**Reference Request / End of Assignment Template**

**Agency Social Workers**

The post for which the person has applied involves working closely with, having contact with or having responsibility for the safeguarding and welfare of children, young or vulnerable people. It is important, therefore, you provide a full and frank assessment of the worker’s suitability to work with these client groups and to be informed of any concerns that might affect such suitability. Your responses to all questions should reflect this.

In compliance with Safeguarding Guidance you are advised that:

* Referees have a responsibility to ensure references are accurate and do not contain any material misstatement or omission; and
* Relevant factual content of the reference should be discussed with the worker. The worker can request from you access to the reference under the Data Protection Act 1998

**Section 1**

**Referee Details**

|  |  |
| --- | --- |
| Referee Name: |  |
| Referee Job Title : |  |
| Name of your organisation: |  |
| How long have you known the worker and in what capacity are you providing this reference:  *Note the Reference should be completed by a manager with direct responsibility for the person in the role to which the reference relates.* |  |

**Worker Details**

|  |  |
| --- | --- |
| Worker’s Name: |  |
| Worker’s Job title and summary of key duties and responsibilities whilst in your employ or on assignment: |  |
| Conduct and performance of the worker whilst in your employ or on assignment: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Engaged/ Assignment from: |  | Engaged/Assignment to: |  |

**Section 2**

**Competency Assessment:**

Please assess the worker’s competency in the following areas:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **\*Competent** | **\*Requires development** | **Unproven** |
| Oral communication |  |  |  |  |  |
| Written communication |  |  |  |  |  |
| Report writing – e.g. Prepares high quality, accurate case and court reports |  |  |  |  |  |
| IT skills and data entry reporting |  |  |  |  |  |
| Ability to deal with situations appropriately with regards to confidentiality |  |  |  |  |  |
| Ability to distinguish between confidentiality and disclosure |  |  |  |  |  |
| Ability to maintain appropriate professional boundaries |  |  |  |  |  |
| Ability to set appropriate boundaries with service users |  |  |  |  |  |
| Ability to work as part of a team |  |  |  |  |  |
| Knowledge of legislation relevant to their area of work |  |  |  |  |  |
| Ability to manage an appropriate caseload |  |  |  |  |  |
| Ability to adhere to professional codes of conduct/ practice |  |  |  |  |  |
| Ability to report and take appropriate action, in cases of suspected abuse |  |  |  |  |  |
| Taking responsibility for own learning and professional development |  |  |  |  |  |
| Ability to engage fully and constructively with the supervision process |  |  |  |  |  |
| Relationships with other professionals and organisations |  |  |  |  |  |
| Ability to manage or avoid conflict with or between service users, carers, families, etc. |  |  |  |  |  |
| Ability to work under pressure, and to maintain judgement |  |  |  |  |  |
| Duty experience – e.g. can respond and deal competently when on duty, with clear handover records |  |  |  |  |  |
| Attendance record |  |  |  |  |  |
| Punctuality |  |  |  |  |  |

|  |  |
| --- | --- |
| 1. \*If you have ticked either *competent or requires development* in any of the boxes above please insert your reasons why, providing examples, where possible.  Yes  No |  |

**Section 3 General Assessment:**

|  |  |
| --- | --- |
| 1. How many days of sickness absence has the worker taken in the last three years? | Days …………….  Over how many occasions was this ……………………… |
| 2a). Have you, or your colleagues, ever had cause for concern about the worker’s conduct or performance related to the safety and welfare of children, young or vulnerable people | Yes No  If **yes**, please provide details |
| 3. If the worker was on assignment with you via an agency have you raised your concerns/allegations with the agency and the outcome if known? | Yes No  If **Yes**, please provide details  If **No**, please provide details |
| 4. If the worker has been a permanent member of staff in your organisation have they ever been the subject of disciplinary or capability procedures whilst in your employment? Please include;   * details of any disciplinary/capability procedures the worker has been subject to involving issues related to the safety and welfare of children, young or vulnerable people, including any in which the disciplinary sanction has expired, and the outcome of these * details of any allegations or concerns that have been raised about the worker that relate to the safety and welfare of children, young or vulnerable people or them, and the outcome of those concerns e.g. whether the allegations or concern were investigated, the conclusion reached, and how the matter was resolved. | Yes No  If **yes**, please provide details  Yes No  If **yes**, please provide details |
| 5. If the worker has left your employment and was in a permanent capacity or tendered their resignation, were any disciplinary/capability investigations being carried out or was action under your disciplinary/capability procedures pending? | Yes No  If **yes**, please provide details |
| 6. If the worker has already left or has indicated an intention to leave your employment/assignment, please state the reasons? | Please state reasons: |
| 7. Would you re-employ / re-engage this worker in the same or any other capacity within your organisation? | Yes No |
| 8. Are you completely satisfied that the worker is suitable to work with children, young or vulnerable people. If **No** please give specific details of your concerns and reasons why you believe the person may not be suitable. | Yes No  If **no**, please provide details |
| 9. Any additional comments? |  |

**Declaration**

I confirm that I am authorised to give the reference details outlined on this form.

**Please tick to confirm:**

By supplying this reference I understand I am giving you permission to disclose information contained in this document to third parties - to include the worker and potential employers.

**Please tick to confirm:**

Signature: ………………………………………………………..

Print Name: ……………………………………………………….

Organisation: ……………………………………………………….

Position: ………………………………………………………

Date: ………………………………………………………

Telephone number: ………………………………………………………

*For contact purposes; it is likely you will be contacted to verify the reference*