**South East Region Agency Children’s Social Worker**

**Standard Reference Request Template**

In the South East Region we are committed to ensuring that we have a high quality agency workforce. As part of that commitment at the end of every assignment a reference will be provided to the Agency for the next employer.

Managers completing this reference should include factual, evidence based information and there should be nothing contained in this reference that you have not previously discussed with the Agency Worker. Should you require further advice on the completion of this document please contact your HR Service.

In completing the reference you provide permission to disclose information contained in this document to third parties including the candidate and clients.

Referee Details

|  |  |
| --- | --- |
| Referee Name: |  |
| Referee Job Title: |  |
| Council/Company Name: |  |

Candidate Details

|  |  |
| --- | --- |
| Candidate Name: |  |
| Candidate Job title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employed from: |  | Employed to: |  |

|  |  |
| --- | --- |
| In what capacity do you know the candidate? |  |
| Please provide information about any learning or training undertaken by the candidate whilst assigned to your organisation. | |

Competency Assessment

Please assess the candidate’s competency in the following areas:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Satisfactory | Unsatisfactory |
| Verbal communication |  |  |  |  |
| Written communication |  |  |  |  |
| Report writing |  |  |  |  |
| IT skills |  |  |  |  |
| Ability to deal with situations appropriately with regards to confidentiality |  |  |  |  |
| Ability to distinguish between confidentiality and when disclosure is required |  |  |  |  |
| Ability to set and maintain appropriate professional boundaries with colleagues |  |  |  |  |
| Ability to set and maintain appropriate boundaries with service users |  |  |  |  |
| Ability to work effectively as part of a Social Work team |  |  |  |  |
| Ability to work effectively in a multidisciplinary environment with other professionals and organisations |  |  |  |  |
| Knowledge of legislation relevant to their area of work |  |  |  |  |
| Ability to manage effectively a large caseload |  |  |  |  |
| Ability to adhere to professional codes of conduct/ practice |  |  |  |  |
| Ability to report and take appropriate action, in cases of suspected abuse |  |  |  |  |
| Ability to work under pressure, and to maintain judgement |  |  |  |  |
| Ability to effectively and appropriately manage risk. |  |  |  |  |
| Duty experience |  |  |  |  |
| Punctuality |  |  |  |  |
| If any of the above answers are unsatisfactory please can you provide evidence to explain why? |  | | | |

Please outline briefly any areas where the candidate has demonstrated particular strengths

Please detail any areas where the candidate would benefit from development

|  |  |
| --- | --- |
| Would you re-employ this candidate in a similar role | Yes No |
| If you would not re-employ, please can you explain why? |  |

|  |  |
| --- | --- |
| Did you ever have concerns about this workers practice (e.g. safeguarding, promoting children’s welfare) or behaviour that resulted in early termination of the assignment? | Yes No |
| If yes, please explain what these were |  |

Declaration

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

By supplying this reference I understand I am giving you permission to disclose information contained in this document to third parties - to include the candidate and clients.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Date: |  | Telephone no: |  |