing employee, the head of school will provide a 'work report' in the case of employees who are being redeployed within the school.

Following Receipt of References

- The senior member of staff responsible for recruitment must ensure that references received are written, correct, complete and must satisfy themselves that they are true.
- Verbal references from past or current employers will not be accepted.

- References will be verified i.e. that they are genuine and authentic and that the references provide sufficient cover for the relevant periods of employment.
- Verification calls to the referees will be made (care will be taken to use the referee's official telephone numbers). Appointments will not be processed without telephoned-verified references.
- The recruiting manager will 'approve' the reference by either updating the Recruitment System with 'Reference Approved' or by signing, dating and marking them as 'approved'.
- 'To Whom it May Concern' references or testimonies will not be accepted under any circumstances.
- Employees may be permitted to see references from a former employer in accordance with the provisions of Data Protection Act 1998. They must request this in writing.

Providing References For Past or Present Employees

- Only the senior leadership team are permitted to give employment references. References should not be sought from or provided by colleagues, parents or anyone else on behalf of the school.
- WMS is not obliged to provide a reference for a past or present employee.
- Specific information provided in a reference relating to disciplinary, timekeeping, attendance etc. should be able to be supported by documentary evidence from a staff member's file. If a disciplinary warning is outstanding it can be referred to, however a pending investigation where no disciplinary decision has been taken will not be referred to. There may be exceptions to this, if the alleged disciplinary offence is one of gross misconduct and could affect the employee's suitability for the employment in question e.g. working with children.
- If an employee has taken maternity leave during her period of employment, no reference will be made to this fact when giving a reference.
- In cases where it is not possible to write a positive reference, the manager can give a simple employment reference i.e. confirmation of employment dates only. If this is followed by a more detailed telephone reference, the manager must remember that if the receiver takes full notes or transcribes the conversation the manager may be obliged to disclose the details of the telephone reference at a later date.
- Employees may be permitted to see references prepared by their employer in accordance with the provisions of the GDPR.

This Policy was adopted on 1 April 2018

Signed (Principle):

Signed (Senior member of School Staff):

Signed (Parent Representative):

Date signed: 1st June 2020

Date to be reviewed: 1st June 2022

WALTHAMSTOW MONTESSORI SCHOOL
Employer Reference Request

APPLICANT NAME:

PLEASE CAN YOU CONFIRM IF THIS IS AN AGREED REFERENCE: YES/NO
(A discussed or negotiated and then accepted by all parties reference):

Confirmation of Employment:

Employment Start Date:

Employment End Date:

Position Held:

Reason for Leaving:

Would you re-employ this person:

Current annual salary:

Or hourly rate if applicable:

Safeguarding and Child Protection:

Was the applicant subject to any disciplinary action or allegations during their period of employment?

If **YES**, please provide details.

Do you have any concerns about the Applicant working with children?

If **YES**, please provide details.

To your knowledge, has the Applicant ever been dismissed from a childcare position?

If **YES**, please provide details.

Are you aware of any issues with the Applicant in relation to safeguarding and child protection?

If **YES**, please provide details.

Classroom Effectiveness:

Please rate the Applicant's ability and effectiveness in the following areas (1=Excellent to 5=Poor):

Delivering effective teaching and learning

1 2 3 4 5

Ensuring pupil progress and attainment:

1 2 3 4 5

Planning, preparation and assessment:

1 2 3 4 5

Working with pupils of different levels of ability (inc. SEN):

1 2 3 4 5

Effective classroom management:

1 2 3 4 5

Extra-curricular contribution and additional responsibilities:

1 2 3 4 5

Relationship with colleagues:

1 2 3 4 5

Relationship with children:

1 2 3 4 5

Relationship with parents:

1 2 3 4 5

Overall Performance:

1 2 3 4 5

Other areas of responsibility or posts held:

RELIABILITY:	SATISFACTORY/WEAK
TIME KEEPING:	SATISFACTORY/WEAK
ATTENDANCE:	SATISFACTORY/WEAK

Any other comments:

Referee Details:

Name:

Position:

Email address: (must be a professional address)

School Name:

School Address:

Date:

Please email this completed reference to: e17montessori@aol.com

If you have any comments or questions regarding this reference please contact: Wendy Palumbo
Head of School, Walthamstow Montessori School – Tel: 020 8523 2968

Walthamstow Montessori School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.