



## The Rise Partnership Trust Employee Reference Policy

### 1. Purpose

This policy outlines who is authorised to provide employment references on behalf of any member of staff working within The Rise Partnership Trust and the procedures that **must be followed** when responding to reference requests. The goal is to ensure accuracy, consistency, and legal compliance at all times.

### 2. Scope

This policy applies to all current and former employees of the school and to all individuals or organisations requesting references regarding any RPT employees.

### 3. Authorised Personnel

**Only** the following individuals may provide official employment references on behalf of staff who work/have worked at The Rise Partnership Trust:

1. **Head Teacher – for all staff working within their school (they may wish to delegate this to a member of their Senior Leadership Team)**
2. **The CEO for all Head Teachers and members of ESLT**
3. **CFOO – for all staff working within the Human Resources and Finance Teams**
4. **Director of Inclusion and Therapy – for all members of the inclusion and therapy teams (they may wish to delegate this to the Lead SaLT or Lead OT)**
5. **Director of Comms., IT and Data – for all members of the IT and Comms. Teams**
6. **Deputy Head / Assistant Heads, *only when delegated by the Head Teacher***

**No other staff members may issue a written or verbal employment reference that purports to represent the school or Trust.**

### 4. Types of References

Authorised personnel (see Section 3) may provide:

- **Employment Verification:** Confirmation of job title, dates of employment, and duties.
- **Performance References:** Statements regarding work quality, conduct, and professional competencies.

All references must be factual, fair, and based on documented records.

## 5. Restrictions

- **Confidential information:** No medical, disciplinary, or protected personal information may be disclosed without written consent from the employee.
- **Legal cases:** References for employees involved in active disciplinary, competency or legal matters must be reviewed by CFOO/HR before release.

## 6. Process for Issuing References

1. **All reference requests must be directed to the HR Department;** they will then pass on the reference request to the appropriate senior leader; this ensures clear oversight of all references and ensures consistency of approach.
2. HR will confirm whether the requester has permission to receive the information.
3. HR will coordinate the reference on behalf on the school/Trust
4. A copy of the issued reference will be stored in the employee's personnel file.

## 7. Employees Wishing to Request References

Employees who wish to request a reference must discuss their request with the Head Teacher (**ALL school staff**) OR the individuals identified in Section 3 of this policy before naming a person, as identified in Section 3) as a referee in any application form.

## 8. Accountability

***Staff who provide unauthorised references, or who disclose information outside the bounds of this policy, may be subject to disciplinary action.***

If a Head Teacher or CEO/CFOO/Directors identify that a reference has been provided by **anyone who is not named in Section 3 of this policy**, they will inform the staff members new employer that an unauthorised reference has been provided to them; even if they the staff member has already moved employment.

## 8. Review

This policy will be reviewed annually or sooner if required by changes in legal or regulatory requirements.