



Glenrothes Amateur Musical Association
(Affiliated to the National Operatic and Dramatic Association)



35 High Street,
Markinch, Fife,
KY7 6DQ

REQUEST FOR A REFERENCE

Dear

_____ is working as a volunteer with G.A.M.A. Youth.
He/She has given your name as a referee.

The Child Protection (Scotland) Act 2003 now requires any organisation working with children to have certain checks in place, including the taking up of references and Disclosure Scotland checks for key volunteers.

As Child Protection Officer for GAMA, I would be most grateful if you could let me know if you believe that _____ has the skills and personal qualities which would make them suitable for working directly with children. To help to determine this, I should be pleased if you would complete the enclosed form and return it using the enclosed envelope.

If you have any queries, don't hesitate to get in touch – tel. 01592 757 428.

Thank you for your help in this matter.

Yours sincerely,

Nancy Butler
Child Protection Officer, GAMA



Glenrothes Amateur Musical Association & GAMA Youth

(Affiliated to the National Operatic and Dramatic Association)



Reference Request Confidential

_____ will be working in a key post in the youth section of GAMA. Your name has been given as a referee.

The post involves substantial access to children. As an organisation committed to the welfare and the protection of children, **we are anxious to know if you have any reason at all to be concerned about the volunteer named above being in contact with children or vulnerable adults.**

YES [] **NO** [] (Please tick)

If you have answered YES, you will be contacted separately and in confidence.

If you have answered NO and you are happy to complete this reference, please know that all the information contained on this form will be stored and later destroyed in a secure and confidential manner. Satisfactory completion of your reference will simply be recorded as a date of receipt on the 'Register of Volunteer Workers.' We would appreciate, therefore, an honest appraisal of the named volunteer.

1. How long have you known this person? _____ years
2. In what capacity (eg friend, work colleague)? _____
3. Please rate this person on the following personal qualities:

	Poor	Good	Excellent
Responsibility/maturity			
Can motivate others			
Commitment/reliability			
Trustworthiness			

If you would like to say anything else about the person, especially with regards to working directly with children and vulnerable adults, please do so overleaf.

Signature _____ Date _____

Thank you for your time. Please return, using the enclosed envelope.