



## Sheffield Lower School Referencing at Sheffield Lower

Written by:	Adopted by staff on:	Ratified by Governors:	Review date:
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### 1. Rationale

- a) There is no legal requirement for an organisation to provide written references in respect of employees who are leaving, or who have left.
- b) It is our belief that references should be positive and provide dependable factual information to support employees to move on in their careers.

### 2. We will

- a) Sheffield Lower School will provide references in written format only using our own template only to ensure equitability.
- b) Only information that is known to the employee will be included in the reference.
- c) Information about prior attendance will only be given in line with GDPR compliance - Data which includes dates and periods of absence can be provided to the applicant employee, so that they may choose to disclose this information themselves.
- d) Prior earnings will not be provided as part of referencing in order that references support equitability of prospects, for example when applying for promotion.
- e) In accordance with the statutory school teachers pay and condition document, pay spine information will be provided for those in the teaching profession.

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

### 3. References will not:

- a) Be misleading
- b) Include irrelevant personal information
- c) All details about the person, their role or performance must be fair and accurate. If opinions are provided, there should be evidence to support the opinion.

### 4. Protected Professions

- a) Safeguarding information will be provided if reference supports employment within a protected profession EG: social care, education, law enforcement, government role.
- b) Dates of employment will be provided
- c) Summary of duties and role can be provided.

- d) Factual information about work competency can be provided, but must be accurate, fair and known to the employee.

## **5. Protected characteristics**

- a) References must not be used to discriminate. The protected characteristics include:

- I. Age
- II. Disability
- III. Race
- IV. Gender reassignment
- V. Marriage and civil partnership
- VI. Pregnancy and maternity
- VII. Religion or belief
- VIII. Sex
- IX. Sexual orientation

The only exception is when a protected characteristic is crucial to do a job. In law this is called an 'occupational requirement'. For example, if a Catholic church wishes to employ a priest, it is necessary for them to be a Catholic.

## **6. Volunteers**

- a) We understand that those volunteering in our school may wish to request references as part of their future career.
- b) We will provide dates and duties covered as part of volunteering.
- c) We will comment whether there are/were any safeguarding concerns raised that we are/were aware of.
- d) We will comment on the following attributes:
  - i. Reliability
  - ii. Working relationships
  - iii. Punctuality
  - iv. Competency of the duties described
  - v. Would we permit the applicant to volunteer again in our setting.