# Warmley Preschool - Charity

# References policy

When a member of staff leaves the preschool, we wish to provide them with a reference that is factual.

## Aims

* To provide an accurate and correct reflection of a leaving employee.
* To safeguard the preschool by providing only the facts of an employment.

## Procedures

* A reference will only be provided if it is requested.
* If a reference is requested by a future employee, the employee will be informed and asked for permission.
* The expectation is that a leaving employee will request a reference directly from Warmley Preschool.
* We will provide only the following information in regards to an employment:
	+ Employee name
	+ The name of the preschool
	+ The address of the preschool
	+ Final wage hourly rate
	+ Employment start and end date
	+ Sickness record
	+ Name of referee
	+ Contact details of the referee
* If an employer provides a different reference form for completion, Warmley Preschool will not provide any additional information. Instead we will complete our Reference form and provide this to the employer.

# Adoption of Policy

This policy was adopted as follows

|  |  |
| --- | --- |
| **Meeting of** |  |
| **Date held** |  |
| **Date for review** |  |

Signed on behalf of the management committee

|  |  |
| --- | --- |
| **Signature** |  |
| **Name of Signatory** |  |
| **Role of Signatory** |  | **Date** |  |