



Schools for Every Child

References

At Schools for Every Child, we take the issue of safer recruitment seriously. Our approach is based on *Keeping Children Safe in Education (KCSIE)* to protect pupils, staff, and our community. Failure to follow this policy will be treated as a serious breach of safeguarding procedures and may result in disciplinary action.

General Principles

- All roles (staff &volunteers) require two satisfactory references before an interview.
- No one may begin work on site (including volunteering) until both references have been returned & verified.
- We do not accept two references from the same organisation.
- The Trust issues only one reference for former employees, covering their full employment with us.
- The CEO has final sign-off on every appointment across the Trust. No contract of employment is considered valid until the CEO has signed it.
- In sporadic cases, such as the appointment of volunteers or elected parent governors, a formal interview may not always take place. In these circumstances, two satisfactory references are still required before starting, and the rules of this guidance continue to apply in full.

Process for Schools

- Schools must inform HQ when wanting to advertise a vacancy or appoint a volunteer, providing sufficient notice for HQ to request and secure two references for shortlisted candidates before the interview.
- In the very rare event that a school wishes to interview before both references are returned, the Head of School / Headteacher / Executive Head must seek verbal and written approval from the CEO first. If this cannot be obtained, then no interview will take place. In this rare instance, Schools must not inform a candidate that they are being appointed or suggest they are likely to be successful until both references have been received, checked, and approved. This includes any form of offer, whether verbal, written, conditional, or informal comments, such as "you've got the job, pending references." These candidates may only be informed of an appointment once the CEO has given final sign-off.

Who May Give References

- For school staff: only the Head of School, Headteacher, or Executive Head may provide a reference.
- For Heads of School, Headteachers, Executive Heads, and HQ staff: only the CEO may provide a reference or the TDSL in the CEO's long-term absence. This ensures consistency, accuracy, and safeguarding.
- The Trust issues only one reference for former employees, covering their entire period of employment
- We reserve the right not to populate reference grids

Concerns Raised in References

- If a reference contains concerning or unusual information (e.g., relating to safeguarding, conduct, unusual resignation dates, past capability, unusual wording), the hiring manager must consult the CEO before confirming an appointment



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