

ARCHDIOCESE



OF LIVERPOOL

REFERENCE LETTER
Private & Confidential

Date:

Parish: _____

Role: _____

Dear

Re:

The above named person has offered to be a volunteer within the parish. I would be grateful if you would kindly complete the enclosed form and comment on their suitability to work with children, young people and vulnerable adults. Please disclose how long you have known this person and in what capacity.

This standard procedure is part of our national safe recruitment policy. The welfare of children, young people and vulnerable adults in our parishes is paramount and therefore all volunteers who are working with vulnerable groups are asked to undertake this process.

As there are many volunteer roles currently being undertaken by parishioners within the Catholic Church, the enclosed form is generic. If there is any aspect of the reference request form about which you feel unable to comment, then please state this in the appropriate section on the form.

Thank you very much in anticipation for your cooperation. Please do not hesitate to contact the Safeguarding Department on 0151 522 1043 should you have any concerns or areas about which you would like clarification.

Yours sincerely

Signature: _____

Name: _____

Local Parish Safeguarding Representative

Enc.