

REFERENCES POLICY

Action Tutoring are willing to provide references for volunteers; we appreciate your hard work for us and are keen to support volunteers to go on to further opportunities through providing a reference. However, we have thousands of volunteers across the country and have therefore put in place some guidelines for providing references. This is to ensure we are operating a fair and consistent approach to all volunteers.

Types of Reference

References might take the form of a factual reference (providing basic information about programmes/sessions attended), providing you with a letter, which you can pass on to anyone requesting a reference, or you might wish to give our contact details to another organisation to contact us directly. We prefer to provide a factual reference or letter, as this enables you to use the reference as many times as you need to without needing to keep contacting us, and we can use our standard reference forms.

Guidelines for References

We are happy to provide a reference as long as:

- You have completed a full term's programme with us and attended all sessions. We will not provide a reference half way through a programme.
- If you are giving our details to a company to contact us, inform us in advance that you will be giving our name as a referee. This is courteous and good practice and will enable us to address any reasons why we can't provide a reference in advance. If you do not ask our permission to give our name, we will not provide the reference.
- The reference should be for an activity relating to volunteering, young people or education. We will not be able to provide references for any activity that is very unrelated to your experiences with Action Tutoring.
- If you have only tutored on a revision day, and not a full programme, we are only able to provide a factual reference.
- In order to manage our workload, we will only be able to provide up to 3 references per volunteer if contacted directly by organisations.
- Requests for references should be made within 12 months of volunteering with Action Tutoring and we will not be able to provide references beyond this timeframe.

Who to Ask

References would normally be provided by your programme coordinator. Please contact them directly, or if you are unsure who to ask then email: hello@actiontutoring.org.uk