**Schedule 2**

**London Agency Children’s Social Worker Reference Template**

This reference template is to be completed for the relevant agency worker to assess their competency in relation to their role, to ensure the safeguarding and welfare of children, young or vulnerable people. To comply with the Safeguarding Guidance, you must ensure the reference is accurate and does not contain any misstatement or omission.

**Section 1 - Worker Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Worker’s Name: | |  | |
| Worker’s Job title and summary of key duties and responsibilities: | |  | |
| Contract start date: |  | Contract end date: |  |

**Section 2 – Competency & Performance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mark the relevant box: | **Excellent** | **Good** | **Competent** | **\*Requires**  **development** | **Unproven** |
| Oral communication |  |  |  |  |  |
| Written communication including report writing |  |  |  |  |  |
| Court work (if applicable) |  |  |  |  |  |
| Quality of work |  |  |  |  |  |
| IT skills and data entry reporting |  |  |  |  |  |
| Able to distinguish between confidentiality and disclosure |  |  |  |  |  |
| Able to set and maintain appropriate professional boundaries |  |  |  |  |  |
| Colleague interaction and team-work |  |  |  |  |  |
| Client interaction |  |  |  |  |  |
| Knowledge of legislation |  |  |  |  |  |
| Able to adhere to professional codes of conduct/ practice |  |  |  |  |  |
| Able to engage constructively with the supervision process |  |  |  |  |  |
| Attendance record |  |  |  |  |  |
| Have you, or your colleagues, ever had cause for concern about the worker’s conduct or performance related to the safety and welfare of children, young or vulnerable people or have they ever been subject to disciplinary or capability procedures whilst in your employment. | Yes  No  If Yes, please provide details (and any attachments) | | | | |
| Would you re-employ this worker in the same or any other role within your organisation? | Yes  No  If No, please provide reasons: | | | | |
| Any additional comments? |  | | | | |

**Section 3 – Referee Details**

|  |  |
| --- | --- |
| Referee Name: |  |
| Referee Job Title: |  |
| Organisation: |  |
| Contact information: (Email) |  |
| Relationship with the worker: |  |

**Declaration** (Please tick to confirm)

## I confirm that I am authorised to give the reference details outlined on this form.

I understand information disclosed in this document can be shared with the worker and potential employers.

Signature: Date: