

**Tanglin Visitor Professional Reference Form - Private and Confidential**

<b>From:</b> Tanglin Trust School	<b>Regarding:</b> Visitor referencing – Ensuring continued safety of our children.
<b>Date:</b>	<b>Submission date:</b>
<b>Reference Request for (<i>Name of visitor &amp; company</i>):</b>	

Dear:

As part of our safeguarding and child protection procedures, we require all adults who work in our school to have a current police check. Where this is not possible, we ask that the adult nominates two professional referees to complete the form below. Your name and contact details have been passed to us by the person named above.

We would appreciate it if you could complete the questions below and return it to us by the submission date.

- 1) Please explain your relationship to the named person above.
- 2) How long have you known this person?
- 3) Do you know of any reason why this person should not work with children?
- 4) Do you have any concerns whatsoever regarding this person?
- 5) Have any concerns ever been raised by another person regarding this individual's suitability to work with children?

Name & Signature of Referee:

Date:

Position:

Telephone number:

All information provided will be treated in confidence. Should you wish to discuss anything further please do not hesitate to contact the Director of HR at [HR@tts.edu.sg](mailto:HR@tts.edu.sg).

You will receive a call from Tanglin to confirm that the reference we receive is authentic and has been completed by you.

Many thanks for helping us ensure our school is a safe place for children.