

<b>1.</b>	<b>Referring Agency/Organisation</b>	
	<b>Name</b>	
	<b>Organisation &amp; Address</b>	
	<b>Position</b>	
	<b>Email</b>	
	<b>Telephone</b>	
	<b>Mobile</b>	
	<b>Date</b>	
<b>2.</b>	<b>Family</b>	
	<b>Name/s of all family members</b> Please give dates of birth where possible	
	<b>Address</b>	
	<b>Telephone</b>	
	<b>Reason for referral</b>	
	<b>History/background information</b>	
	<b>Other agencies already working with family</b> Please give name of staff/worker etc.	
	<b>If any of the children are subject to a Child Protection Plan or have a Social Worker please tell us here.</b>	

<b>3.</b>	<b>Impact of Referral</b>
	<b>If you hadn't referred the family to the 4Family Programme, what would you have done to support the family?</b> Eg. Supported them direct, signposted to another service etc.
	<b>By referring the family to the 4Family Programme, do you believe that it will have saved staff time within your organisation?</b> Please give an estimate if you are able.
<b>4.</b>	<b>Family Engagement</b>
	<b>Do the family positively engage with services? YES/NO (please delete as appropriate)</b>
	<b>If so, are they willing to engage with the support from 4Family? YES/NO/NOT KNOWN (please delete as appropriate)</b>  (Please note that if the answer is 'no' to either of the above questions, the referral is unlikely to be accepted.)
<b>5.</b>	<b>Risk Assessment</b>
	<b>In your professional opinion are there any issues / concerns we should know about concerning the household which may impact on the health &amp; safety of our lone working staff and volunteers?</b> Eg specific household members, pets, visitors to the household, known Police concern etc. (Please note that if this is left blank we will not be able to work with the family.)
<b>6.</b>	<b>Data Protection</b>
	<b>Has the family consented to this referral? YES/NO (please delete as appropriate)</b>  We are committed to protecting any personal information we hold about individuals. We will follow the principles outlined in the Data Protection Act 1998 for processing that information in accordance with our Data Protection Policy.
	<b>Please return this completed form to:</b>  <b>Helen Holgate</b> <b>Downton Baptist Church</b> <b>South Lane</b> <b>Downton</b> <b>SP5 3NA</b>  <b>By post:</b> In a sealed envelope with " <i>Private and Confidential</i> "  PLEASE DO NOT SEND VIA EMAIL AS IT IS NOT SECURE.