

# New Parish Volunteer Reference Form

Dear (insert name):

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Your name has been given to us by

(insert name of volunteer):

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who has expressed an interest in working as a volunteer and has given your name as a referee.

Volunteer role (insert role):

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I would appreciate you completing, signing and dating the information below and returning it to the parish address detailed below.

Thank you in advance for your help.

Yours Sincerely,

Signed:

Date:

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## Parish Safeguarding Committee Chairperson

(Please complete the following information and return in envelope provided).

Name of Parish  
Safeguarding Committee Chairperson:

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Name of Parish:

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Address of Parish:

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The Parish is committed to safeguarding and protecting the welfare of children, young people and adults in need of safeguarding and therefore I would appreciate you giving an honest evaluation of the applicant's suitability.

Are you satisfied that (insert name):

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is suitable to work with children, young people and adults in need of safeguarding

Yes ☐

No ☐

If you have answered "**No**" we will contact you in confidence.

How long have you known the applicant?

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In what capacity?

Friend ☐

Employee ☐

Other (please state):

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Please comment on the applicant's maturity, honesty, reliability, attitude, commitment, responsibility and energy towards children, young people and adults in need of safeguarding

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Signed:

Date:

Print name:

Designation / Work:

Telephone:

Mobile:

Email:

Please tick to confirm you are happy to be contacted by phone or email

Yes ☐

No ☐

**Data Protection** This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office , which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.