

## **Policy on Candidate Referencing**

All candidates are required to provide details of at least two referees, one of whom must be their previous/current employer and ideally both who are able to comment directly on their performance in the education field. These are sought and obtained directly from the referee. Both referees must be senior to the candidate and be contactable at their place of work. The references should cover at least the last 2 years of employment as a minimum, and we validate 10 years of employment history.

**Written** - We require both references to be in writing prior to placement covering the last two years including their last post, gaps of more than 1 month are verified and may require a character reference. Our compliance team send a standard reference template to all referees through our Candidate Screening Portal (CSP) to a professional email address.

References from other employment businesses must, as a minimum, include dates of employment and details of any safeguarding issues if they are known

**Verbal** - Verbal references will be recorded, and a copy of the record will be sent to the referee via their school email address to obtain their written confirmation that the record is correct and their consent to forward it to a third party. If the referee does not provide their written confirmation that the record is correct and give their consent, the reference will not be accepted.

**Open** - Open references may be accepted once validated if they include the following information:

- i. the dates between which the work seeker worked for or with the referee.
- ii. the role the work seeker undertook.
- iii. whether the work seeker is deemed suitable to work with children.
- iv. whether the referee would re-employ the work seeker; and
- v. whether the work seeker was subject to any disciplinary action and the circumstances, if any.

**Character** - We may also ask for a character reference to support any gaps in employment of more than 1 month.

**Agreed References** - Extra care is taken when an agreed reference is presented to 4myschools that there are no safeguarding issues, and that the candidate is suitable for supply teaching. This is often gained verbally from the responding school.

References are scrutinized by the recruiting consultant and/or compliance team and if we are not entirely satisfied with the content, we request additional references or decide not to engage the work-seeker.