**PRO FORMA REFERENCE REQUEST FOR PROTECTION CO-ORDINATOR**

**Name and address of Church**

The following person has volunteered to be the Child/Adult\* Protection Coordinator for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church *(****add name of Church****)* and this has been approved by the Vestry.

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| --- | --- |
| **Name:** |  |
| **Address:** |  |

The role of the co-ordinator is to

* Facilitate and promote the dissemination of information on risk management and the protection of children, young people and vulnerable adults from harm or abuse.
* Advise on and facilitate training opportunities for all those engaged directly or indirectly in work with children, young people and vulnerable adults.
* Facilitate recruitment and checking procedures as required in respect of potential volunteers, including countersigning applications for PVG Scheme membership.
* Be available to leaders and other adults associated with the congregation who may wish to express concerns relating to persons or procedures.
* Monitor on behalf of the Vestry the continuing implementation of the Code of Good Practice by all groups or organisations under the jurisdiction of the Vestry.
* To receive reports of any harm or abuse of children, young people or vulnerable adults and to be responsible for liaison with the police or other authorities in any further action taken.

The role of the Co-ordinator is one of responsibility and sensitivity and should be occupied by someone of competence, maturity and experience who is respected and trusted by others.

Your name has been provided as a referee and we would be grateful if you would comment on the suitability of  *name* for the role outlined.

Thank you for your assistance in this matter.

Yours faithfully

Please reply to: *Add name and address of contact*