**Internal reference for long standing members of staff**

**NAME: \_\_\_\_ POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***[IN CAPS] [IN CAPS]***

**RELATIONSHIP TO STAFF MEMBER \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_**

**Contact name and phone no. for any enquiries about this reference. Tel:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have known and worked with ……………………………………………… for**

**X years.**

**I can confirm that I have no concerns regarding this person working with children, young people or vulnerable adults. There have been no allegations or complaints about this member of staff’s ability to work with children in the school.**