**Referral Form**

**General guidance for referrer on completing and returning the referral form**

* Please complete all boxes as thoroughly as possible so we can prioritise and allocate cases accordingly
* Please ensure you have provided the parent with a copy of the privacy notice (attached) for parents and the child / young person (CYP) with a copy of the CYP privacy notice
* The Section D Questionnaire must be completed for the referral to be processed
* If we have not held a consultation with you we will contact you to discuss our terms of agreement and will then provide you with your invoice.
* Please return completed paperwork to info@evolve-intervention.com – Please either send this through a secure email provider or password protect it and provide the password verbally to 01245 526069.
* Please note that it is your responsibility to ensure you have the correct permissions or other legal basis to share the information in this referral with Evolve Intervention

**Section specific guidance**

**Section A** – Please ensure that at least 2 forms of communication have been listed to help us to begin our intervention without delay. It is also important to include other professionals working with the family so that Evolve Intervention can work in a holistic way.

**Section B** – Please only complete this section if you are a school referrer

**Section C** – Please ensure that the parent and child’s voice is captured in an accurate and open way; this gives us the best grounding to start to build a rapport with the family and lets us know what they consider to be a priority. It also allows us to see what you want to get from the referral.

**Section D** – Please be as accurate as possible when filling this in, bear in mind that the young person and or their parent(s) may see this if they request access to their file and so it is important that you are able to justify your assessments in this section. This section, along with follow up questionnaires, allows us to measure our impact as a service and work to improve our delivery and interventions. **Please complete this section based on the last six months.**

**Thank you for taking the time to complete this referral we will contact you as soon as it has been processed.**

**SECTION A: General Information**

|  |  |  |
| --- | --- | --- |
| **Intervention(s) required** | Coaching  | [ ]  Group Work [ ]  Mentoring [ ]  |
| **Name of Child / Young Person being referred** |  |
| **Date of birth** |  |
| **Name of family contact and role** e.g. mother, father, aunt etc |  |
| **Home address** |  |
| **Contact details** | Home telephone: Mobile telephone:Email: |
| **School attended** |  |
| **School address** |  |
| **Dates attended** |  |
| **Professionals involved with Child / Young Person** e.g. social worker **and contact details** |  |
| **Special educational needs details** |  |
| **Medical conditions** |  |
| **GP name and address**  |  |

**SECTION B: School data**

|  |  |
| --- | --- |
| **School contact name** |  |
| **Contact details** | Telephone:Email:  |
| **Number of internal sanctions in the last full term** |  |
| **Number of external exclusions in the last full term** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Baseline Data** | **Date taken** | **After Intervention** | **Date Taken** |
| Attendance |  |  |  |  |
| English |  |  |  |  |
| Maths |  |  |  |  |
| Reading |  |  |  |  |
| Science |  |  |  |  |

**SECTION C: Reasons for Referral**

Please use a continuation sheet if required

|  |
| --- |
| Parent/Carer’s view: |

|  |
| --- |
| Young Person’s view: |

|  |
| --- |
| Referrer’s view and other relevant information (additional agency involvement, services currently or historically provided, child currently living away from home etc): |

**SECTION D: Questionnaire**

|  |  |
| --- | --- |
| Child’s Name: | Male [ ]  Female [ ]  Other [ ]  |
| **Date of Birth:** | If other please specify: |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Very Rarely** |  | **Very Regularly** |
| **Statements** | **1** | **2** | **3** | **4** | **5** |
| Seems agitated or anxious |  |  |  |  |  |
| Is tearful or easily upset |  |  |  |  |  |
| Is a victim of bullying |  |  |  |  |  |
| Is reluctant to participate in activities |  |  |  |  |  |
| Is introverted |  |  |  |  |  |
| Isolates themselves from others |  |  |  |  |  |
| Struggles to accept a compliment or praise |  |  |  |  |  |
| Finds pressure difficult to cope with |  |  |  |  |  |
|  |
| Will lose their temper and/or have angry outbursts |  |  |  |  |  |
| Finds it difficult to regulate their emotions |  |  |  |  |  |
| Has very changeable moods |  |  |  |  |  |
| Will fidget and find it hard to be still |  |  |  |  |  |
| Is verbally aggressive |  |  |  |  |  |
| Is physically aggressive |  |  |  |  |  |
| Bullies others |  |  |  |  |  |
|  |
| Engages in risky behaviours\* |  |  |  |  |  |
| Steals from home, school or friends |  |  |  |  |  |
| Seeks attention in a negative way |  |  |  |  |  |
| Tells lies to avoid blame |  |  |  |  |  |
| Is manipulative |  |  |  |  |  |
| Has an urge to control things |  |  |  |  |  |
|  |
| Has a caring nature and shows concern for others |  |  |  |  |  |
| Makes friends easily and has good social skills |  |  |  |  |  |
| Seeks out opportunities to be helpful  |  |  |  |  |  |
| Can read social situations appropriately |  |  |  |  |  |
| Is well liked by adults |  |  |  |  |  |
| Is well liked by peers |  |  |  |  |  |
| Can think before acting |  |  |  |  |  |
| Has hobbies and interests |  |  |  |  |  |
| Has a desire to achieve |  |  |  |  |  |

\*such as smoking, substance misuse, anti-social behaviour, petty crime, engaging in risky sexual behaviour

When you think about your reasons for referring this child/young person, how long have their difficulties or issues been present?

|  |  |  |  |
| --- | --- | --- | --- |
| Less than 1 month | 1-5 months | 6-12 months | Over 1 year |
|  |  |  |  |

What interventions have already been tried?

|  |
| --- |
|  |

Completed by:

|  |  |
| --- | --- |
| Name: | Date: |
| Role: *(Parent, Teacher, Head of Year, Social Worker etc)* |

**Thank you for taking the time to complete this referral, we will be in touch once it has been processed.**

**Completed paperwork to be returned to:** **info@evolve-intervention.com**

*Internal Use Only*

|  |  |  |
| --- | --- | --- |
| *Date Received:* | *Intervention start date:* | *Interim Review Date:* |
| *Total Length of Intervention:* | *Practitioner Allocated:* | *Closure Date:* |
| *Invoice Sent Date:* | *Invoice Paid Date:* | *Feedback Complete Date:* |

|  |
| --- |
| Continuation (if required…..) |

**Your child’s info – Your child’s data**

**PARENT / CARER Privacy and Data Processing Notice**

**Why are you processing (collecting, storing and reporting on) my child’s information?**

So we can support your child we need to record basic details about them, the work we do with them, any concerns they, you or we may have and any information from other services or people that are supporting them that is relevant to our work. We may also sometimes record other information about them, for example any if they have ever been involved with the police – this is called special category data.

**The legal bit**

Evolve Intervention has judged that we have a legitimate interest to process your child’s information – this means it’s legal for us to record and keep their information because it is necessary so that we can work with them and help them as best as we can. You can find out more about this law in the General Data Protection Regulations (GDPR). We have decided that processing more personal data e.g. any police involvement they may have had is needed for us to help them in the best way we can and to make sure our services are the best they can be for everyone (you can find out more about this in a part of the GDPR called Article 9 (2) (d)).

**Who can see my child’s information?**

* Their worker and senior staff at Evolve Intervention
* Commissioners (these are the people and organisations who pay for us to do our work with your child) – to ensure themselves and you that we are progressing your child’s work as we should
* Companies that we or commissioners employ to see how effective the work we do with your child is, where possible this will be anonymised first

**The legal bit – sharing your child’s information**

We may have to share your child’s information with other services, organisations and people if:

* We believe your child or someone else may be at risk of harm
* We have to legally e.g. following a court order
* Sometimes we ask other companies to do work for us, like manage our computer systems where we store your child’s information, staff at these companies will have access to your child’s data but will not normally need to look at it unless we need help with something technical. We may also work with other organisations to deliver our services to your child and will share information with them too – your child’s worker will explain this to you if it applies
* We believe that your child’s needs will be better met by another organisation we might refer them to that organisation – this will be discussed with you / your child first
* We get a request for information from another organisation we might share some information with them if it is the right thing to do – we will discuss this with you / your child first and get your / your child’s consent unless one of the points above apply

**What will you do with my child’s information?**

We will use your child’s information to keep a record of our work with them, to decide how we can best help them and to work out how well we have done in supporting them. We will also use their data along with that of others to report on numbers and facts about our service – in this case we will never publish any personal identifiable information.

**When will you delete my child’s information?**

We will keep your child’s information for a minimum of 6 years on our systems. After this we will delete it unless we feel it should be kept indefinitely due to the contents needing to be available for future historical research purposes.

**How can I view my child’s information?**

You can ask your child’s worker about how to view the information we hold on them either during their work with us or when the work has finished. It is best to request this by email if you can.

**The legal bit**

Your child has a right to view their data. In some circumstances you can enact this right on their behalf, if we feel that they are not competent to do so themselves or if they have given you permission to do so. We might sometimes need to redact (cover up) some parts of the information in your child’s record if it mentions someone else.

**What if I’m not happy?**

Let us know! You should have been given and can ask again for our complaints procedure, contact us at info@evolve-intervention.com or call us on 01245 526 069 or you can contact the Information Commissioners Office (ICO).

**The legal bit**

If you have a concern or issue about how we are storing or using your child’s information, if we have not responded to you within the time that we should or if you have any other issue relating to your child’s data e.g. you believe that something is wrong with it or that it is not being stored securely, then you can use our complaints process and / or contact the ICO using the information at <https://ico.org.uk/concerns/> or by calling 0303 123 1113.

**Your info - Your data**

**CHILD / YOUNG PERSON Privacy and Data Processing Notice**

**Why are you processing (collecting, storing and reporting on) my information?**

So we can support you we need to record basic details about you, the work we do with you, any concerns you or we may have and any information from other services or people that are supporting you that is relevant to our work. We may also sometimes record other information about you, for example any if you have ever been involved with the police – this is called special category data.

**The legal bit**

Evolve Intervention has judged that we have a legitimate interest to process your information – this means it’s legal for us to record and keep your information because it is necessary so that we can work with you and help you as best as we can. You can find out more about this law in the General Data Protection Regulations (GDPR). We have decided that processing more personal data e.g. any police involvement you may have had is needed for us to help you in the best way we can and to make sure our services are the best they can be for everyone (you can find out more about this in a part of the GDPR called Article 9 (2) (d)).

**Who can see my information?**

* Your worker and senior staff at Evolve Intervention
* Commissioners (these are the people and organisations who pay for us to do our work with you) – to ensure themselves and you that we are progressing your work as we should
* Companies that we or commissioners employ to see how effective the work we do with you is, where possible this will be anonymised first

**The legal bit – sharing your information**

We may have to share your information with other services, organisations and people if:

* We believe you or someone else may be at risk of harm
* We have to legally e.g. following a court order
* Sometimes we ask other companies to do work for us, like manage our computer systems where we store your information, staff at these companies will have access to your data but will not normally need to look at it unless we need help with something technical. We may also work with other organisations to deliver our services to you and will share information with them too – your worker will explain this to you if it applies
* We believe that your needs will be better met by another organisation we might refer you to them – this will be discussed with you first
* We get a request for information from another organisation we might share some information with them if it is the right thing to do – we will discuss this with you first and get your consent unless one of the points above apply

**What will you do with my information?**

We will use your information to keep a record of our work with you, to decide how we can best help you and to work out how well we have done in supporting you. We will also use your data along with that of others to report on numbers and facts about our service – in this case we will never publish any personal identifiable information.

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**How can I view my information?**

You can ask your worker for a copy of all the information we hold on you either during your work with us or when your work has finished. It is best to request this by email if you can. There is no cost to have this given to you and we will respond to your request within a month.

**The legal bit**

We might sometimes need to redact (cover up) some parts of the information in your record if it mentions someone else.

**What if I’m not happy?**

Let us know! You should have been given and can ask again for our complaints procedure, contact us at info@evolve-intervention.com or call us on 01245 526069 or you can contact the Information Commissioners Office (ICO).

**The legal bit**

If you have a concern or issue about how we are storing or using your information, if we have not responded to you within the time that we should or if you have any other issue relating to your data e.g. you believe that something is wrong with it or that it

is not being stored securely, then you can use our complaints process and / or contact the ICO using the information at <https://ico.org.uk/concerns/> or by calling 0303 123 1113.