



Employment reference policy

Anderida Adolescent Care work in a sector where there are extensive regulations and practice guidance on staff selection and the recruitment process.

Employment references and checks are an important element of the Safer Recruitment processes for members of staff who wish to join our organisation. As a priority we have a very clear responsibility towards young people and it is our duty to make sure that the selection process is thorough and all the necessary legislative checks are carried out.

Seeking references:

As part of the application process we require two full references (2 references completed on our forms) for which contact details are requested on the application form. **All members of staff should be aware that the following procedure will apply:**

- ✚ Two referees must be provided with full contact details provided on the application form. One of the references **MUST** be from the candidates most recent/current employer, the contact details must be official and not received from a personal email account.
- ✚ We will be checking on dates of employment, reasons for leaving, attendance performance in role, safeguarding concerns and any other relevant information in working with vulnerable young people (The candidate will also have an opportunity to discuss all of the above during their interview).
- ✚ It is the candidate's responsibility to provide the details of an authorised person to provide a reference. This should **NOT** be a former colleague, deputy, team leader etc, unless they are formally authorised by that organisation to provide an employment reference.
- ✚ Where staff have had previous/historic childcare or caring roles that include work with vulnerable groups, we will **ALWAYS** seek out additional references from these sources and contact them to request a reference.
- ✚ Our standard template to request specific information on potential employees is in line with Safer Recruitment principles. All candidates should be aware that this information is requested and there is an opportunity to disclose any matters on the application form or for discussion to take place, prior to references being taken up.
- ✚ During the pre-employment checks, the employee may be approached to assist with chasing up slow responses or refusals by previous employers to provide the necessary information.
- ✚ If there are any gaps, lack of clarity around references, lack of transparency in communication or any other similar instances, the candidate should be aware that this will be questioned to evidence this in their personnel file and to clarify any issues.
- ✚ Any references received by the Anderida Head Office will be followed up by a phone call in order to verify and discuss any other details noted on the reference form.

Requirements for additional references

In some cases, it is the policy of some organisation's to only provide employment dates. If this is the case the candidate should be prepared to provide a character reference or an additional reference from their employment history.

A character reference should be provided by someone who knows the candidate well and holds an upstanding role within the community and/or works in the childcare sector. This must not be a family member/relative.

We are committed to working alongside the candidate to make the recruitment process as smooth as possible and so request that candidates are prepared to keep communication efficient and clear so that there are no delays in the candidates application being processed.

Receiving references from previous employers:

For previous employers where an applicant has had access to vulnerable clients (children or adults), we are required by regulation to gather and evidence this information. Anderida Adolescent Care provide this information on all former employees where an employment reference is sought.

Any organisation that fails to provide the information will have their details referred to Ofsted or the appropriate regulatory body for guidance.

Anderida Adolescent Care endeavour to provide as much details as possible when it comes to providing references.

Disciplinary matters are not commented on once they have expired, however in circumstances when it relates to a specific safeguarding concern, we *may* have a duty to pass/share information with a potential employer.

Receiving reference request from other companies/organisations:

An ex-employee of Anderida who is currently applying for a job in another company or organisation, may give Anderida's information as a reference.

Anderida will try their best to provide an accurate reference to a future employer.

Anderida may not be able to comment on staff conduct and provide accurate and sufficient references if the ex-member of staff has not been with Anderida for over 5 years. This is due to changes in other key staff, memory of historical context and the limitations of what we can keep on file, in line with GDPR.