



Company Name	LTS Group Ltd
Policy Number	11
Policy Name	Referencing Policy
Version Number & Date	v2 September 2020

LTS Group is committed to promoting safeguarding and welfare of vulnerable young people and promotes this policy to all workers and staff within the LTS Group. This commitment is reinforced through continuous training, review and monitoring of our processes.

Processes and Procedures

All LTS Group workers who register must be fully referenced checked in line with DfE guidelines as part of our stringent vetting process.

This policy should be read in conjunction with our Safeguarding Policy and our Recruitment and Retention Policy.

- The worker must provide 2 satisfactory referees covering the last 3 years.
- The application **MUST** reflect **FULL** work history (without any gaps) from time in full time education/ or at least 10 years work history.
- Referees details should be provided on registration with name, designation, contact information and email.
- One reference **MUST** be from someone senior / or a line manager
- One reference **MUST** be from their most recent employer
- We will also request reasons for leaving previous employ.
- One reference **MUST** demonstrate the candidate has worked with vulnerable young people
- If you previously worked with an agency, we will request information from them on your behalf and ensure there were no safeguarding issues during your time with them.
- We will accept 'open' references in some instances but those **MUST** be verified by the referee.
- All references **MUST** be sent to the referee's work email and never to a personal email address.

- If the candidate has been out of work for 3 months, then a ‘character’ reference can be sought. This MUST be from a professional person who has known the candidate over the period of the gap in service and MUST be sent to an official work email address.
- The ‘professional’ referee must state their relationship with the candidate.
- If we receive a ‘poor’ reference, then we will carry out a risk assessment to decide whether this meets our high standard of support for our young people.
- References are shared with client schools before an assignment.
- If there is a gap in assignments totalling 6 months or more the candidate must undergo a new registration with LTS Group.

Communicating this Policy

This guidance will be communicated to contractors during the initial interview and will be updated annually or if any changes to legislation. This policy is available on the LTS Group Website.

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