

References Policy

Original Policy by **HR**

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US References Policy

Introduction and Purpose

The United Synagogue is committed to fair, consistent, and responsible employment practices. From time to time, the organisation receives requests for employment references relating to current and former employees.

The provision of references carries legal, reputational, and safeguarding considerations for both the organisation and the individuals concerned. It is therefore important that references are handled in a clear, controlled, and consistent manner, and only by appropriately authorised staff.

This policy outlines the Charity's approach to providing employment references, ensuring consistency, fairness, and compliance with applicable standards and safeguarding requirements.

Scope

This policy applies to all current and former employees of the organisation, as well as to all managers and staff responsible for providing references.

Legal Framework

This policy is informed by, and operates within, the framework of relevant UK legislation, common law principles, and statutory guidance, including but not limited to:

- [The Data Protection Act 2018](#)
- [UK General Data Protection Regulation](#) (UK GDPR)
- [The Employment Rights Act 1996](#)
- [The Equality Act 2010](#)
- [Relevant ACAS guidance](#)

Associated Policies

This policy should be read in conjunction with the United Synagogue's other employment-related policies, including:

- [Data Protection Policy](#)
- [Safeguarding Adults at Risk Policy](#) and [Safeguarding and Child Protection Policy](#)
- [Recruitment and Selection Policy](#)
- [Disciplinary Policy](#)

Statement of Principle

The Charity is committed to providing employment references in a fair, consistent, and responsible manner. References will be issued only where appropriate, by authorised personnel, and in accordance with legal, data protection, and safeguarding obligations. Any reference provided will be factual, accurate, and proportionate, and will seek to balance the interests of the individual with the responsibilities of the organisation. References will comply with the common law duty of care established through case law.

Standard References

The Charity will only provide standard references for employees. A standard reference will confirm an individual's job title and the dates of their employment. No further personal or performance information will be disclosed in standard references.

References for Safer Recruitment Roles

Where a reference is requested for a role involving safer recruitment, such as a nursery practitioner or other positions involving direct responsibility for vulnerable groups, the Charity will provide answers to questions specifically related to safeguarding. This may include confirmation of suitability for the role, disclosure of any known concerns related to safeguarding, and compliance with relevant safeguarding protocols. Any safeguarding-related information disclosed will be factually accurate, proportionate, and based on documented records, and will not include unsubstantiated allegations.

Requests and Authorisation

All reference requests must be directed to the Human Resources department. No other employees are authorised to provide references on behalf of the organisation, except as designated by HR. Written consent from the individual concerned must be obtained before any reference is issued.

Confidentiality and Data Protection

All references will be prepared in accordance with applicable data protection laws. The information provided will be factual, accurate, and limited to the scope outlined above.

Review

This policy will be reviewed annually to ensure it remains appropriate, valid, and compliant with current laws and best practice.