



# The Athelstan Trust

## Reference Policy

### Reference policy

- 1 **Professional references:** This policy only relates to professional references which bear the name of the Trust or one of its Academies and represents an official statement of the Trust's or one of its Academy's assessment of an existing or a former employee. These are written on the Trust's headed notepaper.
- 2 **Authorised referees:** Heads of Department, and members of the senior leadership team are authorised to give a professional reference.
- 3 **Content of references:** All professional references will be provided on a reference pro forma. It is the Trust's policy that the reference will be limited to this format and content. The Trust will respond to any reference request in accordance with safer recruitment guidance in force from time to time.
- 4 **Personal references:** Employees will not be required to follow this procedure when writing personal references. Personal references will not be written on the notepaper of the Trust or the Academy nor refer to a person's professional performance or their relationship with the Trust or any of its Academies. Personal references simply record one person's experience of another. Any individual giving such a personal reference is personally responsible for anything said in that reference. Such references must state that they are personal references and do not represent the views of the Trust or the Academy.
- 5 **Telephone:** References will not be given over the telephone. References given in writing will not be discussed further over the telephone.
- 6 **Confidentiality:** References provided by the Trust are not intended to be seen by the employee and will normally be marked "confidential for the purposes of employment (or prospective employment) of the data subject". The same will apply to references received by one of the Trust's Academies.