**Confidential Referral**

We ask that referrers complete this referral form from their own observations rather than the participant’s perspective. We will be asking for similar follow up information on all participants 2-months post course.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |
| Age/DOB |  | Referred by |  |
| Gender |  | Organisation |  |
| School/residential |  | Referrer E-mail |  |
| Participant Postcode |  | Referrer Phone |  |
| Participant shoe size |  |  |  |
| GDPR: do you have consent or other lawful basis to share this data? | |  | |
| How is this course being funded? (Please give contact details for invoicing, or discuss charitable options with us) | |  | |
| Other agencies involved? E.g. CAMHS, DFM | |  | |
| Mental Health diagnosis?/ other diagnosis? | |  | |
| What talk-based support or other provision has been offered? | |  | |
| Our service is for people for whom talking is not working. Please could you describe the problem, e.g.:     disengaged / non-responsive / "stuck" / .. | |  | |

|  |  |
| --- | --- |
| Can we stay in touch with referrer  for evaluation/research purposes? |  |
| Has Participant/Parent completed a consent form? |  |
| Appropriate to take part unsupervised 1:1? |  |
| Risks we should know about? (re. safeguarding the participant or re. our own safety): | |
| Is the participant suitable for lone working? (i.e. no known risks to us or participants): | |
| Travel arrangements to and from Viewpoint Centre:  Normally participants are transported by referrers or by taxi. If friends or family are transporting we need you to do a risk assessment on their suitability to have unsupervised access to our premises. Please note:   * There may be other vulnerable young people on the premises, consider safeguarding issues * The environment contains unsupervised horses and equipment * We only have skeleton staffing – we supervise participants but cannot supervise other visitors * Good relations with our neighbours is essential   **Our premises are under 24 hour CCTV video surveillance** | |

Please consider the THC Star overleaf and rate the candidate's current levels according to your own impressions. Star Scores: From 0=Stuck to 4=Competent, in 8 areas - see key on star.

|  |  |  |  |
| --- | --- | --- | --- |
| Assertiveness / Boundaries |  | Calmness |  |
| Focus & Perseverance |  | Realistic Planning / Analysis |  |
| Taking Responsibility |  | Communication & Language |  |
| Relating to Others / Empathy |  | Engagement / Learning |  |

|  |  |
| --- | --- |
| Poor engagement with Education/Training/Work? | |
| Problem Behaviours: (e.g. drug, alcohol, offending, mental health diagnoses, homelessness, eating disorders, disruptive, bullying, isolated…) | |
| Problems with Relationships? (family, peers, professionals) | |
| Identity (e.g. low self esteem, poor self image, lacks hope, ambition, self belief): | |
| Any specific outcomes you hope for? |  |

**Privacy Notice**

Viewpoint Centre controls data in accordance with the Data Protection Act 1998 and General Data Protection Regulation 2018. Our Data Protection Policy is available on request, detailing retention periods and rectification processes.

The purpose of this form is to obtain referral information regarding the participant named and contact information for the person referring them into our service. This information will be used only for the purposes for which it is given. We will seek consent for all our data processing from the participant upon first contact.

