



ADSS Cymru

Yn arwain Gwasanaethau
Cymdeithasol yng Nghymru

Leading Social Services in Wales

Appendix 2 – All Wales Agency Children’s Social Worker Reference Template

This reference template is to be completed for each agency worker to assess their competency in relation to the role and to ensure the safeguarding and welfare of children and young people.

The reference template needs to be completed by HR or a permanent member of Children’s Services. The template should not be completed by an Agency Team Leader / Manager. However, if this is not possible, then it is important that the completed template is authorised by a permanent senior manager, in line with local policy.

To comply with the Guidance, you must ensure the reference is accurate and does not contain any misstatement or omission.

Section 1 – Name of organisation completing the form

Name of organisation:	
Name of person completing the form	
Job role	
Email address	

Section 2 – Agency worker’s Details

Name:			
Level of role and summary of key duties and responsibilities:			
Contract Start date:		Contract End date:	

Section 3 – Competency & Performance

Mark the relevant box:	Excellent	Good	Competent	General Comments
Oral communication				
Written communication including report writing				

Court work (if applicable)				
Quality of work				
IT skills and data entry reporting				
Able to distinguish between confidentiality and disclosure				
Able to set and maintain appropriate professional boundaries				
Colleague interaction and teamwork				
Client interaction				
Knowledge of legislation				
Able to adhere to professional codes of conduct/ practice				
Able to engage constructively with the supervision process				
Attendance record				
During the assignment period, have you, or your colleagues, ever had cause for concern about the worker's conduct or performance related to the safety and welfare of children, young or vulnerable people, or have they ever been subject to disciplinary or capability procedures whilst in your employment?	Yes / No If Yes, please provide details (and any attachments)			
Would you re-employ this worker in the same or any other role within your organisation?	Yes / No If No, please provide reasons:			
Any additional comments?				

Declaration (Please tick to confirm)

- I confirm that I am authorised to give the reference details outlined on this form.
- I understand the information disclosed in this document can be shared with the worker and potential employers.

Signature:

Date: