

Christ The King Sixth Form College

References – Protocol for drafting and completing Staff and Student Reference

- 1 References should be prepared in good time and meet reasonable deadlines.

- 2 References must be accurate and clearly recognise the individual's strengths. The reference must create a fair impression overall and the writer must feel confident that they can justify the statements made. If the writer has limited knowledge about a particular question, which has been asked, this should be stated. Providing a reference, which puts someone in a better, or a more negative light than is justified, must not be done. This could leave the College vulnerable to a claim for damages.

- 3 References should be in line with feedback already provided, for example in reports, or staff appraisals. Staff and students can ask a new employer for a copy of the reference which has been written for them and there should not be significant deviation from information already discussed.

- 4 References for current staff or former colleagues, which are written by a line manager in a professional capacity, must be shown to a senior line manager before they are sent. This is appropriate as the College may be liable for a claim for damages. Staff may also feel that they may wish to follow a similar procedure for students in certain cases.

- 5 In education the normal practice is for the Principal or Headteacher to act as a referee, although staff may use any colleague they wish to undertake this function. Ideally, staff should ask colleagues to act as referee before using their name. This will mean that referees can be prepared in advance of the reference request arriving in College.

January 2009