

## **LTA References Policy (October 2024)**

The minimum requirements are based on those outlined in Paragraph 228 of Keeping Children Safe in Education 2024, with additional requirements in certain circumstances.

- References should cover a minimum two-year period;
- A minimum of two references should be obtained (even if the candidate has been employed with their current employer for more than two years);
- Reasons for leaving should be established for all employment references;
- All references should ask for details of any past substantiated allegations;
- Open references e.g. to whom it may concern should not be accepted;
- Candidates will not be required to obtain their own references;
- A reference from the candidate's current employer must be obtained and must have been completed by a senior person with appropriate authority. If the referee is school or college based, the reference request should be directed to the headteacher/principal, to ensure that they are accurate in respect of any disciplinary investigations/ safeguarding concerns;
- If the candidate is not currently employed, a reference should be obtained from the most recent employer;
- If the applicant does not currently work with children, a reference should be obtained from the employer for whom the applicant last worked with children;
- References from any employer with whom the candidate has worked with children must be asked to verify their suitability to work with children and young people and confirm that there are no safeguarding concerns;
- If a candidate's referees are all supply agencies, a reference should be obtained from their most recent non-Supply Agency employer (even if that is outside the two year period);
- Personal/character references will only be sought where it is not possible to obtain employer references or where the Agency wishes to seek additional references as a result of the employee having a gap in employment history;
- Education references will be obtained for candidates that have been in full-time education;
- If a candidate expresses a wish for the Agency not to contact a particular referee, that referee must still be contacted if it is felt relevant e.g. if they were the last employer, the last employer with which the candidate worked with children or an employer from within the last two years;
- Any verification of the information should take place with the person who provided the reference;
- Electronic references must originate from a legitimate source (not a 'hotmail' or 'gmail' account);
- Where the information provided is vague or insufficient, referees should be contacted to clarify the content;

- Information on the application form should be compared with that in the reference. Any discrepancies should be taken up with the candidate/referee as appropriate;
- Any concerns arising from a reference must be resolved satisfactorily before the supply worker is placed in a school.

Lancashire Teaching Agency will ensure that all references are collected and are satisfactory prior to a candidate beginning an assignment.

Lancashire Teaching Agency reserve the right not to register candidates who are unable to meet the above requirements, or for whom unsatisfactory references are received.