# Department for Education logo

# **Early years employment reference template**

*[Early years settings can choose to use this template when providing or obtaining an employment reference or they can create their own.]*

## **Section 1 – Candidate employment details**

|  |  |
| --- | --- |
| **Candidate full name** |  |
| **Organisation employed by** |  |
| **Organisation address** |  |
| **Job title** |  |
| **Main duties** |  |
| **Dates employed** | From [DD/MM/YYYY] to [DD/MM/YYYY] |

## **Section 2 – Safeguarding information**

The information in this section should provide facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold.[[1]](#footnote-1) They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

#### **Please confirm the candidate’s reason for leaving your employment**

[ ]  Resignation

[ ]  Dismissal

[ ]  Other

#### **Would you re-employ the candidate at your organisation?**

[ ]  Yes

[ ]  No

#### **If no, please explain why**

|  |
| --- |
|  |

#### **Are you aware of any allegations or concerns that have been raised (whether formal or informal) about the candidate that relate to any safeguarding issues?**

[ ]  Yes

[ ]  No

#### **If yes, please give details**

|  |
| --- |
| *[The information in this section should provide facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.]*  |

#### **Are you aware of any safeguarding conduct or concerns regarding the candidate that have led to any referrals to the Disclosure and Barring Service (DBS)?**

[ ]  Yes

[ ]  No

#### **If yes, please give details**

|  |
| --- |
|  |

#### **Please provide any further information that may help in assessing the candidate’s suitability to work with children**

|  |
| --- |
|  |

## **Section 3 – Referee details and signature**

|  |  |
| --- | --- |
| **Referee full name** |  |
| **Referee job title**  |  |
| **Referee organisation name**  |  |
| **Referee contact details** |  |
| **Reference completed by**  | [ ]  Current employer[ ]  Training provider[ ]  Education setting[ ]  Other – please specify:  |
| **Signature** | By signing on this page I confirm the information provided is a true and honest representation of the candidate named above. |
| **Date**  | [DD/MM/YYYY] |

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1. The harm test is explained in the Disclosure and Barring service [Guidance: Making barring referrals to the DBS](https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs) and [Section 35(4) of the Safeguarding Vulnerable Groups Act 2006](https://www.legislation.gov.uk/ukpga/2006/47/section/35). [↑](#footnote-ref-1)