

THE IONA SCHOOL & NURSERY

Reference and outside information policy

Revised August 2016

Prepared using the Gov.uk website; <https://www.gov.uk/work-reference>

References: workers' rights

Introduction

We may be asked from time to time to give out information on current or previous staff and volunteers.

This can be a reference to a new employer or information to other agencies such as the DWP, HMRC etc.

In order to ensure the best practice The Iona School will only give out such information under the following conditions.

Procedure

All information requested must come direct from the source.

- For a reference, the employer must write to the school manager on official paper/email.
- If we are releasing employee details to a body such as the HMRC then the request must come directly from that body.

Whilst we do not have to give a reference, we will always let other new employers know if there are any safeguarding issues and disciplinary procedures on an employee's file. This is to protect children and must be stated clearly.

We can choose to either give a full reference on a form or give a brief reference to include details such as job title, salary and when the worker was employed. However, even if the reference is brief it must always include details of safeguarding/disciplinary.

All references will be based on fact.

The chosen reference will be based on the school managers discretion, with, (if needed) support from the college.

We reserve the right to not answer leading questions such as "would you re-employ this person" or comment on a person's suitability for a role.

Under no circumstances will the Iona School and Nursery do the following

- Provide a 'cover' (i.e "to whom it may concern") reference directly to the current or ex-employee/volunteer
- Provide official requested details from a body such as the DWP/HMRC directly to a current or ex employee/volunteer.

The Iona School and Nursery will

- Answer all requests from the source in a timely fashion , within the best of their knowledge
- Not withhold vital information

Issue date

This policy takes effect from August 2014

This policy will be reviewed (and if necessary revised with the approval of the School Management Team) on an annual basis.

Issue date

This policy takes effect from the below date

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin Taylor
Position: Iona School Trustee
Signed: *MW Taylor*
Date: 07/08/2018

The Iona School & Nursery