

Woodbridge School

REFERENCES

1 Policy Statement

The School will give references for present and former pupils and staff, cognisant of the Freedom of Information Act.

2 Procedure

- 2.1 Staff may be asked to give references for pupils and colleagues. The Freedom of Information Act allows greater access to references than has occurred in the past. Referees have a duty to be frank concerning references, but it is important that statements are not made that can be interpreted as containing malice or being defamatory.
- 2.2 Staff should be aware that any reference offered by fax, email or the internet is essentially an open reference, irrespective of any note indicating “private and confidential”. It is possible that the person providing the reference is unaware of all the facts relating to an individual pupil or colleague. Hence the Headmaster (or Bursar if appropriate) must be aware of any request for a reference before it is sent, so that important information is not omitted. Copy of the reference must be kept on the pupil or staff file.
- 2.3 It is very important that there is a written record of any reference given. It is therefore inappropriate to offer verbal references over the telephone and any such request should be redirected to the Headmaster or Bursar

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