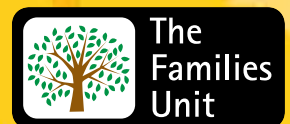


(The Families Unit – Norwich FIP)
Norwich City Council

Norwich Family Intervention Project

Referral form



Received on: / / (for office use only)

All requests for support must be made with the consent of the family/ household and must be signed to confirm this.

Family Name/s		
Address		
Postcode	Telephone number	
Signed consent to the referral		

Household composition

Full name	Date of birth/EDD	Relationship within family	Male/ Female	Ethnicity	Language	Religion

Signature of Referrer confirming that at the time of referral all the information contained on this form is correct to the best of their knowledge

Name	Signature
Agency/Organisation <input type="checkbox"/> Self-referral <input type="checkbox"/> (please tick as appropriate)	
Name of Agency/Organisation	
Address/es	
Contact number/s	

Referral Criteria

To request support for a family they must meet the following criteria. Please indicate where you think they meet this. Please attach any supporting evidence (e.g. school attendance data) to this referral.

Essential Criteria

- Family lives in the Norwich FIP geographical area of greater Norwich
- At least one child under 18 lives permanently at home
- Family agree to the referral and have their own tenancy
- Family are identified as having multiple and complex needs at Tier 4 and need long-term multi-agency intensive support

The family being referred **MUST** meet all of the Essential Criteria at the time of referral.

In addition to the above, the family **MUST** also meet a minimum of five of the following:

Additional Criteria	Tick all that apply
Young person's school attendance is 85% or below and/or fixed term and permanent exclusions are taking place	
Family is at risk of housing enforcement action / homelessness / ASB in the last 12 months	
Child / young person's behaviour places them at risk of reception into care	
Parental mental ill health affecting parenting and family functioning	
Parenting affected by alcohol / substance misuse by any family member	
Domestic Abuse or MARAC recommendation that FIP referral should be made	
Referral prioritised and made by operational partnership team (antisocial behaviour referral)	
Young person is at risk of offending / is offending / committing ASB	
Inconsistent parenting / boundary setting / care of children	
Sibling has had an episode in Local Authority Care in the last 12 months	
Children are subject to a Section 17 plan	
NEET (Not in education, employment or training) Young people 16-19 or 16-24 with learning disability	
Tenancy is at risk from rent arrears / poor management	
Risk of teenage pregnancy / child sexual exploitation	
Worklessness in the family	

Assessment History

Current or recent history of (if known)	Yes/No	Date Started	Date Finished
Family Support Process Assessment			
Children's Services (S17) Assessment			
Children's Services (S47) Assessment			
Other			

Health and safety risks

The Families Unit has a responsibility to consider the health and safety needs of its staff team who work in the community. Please detail any known risks associated with home visits, below. Please complete the following section as fully as possible i.e. dangerous dog, violence, drug paraphernalia etc.

Risk	Yes/No	Additional information

Supporting information

Please use this space to give further information on the family. Please identify KEY POSITIVE ASPECTS of family life and/or affecting significant history that family members would like included in the referral (including motivation to engage with positive change).

Support Requirement

Please specify the areas of support you believe the family may benefit from and include a brief explanation for each one, including your reasons for making the referral at this time.

Relationships

Living situation / accommodation

Finance / debt issues

Education and employment

Substance Misuse

Physical health (Including any disabilities)

Emotional health

Neighbourhood and lifestyle

Police involvement

Parenting issues

Consent

The Families Unit (Norwich FIP) is working in partnership with Norfolk County Council to deliver family support, under the Norfolk Family Focus initiative.

Norwich City Council works within the Data Protection Act 1998 with regard to information storage and sharing.

What does this mean to you?

We will hold information about you and your family on our database and in a paper file. We shall share your information with Norfolk County Council, who will use the information as part of their Norfolk Family Focus programme and, if applicable, use the information to assess and evaluate whether the programme has been successful in improving outcomes for you and your family.

Norfolk County Council may also share your information on a confidential basis with the Department for Communities and Local Government, other Government agencies and other public bodies involved with the programme but only where this is necessary for the aims and objectives of the programme. The Norfolk Family Focus programme is part of the national Troubled Families programme.

What is on your file?

Your contact details, information about you and your family which you have given us, information gathered from other agencies with your consent i.e. health, school, children's services and case notes written by your families unit worker.

Why do we keep files and who else sees them?

We keep files so there is clear information about the work we do with you as a family. We may need to share the information with other relevant agencies for the purpose of your intervention. Please ask your families unit worker for more information. It is important that you understand that information is shared with other agencies for the purpose of completing a comprehensive assessment of the support your family requires. This will assist agencies to support families and access the services they need.

Can you see the information we have about you?

You are entitled to see any information which we keep about you. Your request needs to be in writing. Please ask your families unit worker if you would like help with this. For further information on information storage and sharing, please speak to your families unit worker or contact the unit manager on 01603 213592.

If at any time you would like to see the information Norfolk County Council holds about you please visit; http://www.norfolk.gov.uk/Council_and_democracy/Data_protection/NCC040955 and complete a 'Subject Access Request Form' or call Norfolk County Council on: 0344 800 8020.

Declaration

I/we have read this information and understand its meaning. I have asked about anything that I do not understand at this time and I am aware that I can ask further questions about this matter in the future.

I/we consent to Norwich City Council's holding information (including information concerning my claiming and receipt of welfare benefits) about me. I understand that this information may be shared with other agencies or relevant people, including Norfolk County Council Children's Services, Department for Work and Pensions, Health and Education bodies and the Police for the purposes of the intervention.

I/we understand that some of this information may be of a sensitive nature and that wherever possible a further explicit consent for the sharing of such sensitive information will be sought from me / us prior to it being shared with others.

I/we understand that in some situations the law may allow both personal data and sensitive personal data to be shared with the persons and agencies specified above without our consent.

Signatures of parent/carers			
Name	Signature	National Insurance number	I have read and understood the information contained on this form.
			Please tick <input type="checkbox"/>
			Please tick <input type="checkbox"/>

Is there any agency which you do not wish to share information with?
Please list here.

Please use the space below to provide any additional information.



Please use the space below to provide any additional information.

Please return your completed form by post to:

The Families Unit

Pilling Park area office, 23 Pilling Park Road, Norwich NR1 4PA

By secure email to: thefamiliesunit@norwich.gcsx.gov.uk

Please note: If you are sending this document electronically please ensure it is a scanned copy of a fully completed form, as we are unable to progress the referral without the signed consent of the family.

If the sender does not have a secure email address then the information will not be secure (even though it is being sent to a secure email). The sender must have a secure email address such as gcsx.gov.uk, nhs.net, gsx.gov.uk, gsi.gov.uk etc.

Or call (01603) 213611 to go through the application with one of our team