

(The Families Unit – Norwich FIP)
Norwich City Council

Norwich Youth Mediation Practitioner

Referral form



Received on: / / (for office use only)

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

Young person's name/s	D.O.B
Family name/s	
Address	
Postcode	
Young person's telephone number	
Young person's email	
Young person's signed consent to the referral	
Parent/carer's signed consent to the referral	
Relationship to young person	Contact number

Household composition (in relation to young person named on referral)						
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	
Address/es	
Contact number/s	

Referral Criteria

To request support for youth mediation the family 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

- Young person lives in the FIP geographical area of Greater Norwich
- Young person is aged 14-18 years
- Young person is at risk of homelessness

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 criteria :

	Tick all that apply
Occasionally staying away from home / sofa surfing	
Threat of homelessness	
Other sibling made homeless / history of homelessness in family	
Young person is NEET / worklessness in the family	
Young person has a history of physical / mental health issues	
Young person has substance misuse problems	
Young person / family has a history of anti-social behaviour /criminality	
Parental physical / mental health / substance misuse	
Young person / family member has a history of low / non-school attendance (below 85%)	
Young person at risk of sexual exploitation / abuse from others	
Family disruption	
Family arguments between young person and parent(s) / carer(s)	
Young person is pregnant / teenage parent	

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			
Youth Offending Team / Parenting Order			
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 young person 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 Early Help and 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 Early Help and 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 Early Help and 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 case 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 case 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 case worker if you would like help with this. For further information on information storage and sharing, please speak to your families unit case 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.

Signature of young person		
Name	Signature	National Insurance number (if applicable)

Signatures of parent/carers		
Name	Signature	Relationship to young person

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

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