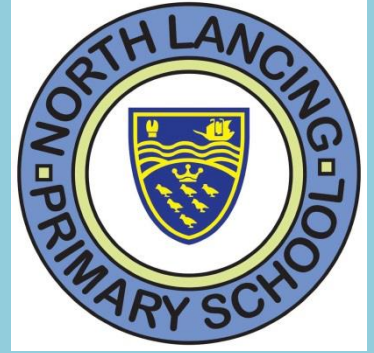


NORTH LANCING PRIMARY SCHOOL



Giving References Policy

To be reviewed annually



NORTH LANCING PRIMARY SCHOOL

Giving References Policy

Introduction

Employees may be asked to provide references for employees, students, volunteers, pupils or parents by outside parties. Employees should be aware of legal liability that can occur as a result of providing references. The following principles and procedures are provided to guide those asked to provide references.

GENERAL PRINCIPLES

When giving oral or written references, the following principles must be observed:

1. All references must be truthful and accurate so as not to mislead the prospective employer or organization.
2. The reference must be able to be substantiated later if necessary.
3. The information given must be an honestly held representation of belief, made with due deliberation.
4. The reference given should not intentionally misrepresent the character of the employee/student/pupil/volunteer by deliberate non-disclosure of information. (In the case of a legal agreement of non-disclosure, the statement, "I am not at liberty to provide any further information" should be used.)
5. In accordance with the Freedom of Information and Privacy Act (FOIPOP), any data or individual records of a personal and private nature cannot be disclosed without a signed release form from the employee/student.

EMPLOYEE REFERENCES

Employee references may be given by appropriate supervisory personnel in respect of employees who reported to them while employees at the School. If only part of their service was in that unit, actual dates should be specified.

Copies of any letters of reference written for the employee should be forwarded to the Human Resource Services for inclusion in the employee's file. Ideally, reference information should be discussed with the employee in advance of departure. Telephone requests for information should be verified and documented when given and should follow the general principles in the policy. If the person has not contacted you, ask the requester to provide evidence that the person has listed your name as a reference.

If contacted for reference information on former employees, the Human Resource Services will only provide verification of start/end dates and job duties. Performance evaluations and other information will not be given out unless there is a signed release from the individual concerned.

This policy is not intended to prohibit the issuance of recommendations by school employees for colleagues they come in contact with in the course of their employment. Any reference given should include a preamble, how long you have known the person and in what context (eg: as a colleague, at a conference, or as member of committee).

PUPIL REFERENCES

Pupil references may be given by appropriate school or administrative personnel where this is a part of their normal duties and when requested by the pupil's parents. Examples may be for: residency, a new school place, passport, a new club etc. A copy of any written reference should be forwarded to the Reception Office for inclusion in the student's file. The purpose of the reference should be made clear to the referee.

PERSONAL RECOMMENDATIONS

Reference information provided on parents or other non-employment contacts are personal recommendations. As with any reference, the reference must be able to be substantiated later if necessary, so therefore, content should be related to school matters only. School matters include:

1. Punctuality
2. Attendance

3. Parental support e.g. parents evenings
4. Pupil presentation (e.g. uniform/cleanliness)

The school letterhead must not be used for personal recommendations beyond school matters. It is however, acceptable to indicate your title, but you should include a context statement. For example, "I am XXXXXX writing on behalf of my neighbour"

Any request for a personal recommendation should be in writing and the intended use of the recommendation stated.