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**Reference risk assessment when urgently recruiting during Covid 19**

This Risk Assessment should be completed when considering whether to allow a new member of staff to commence employment before two Satisfactory References have been witnessed.

Risk Assessment Checklist

# *Starting work prior to receipt of 2 verified References*

|  |  |
| --- | --- |
| **Name:** |  |
| **Role:** |  |
| **Interview date:** |  |
| **Proposed start date:** |  |
| **DBS Check Issue date:** |  |

# Reason for starting without receipt of 2 Satisfactory References:

* Continuity of the safety provision to Residents at (service Name)
* Other (please state)

**(List A) What to do if an employer reference is unobtainable:**

There may be a number of reasons as to why an applicant cannot provide you with a referee from a previous employer. For example, this may be because the individual has never worked before, or they have not worked for some considerable time, or their previous employer has ceased trading. In such cases, we would recommend that you seek a reference from their last known employer and source additional character or personal references.

If an employer refuses to provide a reference, employers may choose to seek the necessary assurances by obtaining a character or personal reference. Any recruitment decision should be made on a case-by-case basis without prejudice, taking into account what information the individual can genuinely present you with, as part of the wider recruitment process.

**Other types of reference:**

Character/personal references

Character and personal references may be useful to provide invaluable information to help build up a picture of the applicant's reliability, integrity, life/social skills and experiences. They may also be useful to further support an application if the individual has a previous criminal history or cannot provide a previous employer reference. If an employee is approached to give a character or personal reference, it is advisable for them to clarify that the information they are providing is based on their relationship with the applicant in a personal capacity. Such references are not required to be presented on headed paper or with the organisation's stamp.

Character and personal references should be sought from personal acquaintances that are not related to the applicant, and who do not hold any financial arrangements with that individual. Personal acquaintances may include professors, academic advisors or someone of some standing in the applicant's community.

Volunteer-activity reference

Where the applicant has indicated that they have undertaken volunteer work, references may be sought through the relevant charity body or organisation hosting that activity.

Training history reference

If the applicant has indicated that they have left or are leaving full-time education, references to validate their training history should be sought from the individual's professor, academic tutor or head teacher using the template in appendix 4.

Self-employment reference

For periods of self-employment, references should be sought to confirm that the individual's business was properly conducted. This may include seeking information from customers or clients, bankers, accountants, HM Revenue and Customs.

Overseas references

As part of the application process, individuals are required to give a reasonable account of any significant periods of time spent overseas [for the purpose of this standard, this should be where individuals have spent a continuous period of six months or more overseas].

If the applicant has declared that they have been employed [including volunteering activities or time served in the armed forces]. or have trained overseas, every effort should be made to seek adequate references from the relevant body as early in the recruitment process as possible to prevent any unnecessary delays in making the appointment. In a number of European countries, employees are issued with a government­ issued labour book which contains information about their employment history. If applicants present a labour book, employers may accept this document instead of seeking a separate reference directly from the applicant's employer.