

# Letter to referees



(name of parish)  
(date)

Dear

(Name of volunteer) has offered to work in a professional/voluntary capacity as a helper at (name of Church and name of organization – eg youth club, Sunday School) and has given me your name as a referee.

The Diocesan guidelines state that the welfare of children is paramount, and the Diocese requires parishes to enquire into the background of those working with children in the church.

Please fill in the enclosed form, and return it to me by ..... (date)

If you have any queries, or you wish to speak to me, you may telephone me at any time.

May I take this opportunity of thanking you for your help.

Yours sincerely

Child Protection Coordinator  
Parish of (name of parish)