



Laura Cunningham/Kirsty Gourlay  
Child Protection Officer  
Dunbar United Colts  
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Dear (reference name)

Mr (**volunteer name**) has applied to Dunbar United Colts for the post of a volunteer helper, these duties will include unsupervised access to your children and we must take these steps to ensure suitability of all our volunteers.

As part of our recruitment policy, references are requested from people who know the applicant well enough, who are not related to them to help us with the appraisal of their suitability for the position of volunteer.

A questionnaire is enclosed with this letter and should be duly completed by you, whose name has been provided by the volunteer as a reference and asks how long you have known the applicant and whether you are aware of any reason why this person should not be involved in working with young children.

The aim of Dunbar United Colts is to provide a safe environment in which to promote mental, physical, social and spiritual welfare of young people within the Dunbar Community. Voluntary helpers are essential to the development of this and many other organisations throughout the country and your assistance in this matter is greatly appreciated.

Yours sincerely

Laura Cunningham/Kirsty Gourlay  
**Child Protection Officer**  
Dunbar United Colts

Name of applicant: **volunteer name**

Present address: **volunteer address**

How long have you known the applicant?

During this period to your knowledge has the applicant changed his/her name?

Yes/No (if yes give reasons)

Are you aware of any reason this person should **not** be working with young people?

Yes/No (if yes give reasons)

Any other relevant information, please detail below:

Please indicate your relationship to the applicant:

Signed:

Name (block capitals):

Date:

Contact Number:

Contact Email:

Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003.

As a club, Dunbar United Colts F.C. is fully committed to the welfare and protection of children's rights and has a duty to ensure the suitability of individuals who may have substantial access to children. The position applied for is excepted from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003. Applicants are therefore not statutorily entitled to withhold information about conviction which, for other purposes, are "spent" under the provisions of the Act. The information you supply will be dealt with confidentially and will not be used to discriminate against the applicant unfairly.