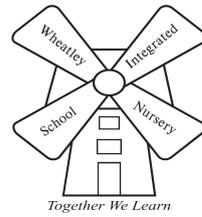


John Watson School



Wheatley Nursery School

Reference Policy

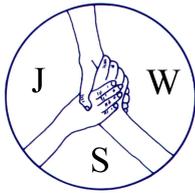
The Federated Governing Body of John Watson and Wheatley Nursery Schools have adopted the model policy of Oxfordshire County Council.

Signed by Sarah Simmonds and Sarah Coleridge, Joint Chairs of Governors.

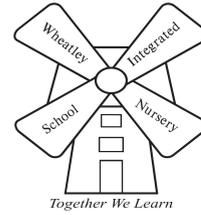
Date: May 2018

To be reviewed: May 2020

This policy will be reviewed as per the review schedule set by the Governing body or in accordance with policy updates issued by Oxfordshire County Council (whichever is sooner).



John Watson School



Wheatley Nursery School

WNS/JWS Reference Policy

In general, the law imposes no obligation on an employer to give a reference.

In essence, no obligation exists to give current or former employees a reference, unless there is an express entitlement to one under the contract of employment or it is a compliant request under the School Staffing (England) (Amendment) Regulations 2012

However

- *Under the School Staffing (England) (Amendment) Regulations 2012, maintained schools are required to provide detail on any capability procedures in the preceding two years for teachers where such a request is made by maintained or academy schools. In circumstances where a request is made and formal capability procedures have been applied in the preceding two years, a maintained school must disclose:*
 - *the nature of the concerns which gave rise to the procedures being applied*
 - *the duration of the procedures*
 - *the outcome of application of the procedures (e.g. whether a warning was applied)*
- *In addition the DfE statutory guidance 'Keeping Children Safe in Education (2015)' requires that schools should include in references any substantiated child protection/safeguarding allegations.*

The expectation is that Wheatley Nursery School and John Watson Schools will provide a reference for current employees only, and this will be provided by the headteacher. Our reference will contain the following information only:

1.Name

2. Period of employment

3. Current / Last job title

3.any substantiated child protection/safeguarding allegations

4 Formal Capability/ Formal Disciplinary information

the nature of the concerns which gave rise to the procedures being applied

the duration of the procedure

the outcome of application of the procedures (e.g. whether a warning was applied)

The headteacher's signature/ and school stamp