



CHRISTIAN BROTHERS EUROPEAN PROVINCE

CHARACTER AND PERSONAL REFERENCE REQUEST FORM

As part of our commitment to ensuring safe environments for children anyone with responsibility for recruitment in the European Province of the Christian Brothers, will require referees for employment or volunteer positions to complete and sign this character and personal reference form.

Relevant for the following Roles:

- Local Safeguarding Representative
- Members of the Congregation involved in recruitment where relevant

STANDARD 1

CREATING AND MAINTAINING SAFE ENVIRONMENTS GUIDANCE FOR INDICATOR 1.1

1.1A Template 4: Character and Personal Reference Request

Dear _____ (insert name),

Your name has been given to us by _____ (insert applicant name),
who has applied for the position of _____ (insert name of position).

I would appreciate you completing, signing and dating the information below and returning it to
me at the enclosed address.

Thank you in advance for your help.

Yours sincerely,

(insert signature and date)

1) Can you tell us how long you have known the applicant?

2) In what capacity do you know the applicant?

3) Can you highlight some of the applicant's positive skills and qualities?

4) Do you, without reservation, recommend the applicant for the position for which they have
applied? Please bear in mind that this position involves working with children.

Yes No

Why? _____

Please include any additional comments below.

Signed _____

Date _____

STANDARD 1

CREATING AND MAINTAINING SAFE ENVIRONMENTS GUIDANCE FOR INDICATOR 1.1

1.1A Template 5: Confidentiality Declaration

I confirm and declare that all confidential and personal information that is disclosed to me or to which I have access during the course of acting as _____ will be kept strictly confidential, and shall:

- a. not be disclosed or otherwise made available by me to any person, except in accordance with the procedures set out in the safeguarding children policy and procedures;
- b. be used by me only for the purpose of the procedures set out in the safeguarding children policy and procedures.

If I am required to disclose confidential or personal information in accordance with law or by virtue of a court or similar order, other than in accordance with the safeguarding policy and procedures, nothing in this declaration prevents me from doing so. However, in those circumstances, I will inform the relevant Church authority without delay.

I acknowledge that some or all of the confidential and personal information may contain 'personal data' and 'sensitive personal data' within the meaning of data protection legislation, and I therefore agree to comply with my obligations under this legislation. In so far as I am the data processor in accordance with the Data Protection Acts,¹ then I agree only to process personal data on, and subject to, the instructions of the relevant data controller, maintain appropriate security measures against all unlawful processing in respect of the personal data, and allow the relevant data controller to monitor and audit my compliance with my obligations in respect of personal data.

My obligations under this declaration continue even after I may cease to act as a _____.

Signed _____

Dated _____

¹ Data Protection Act 1988 and 2003 (ROI); Data Protection Act 1998 (NI).