



lintongrantaplaygroup

Pre-school and toddler group
Linton, Cambridgeshire

Title	Writing References
Code	LPGHRWR
Author	VW
Version	004
To be reviewed on	September 2017
Setting Details	Linton Granta Playgroup and Toddlers, The Activity Room Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

Policy statement


The Preschool Learning Alliance recommend that references are provided by producing a list of the employee's duties and a sentence to confirm how they performed these duties (good, excellent, etc). The playgroup committee feels that this type of reference is often inadequate; many employers have their own reference application form which will not allow the playgroup to use the PLA's templates. To this end, the playgroup is unable to give any references as "employers" of its staff, all references must be "personal".

Procedures

The applicant must always check that the referee is happy to appear on their job application.

All references given are "open". Staff or committee members are to be shown the reference before they are submitted. At this point staff or committee members may contest the contents of the reference. The reference cannot be sent until a draft which is an amicable to both parties is produced.

The statement may appear on references "I am able to give a "personal" reference for xxxx based on observations made at committee meetings, in the setting, fundraising and social events. However the playgroup is unable to give any references as "employers" of its staff or committee".

This policy was adopted at a meeting of Linton Granta Playgroup			
Held on			
Date to be reviewed			
	First signatory	Second Signatory	Approved By
Signed on behalf of the Management committee			
Name of signatory	REBECCA JACKLIN	J. SYMONS	Amy Dennis
Role of signatory	Chair	Secretary	Policy Co-Ordinator