

[School logo/s]



Language**Futures**

## Sample Language Futures Reference Request Form

<b>Reference for:</b>
<b>How long have you known the applicant?</b>
<b>In what capacity?</b>
<b>Do you consider him/her to be trustworthy and reliable?</b>
<b>Do you consider them suitable to have unsupervised access to a child who may be vulnerable?</b>
<b>Please provide details of any disciplinary procedures, allegations or concerns which the applicant has been subject to involving issues related to safety and welfare of children or young people, including where the disciplinary sanction may have expired. Please provide details of the allegations investigated, the conclusion and how the matter was resolved</b>

**Name:**

**Signed:**

**Date:**

***\*It is strongly advised that you seek advice from both your school HR department as well as the Designated Professional Lead for safeguarding regarding your own school's arrangements for reference requests and DBS checks etc as well as the content of this form and information required to comply with statutory requirements on safeguarding***

*Language Futures was originally developed by Linton Village College as part of a Paul Hamlyn Foundation initiative. Management of the initiative passed to the Association for Language Learning in summer 2015. When using and/or adapting resources, we would ask you to acknowledge the Language Futures initiative and the Paul Hamlyn Foundation as the original publishers of the material.*