**For office use only:**

|  |  |  |  |
| --- | --- | --- | --- |
| Referral Date: |  | | |
| Date Received: |  | Referrer org: |  |
| Area: |  | Safeguarding status: |  |

**Section A**

Requesting (please tick): Antenatal classes  Perinatal Peer Support  Perinatal group support

\* available to families in NN1-NN5 and NN14 -16

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Family information** | | | | | | | |
| Birth mother’s name: |  | | | DOB: | |  | |
| Birth father’s name: |  | | | DOB: | |  | |
| Baby’s name |  | | | DOB/EDD: | |  | |
| Name of siblings under 2 years |  | | | DOB: | |  | |
|  | | | DBO: | |  | |
| Number of other siblings: |  | | |  | | | |
| Family Address: |  | | Mother’s ethnic origin: | | | *Does not wish to answer* | |
| Father’s ethnic origin: | | | *Does not wish to answer* | |
| Others co-resident: |  | | | |  | | |
| Telephone/mobile: |  | | | | | *Please tick the preferred contact method* | |
| Email: |  | | | | |
| Can we leave a message on your phone? | | *Yes / No* | Can we text you? | | | | *Yes /*  *No* |
| Can we WhatsApp you? | | *Yes / No* |

|  |  |  |
| --- | --- | --- |
| **Professionals information** | | |
|  | Name | Contact Details |
| Midwife |  |  |
| Health Visitor |  |  |
| GP |  |  |
| Social Worker |  |  |
| Other |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Child Protection Plan | Child in Need | Early Help Assessment | Looked After Child |
| Interpreter required: | | *Specify language:* | |
| Disability adjustments required: | | *Please specify below:* | |
|  | | | |

**Clinical Information and Risk Factors**

|  |  |
| --- | --- |
| **Infant vulnerabilities** | |
| Failure to thrive / feeding concerns |  |
| Very Low birth weight / Premature |  |
| Diﬃcult infant temperament |  |
| Mother drank alcohol during pregnancy |  |
| Mother smoked during pregnancy |  |
| Prematurity |  |
| Congenital abnormalities / illness / serious developmental delay |  |
| Chronic maternal anxiety or stress during pregnancy |  |

|  |  |  |
| --- | --- | --- |
| **Parental vulnerabilities and concerns** | Mother | Father |
| Mental illness including anxiety or depression |  |  |
| Serious medical condition or disability |  |  |
| Learning diﬃculty or low educational achievement |  |  |
| Alcohol and/or substance misuse |  |  |
| Current domestic violence or abuse |  |  |
| Historical violence in the family |  |  |
| Significant bereavement |  |  |
| Poor or conflictual partner relationship between parents |  |  |
| Social isolation / lack of support structures |  |  |
| Chaotic lifestyle |  |  |
| Financial diﬃculties |  |  |
| History of infant feeding difficulties |  |  |
| Previous traumatic birth |  |  |
| History of antenatal/perinatal mental health |  |  |
| Previous prematurity/low birth weight baby |  |  |

|  |  |  |
| --- | --- | --- |
| **Interaction and relationship concerns** | Mother | Father |
| Insensitive or inconsistent caregiving |  |  |
| Lack of developmentally appropriate interactions |  |  |
| Caregiver does not enjoy the baby |  |  |
| Negative feelings towards the baby |  |  |
| Neglect or maltreatment (if yes please give details in referral) |  |  |

**Section B**

|  |  |
| --- | --- |
| **Reasons for referral:** |  |

|  |  |
| --- | --- |
| **Current or previous interventions or support:** |  |

|  |  |
| --- | --- |
| **What would you like your relationship with your baby to be like?** |  |

**Referrer details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Role: |  | Telephone: |  |
| Date: |  | Email: |  |

**Privacy Note and Consent**

Flourishing Babies (Family Action) operate as Controllers of your data.

The Flourishing Babies project is funded by The National Lottery and provides antenatal education and perinatal support to enable parents and parents to be to get off to the best possible start with their baby. This support is offered to families living in the NN1-NN5 and NN14-NN16 areas.

**Our Commitment**

Family Action is committed to making sure that any information we hold about you will be collected, stored and used in accordance with The Data Protection Act 2018 and General Data Protection Regulation 2016/679 (GDPR). This means that we adhere to the data protection principles of only holding information about you that is relevant to our work with you, that we make sure the information that we hold is accurate, up to date, secure, and only kept for as long as we need it.

The point of contact for all data protection issues, should you have any questions relating to this notice or our processing of personal data, please email [DataProtection@family-action.org.uk](mailto:DataProtection@family-action.org.uk)

**When do we collect your information?**

We may collect information about you at a number of stages in your use of our service.

**During your engagement with us**

Throughout your engagement with us, our team will record information about the service provided to you, including case reporting, plans and reviews. This will help us to fully understand the needs of you and your baby and to promote your health and wellbeing.

**What personal information do we record?**

The type of information (including personal information) that we collect and use and what we do with it will depend upon your relationship with us. We collect only the personal data that we require to provide you with services, fulfil contracts or keep in touch with you. The information we collect is:

|  |  |
| --- | --- |
| **Information about you:** | **Information about your child(ren):** |
| Name & Address | Name & Address |
| Contact Information (email / telephone) | Gender |
| Gender | Date of Birth |
| Date of Birth | **\***Disability Information |
| **\***Disability Information | **\***Health Information |
| **\***Health Information | **\***Ethnic Origin |
| **\***Ethnic Origin | Education/school address |
| Other Service Involved/Services provided | Other Service Involved/Services provided |
| Case History | Case History |

**\*Special Categories of Data** -due to the service we provide, some of the data we collect is sensitive. Information relating to Health, Disability, Ethnicity and any specific requirements you may have are considered ‘Special Categories of Data’, we are required to take extra care when handling this information.

**Safeguarding and legal requirements:**

All staff at Family Action have a duty to safeguard and promote the welfare of children, young people and adults. We have a duty to report any child protection or welfare concerns. In certain, limited conditions we may use or disclose your personal information in order to comply with a legal obligation, in connection with a request from a public or government authority, in connection with court proceedings or to prevent loss of life or injury. Where possible and practical to do so, we will tell you in advance of such disclosure.

**Sharing and disclosure:**

Your information will only be accessed by staff who need to do so as part of their role.

* Staff working in the Flourishing Babies project (Family Action and Engage Antenatal staff)
* Senior managers (as required)
* Sensitive personal data will only be shared with informed consent

# **Rights**

The GDPR legislation provides you with a number of rights in relation to your personal data.

* **Right to Withdraw Consent:** Where you have consented to our processing of your data, you have the right to withdraw that consent at any time.
* **Right to Access:** You have a right to obtain copies of the information that we hold about you. In the interest of security, you will need to prove your identity before any information can be shared with you. We may not be able to disclose all of the information you request, for example if it contains information about other people or there are legal reasons for us to withhold the data.
* **Right to Rectification:** We try to ensure the data we hold about you is accurate and up-to-date. If you believe our data is inaccurate, please tell one of our staff who will make any necessary amendments.
* **Right to Erasure or the Restriction of Processing:** In certain circumstances, you can ask us to remove your data from our systems.
* **Right to Complain:** If you are concerned about the way we have processed your personal information, you have the right to complain to the Information Commissioners Officer (ICO). To do so please refer to the ICO website <http://ico.org.uk>

# ***Consent***

***I have read the Flourishing Babies privacy notice and I am aware of my/my child(s) rights:***

*\*Please tick appropriate boxes to confirm*

*I consent to Flourishing Babies (Family Action):*

*Processing and storing my and my child(s) information in accordance with the Data Protection*

*Act 2018 and General Data Protection Regulation 2016/679 (GDPR).*

*Sharing anonymised information with The National Lottery (programme funder) for evaluation purposes*

*and perspective future funders for evidence of programme*

*Share data with Engage Antenatal CIC delivering services under contract to Flourishing Babies (Family Action)*

*At the end of your time with Flourishing Babies, we would like to continue to contact you to gather your feedback on our service(s). This feedback could be requested from 6 months to 3 years after the service has ended. \*Please tick appropriate boxes to confirm:*

*I give my permission for Flourishing Babies to contact me at the end of this service to gather feedback on the service.*

*I am the child(ren)’s parent/guardian with Parental Responsibility.*

*Name: ……………………………………………………*

*Signed: …………………………………………………… Date: …………………………………………………….*

# **Contact**

Should you wish to contact us, please email: [Flourishingbabies@family-action.org.uk](mailto:Flourishingbabies@family-action.org.uk) or telephone 07970168804 or 01604 924735. Alternatively, you can contact our data protection team on [data.protection@family-action.org.uk](mailto:data.protection@family-action.org.uk).