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Description automatically generated**

**LifeSkills Plus Referral Form**

|  |  |
| --- | --- |
| Date of Referral |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Details of Referrer | | | |
| Name |  | Telephone |  |
| Role |  | Email |  |
| Organisation |  | Preferred contact method |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Referred Person | | | | |
| Name |  | Date of Birth |  | |
| Address |  | Telephone |  | |
| Email |  | |
| Preferred contact method |  | |
| Primary Language |  | |
| a. Ethnicity |  | |
| Postcode |  | b. Gender |  | |
| c. Health conditions or disabilities |  | | | |
| d. Employment Status |  | f. Highest level of education accessed or qualifications received | |  |
| e. Most recent education, employment or training |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Emergency Contact | | | |
| Name |  | Telephone |  |
| Address |  | Relationship to referred person |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Additional family or household members | | | | | | |
| Name | a. DoB | b. Gender | c. Ethnicity | d. Relationship to referred person | e. Employment status (adult) | f. Childcare /Education (child) |
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| --- | --- | --- | --- |
| 1. Referral Details | | | |
| a. Reason for Referral – What outcome would you like from this referral? What does the referred person want to achieve with the help of LifeSkills Plus? | | | |
|  | | | |
| b. Family History/Significant Events | | | |
|  | | | |
| c. Current risks/concerns – What are you worried about? What needs to change for this person? Any protective factors? | | | |
|  | | | |
| d. Any current or previous Safeguarding concerns | | | |
|  | | | |
| e. Other agencies or professionals involved: *Please provide risk assessments where available* | | | |
| Name | Role | Organisation | Contact Details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| f. Are you aware of any risks in carrying out home visits? *E.g. history of domestic violence, dangerous pets, etc.* | | | |
|  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Are there any days or times the individual is **unable** to meet with a Support Worker? | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning  (9am-1pm) |  |  |  |  |  |
| Afternoon (1-5pm) |  |  |  |  |  |

Has the referral form been completed **with** the person being referred? Yes/No

Is the person being referred aware of the referral and the reasons for it? Yes/No  
Do they consent to the referral information being shared with Family Action? Yes/No

Have they been provided with a copy of the Data Privacy Notice? Yes/No

|  |  |  |  |
| --- | --- | --- | --- |
| For office use only: | | | |
| Date Received |  | Confirmation of receipt to referrer |  |
| Added to Inform |  |  | |
| Decision made |  | Accepted? | Yes/No |
| Referrer informed |  | Individual informed |  |
| If yes: | | If no: | |
| Allocated to Support Worker |  | Signposted as appropriate |  |
| Risk Assessment completed |  | Initial meeting carried out |  |

Completed forms should be sent to [**lifeskillsplus@family-action.org.uk**](mailto:lifeskillsplus@family-action.org.uk)

**Data Privacy Notice**

**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.We have a single point of contact for all data protection issues**.** Please email [**dataprotection@family-action.org.uk**](mailto:dataprotection@family-action.org.uk)

**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 use personal information:**

We will only use your information in a fair and transparent manner and where we have a legal basis for doing so

* In order to fulfil our responsibilities to our funders (Barclays) and other partners
* To comply with legal requirements, such as the health and safety at work legislation
* In order to pursue our legitimate business interests
* To provide the services that you/your child have registered for, we will need to communicate with you to arrange meetings and visits and discuss aspects of your requirements.
* This communication may be via Mail, Email, Telephone or SMS.
* To provide reports to our funders and commissioners (Barclays)

**For Safeguarding and Where Legally Obliged to Do So**

* 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 & Disclosure**

We will only disclose information about you to third parties if we are legally obliged to do so. Your information will only be accessed by people who need to do so as part of their role.

This could include:

**Within Family Action:**

* Staff working at the service that you use;
* Management for quality assurance reviews

**Outside Family Action**

* Our services are often funded by other agencies, i.e., Barclays.  Where this is the case, they may require us to provide reports about the performance of the service and the groups of people who have benefited and to make sure that we are providing you with the service that we should be.

**The information we collect is:**

|  |  |
| --- | --- |
| **Information about you:** | **Information about your child(ren):** |
| Name and address | Name and address |
| Contact information (email / telephone) | Contact information (email / telephone) |
| Date of birth | Date of birth |
| **\***Ethnicity | **\***Ethnicity |
| **\***Gender | **\***Gender |
| Primary language |  |
| **\***Disability information |  |
| **\***Health information – medical conditions |  |
| Employment status |  |
| Level of education |  |
| Referral pathway (e.g. name of referring agency) |  |
| Project participation (e.g. whether you attend LifeSkills / LifeSkills Plus Project) |  |

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

**Legal Basis for Processing data**

Legal Basis:  Legitimate Interests – Article 6 (f) –

Processing is necessary for the  purposes of  legitimate interest  pursued by the controller or by a third party.

Special Category Data – will be processed under Article 9 (g),(d)

Article 9 – (g) Reasons of substantial public interest (with a basis in law) Substantial public interest condition set out in

DPA 2018 – Condition 18. Safeguarding of children and individuals at risk.

If you have any questions about how Family Action or Barclays will use or share your data, please contact [**dataprotection@family-action.org.uk**](mailto:dataprotection@family-action.org.uk)