

Appendix 5

Request for Reference

Rushmere Baptist Church

Date

Dear

..... (Name of volunteer/worker)

The person named above has offered to help with our children's/young people's work and has given us your name as someone who can provide a character reference.

In order to act in the best interests of our children and young people, we try to do all we can to ensure that all new volunteers are appropriate people to be in a relationship of trust with those who are under eighteen. Therefore, I would be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

In commenting, please bear in mind that it is the Church's duty to protect children from harm of a physical, emotional or sexual nature.

With thanks,

Yours sincerely

Youth Co-ordinator