

Date

Parish Address

Dear _____

Re:

The above named person has applied to undertake voluntary work with children/young people/vulnerable adults in _____ Parish.

In order to adhere to Good Practice Guidelines for the Parish we ask all our volunteers to undergo a recruitment procedure including the submission of two referees.

As the person named above has submitted you as a referee I would ask you to complete and return the attached Reference Form as soon as possible.

Please do not delay in completing this form as this affects the group and the children/young people/vulnerable adults that he/she is hoping to help with.

I would like to thank you in advance for your co-operation.

Yours sincerely

Parish Safeguarding Representative

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