



BIRMINGHAM CITY UNIVERSITY ACADEMIES TRUST

POLICY ON THE PROVISION OF REFERENCES

The Trust will ensure that employees receive appropriate support if they seek employment elsewhere. Most employers will require satisfactory references and the following indicates the policy of the Trust in this matter.

1. The Trust will provide references for all employees provided a new or prospective employer makes a written application for such a reference.
2. References or testimonials on a “to whom it may concern” basis will only be issued in exceptional circumstances. For example, where an employee is emigrating and the name of the future employer is unknown.
3. If an employee is unsure of their future employment, a document confirming; dates of employment, post title, reason for leaving and the name and address from which a full reference can be obtained will be provided.
4. The Line Manager is responsible for the accuracy of the reference; The Line Manager can consult appropriate colleagues to determine the content. The Human Resources Department will assist in ensuring the accuracy of the reference.
5. If colleagues wish to nominate another colleague, other than their line manager, as a referee, that colleague will only be able to respond in the capacity of a personal friend of former colleague. This must be made clear in the reference.
6. All references must be provided on Trust headed paper. The person providing the reference will make clear the capacity in which they are responding to the request.
7. All completed references, purporting to be the view of the trust, should be checked by a manager at the next higher level within the Trust to ensure accuracy before they are sent.
8. Where an employee has been dismissed the advice of Human Resources must be obtained.
9. Managers preparing a reference will;
 - a. Include only comments that are fair and can be substantiated;
 - b. Be truthful;
 - c. Not be malicious;
 - d. Prepare the reference with an appropriate degree of care.
10. If these actions are not taken, the manager and the trust may be liable to an action in the courts.

Owner of Policy	Human Resources
Legislation Status (Statutory / Non-Statutory)	Non-Statutory
Date Ratified and Version Number	15.09.2015 V1
Date to be reviewed	September 2016