

## Home -Start Southwark - Referral Form for Lewisham Families

Home-Start is one of the leading family support charities in the UK. Our Family Support Workers assess families and match them with a local volunteer. Home-Start volunteers help families with young children deal with the challenges they face. We support parents as they learn to cope, improve their confidence and build better lives for their children.

We are starting to develop a Home-Start scheme in Lewisham. In the initial stages we will be able to take referrals from the SE8 and SE14 areas. We will be delivering our core service of providing volunteer support to families who will benefit from peer support. We hope to expand this service as we gain funding for extending the reach and breath of services.

Send this referral form to: [info@homestartsouthwark.org.uk](mailto:info@homestartsouthwark.org.uk)  
Please call Home-Start Southwark for further information: 020 7737 7720  
[www.homestartsouthwark.org.uk](http://www.homestartsouthwark.org.uk)



### 1. Parent/Carer Details *(Don't worry if some details are unknown)*

Carer First Name			
Carer Surname			
DOB:			
Gender	Male:	Female:	Unknown:
Ethnicity			
First language:			
Interpreter Needed:			
Current Home address			
Telephone / Mobile			
Does the parent/carer have a disability/learning need? Please provide details	Yes	No	
Email Address			

### 2. Child details and others, carers, siblings

#### Who is living in the household?

First Name	Surname Name	Relation ship to carer	DOB EDD	Gender	Ethnicity	Disability/ Learning need	School Pre-School	Parental Responsibility

#### Other Significant Adults not living at same address

First Name	Surname Name	Relationship to child	DOB	Gender	Address	Parental Responsibility

**3. What is the current situation for this family?**

*(Please attach any Team around the Child/Family assessments if available)*

**4. What are you worried about? Please indicate the individual needs of the child(ren), what needs to change for them and why? What has prompted this referral now?**

**5. What information do you know about the parent/carer and the wider family support network? (include relationships, friendships, behaviour, support, stability, safety, language, mental health, substance misuse, domestic abuse etc) Are there any risk issues we need to be aware of?**

**6. Details of other agencies working with the family**

GP  
Name  
Address  
Telephone

HV/Nurse/Midwife  
Name  
Address  
Telephone

Other Agency  
Name  
Address  
Telephone

Other Agency  
Name  
Address  
Telephone

**7. Have you made any referrals to other services? If so please list below so support can be coordinated.**

**8. Home-Start works in partnership with families once they have given their consent to receiving the service. Please do contact us to discuss a families' case if there are issues with obtaining consent.**

What is the view of the

parent/carer about this referral and what help they need for their child(ren)?				
Has the parent/carer given consent for this referral? <i>Please note that we will seek formal consent from the parent/carer at our initial visit.</i>	Yes		No	

9. Details of person making referral			
Referrer Name		Agency	
Position		Address	
Telephone		Email	
Referral Date		Signature	
10. Other Comments that may support this referral			

### **PRIVACY NOTICE and CONSENT STATEMENT**

In the course of the scheme and Home-Start UK (“we”/”us”) providing support and friendship to your family and monitoring and evaluating your needs, we collect and hold certain personal information about you. We will only do so with your explicit consent and in accordance with all applicable data protection legislation, including the General Data Protection Regulation.

#### **Information collected**

The personal information collected by us will be limited to that which is essential to allow us to provide the support you require and deserve. This will include:

- Names, genders, addresses, telephone numbers and e-mail addresses.
- Employment, immigration statuses, disabilities (such as physical or learning disabilities) and racial/ethnic origins.
- Data concerning health (such as substance abuse, domestic abuse, mental health, depression and pregnancy).
- Details of any ancillary support services/agencies being used by the family (such as family GP, health advisors, social workers, mother & baby clinics, children’s centres, CAMHS, CPN/mental health, debt counselling, legal support, employment, housing support, education and dentistry).
- In the case of children, additional information as to whether the child is subject to assessment needs (such as CAF/UNOCINI) or a child care/protection plan, or is a child in need.

We may also collect information from any individual/agency that has referred your family to us.

#### **How we will use your personal information and who it will be shared with**

**Internal:** Our volunteers discuss your support with the appropriate organiser/co-ordinators, who in turn discuss your support with their line managers. Discussions take place in a confidential setting, for the purposes of supervision and to ensure the best possible support to your family. Volunteers meeting together for peer support do not share information that may identify, or breach the confidentiality of your family.

All information provided to our board of trustees for the purpose of assessing the level of referrals, local trends or case studies shall be anonymised.

External: We will, on an anonymised basis, use your personal information to demonstrate the impact of our services. Any case study information shared will always be on an anonymised basis unless we have further explicit consent from you.

We will inform funders and your health visitor (and other agencies involved with your family) that you have sought support from us (including the nature and level of such support) and provide them with [*general information*]. In the event that your family has been referred to us, we shall share the same information with your referrer (this will include any changes to the support and informing the referrer when the support comes to an end).

We may share your personal information with Home-Start UK for the specific purposes of statistical analysis and the promotion of our work nationally as well as any reporting requirements for funders who support the network on a national level. This will be on a pseudo-anonymised basis (meaning that we will take steps to limit the ability for your personal information to be identified. This will normally include the anonymization of names and full addresses).

We may share your personal information with our external auditors for quality auditing purposes but only in the presence of your organiser/co-ordinator and only after the auditors have provided us with all necessary written undertakings to preserve the security and confidentiality of your information.

We will share personal information with law enforcement or other authorities if required by applicable law (including, in line with our Safeguarding and Promoting the Welfare of Children/Safeguarding Adults at risks policies, where there are concerns about the safety or wellbeing of a child or adult at risk and it is considered necessary for their welfare and protection).

We will not share your personal information with any other third party without first obtaining your explicit consent.

### **How long your personal information will be kept**

We will keep your personal information after we have finished providing our support in order to respond to any questions, complaints or claims made by you or on your behalf, to show that we treated you fairly and/or to keep records required by law. We will not keep the information for longer than necessary. We keep different types of information for different lengths of time (further details can be found in our Information Governance Policy which is available on request).

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent your information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Your Rights**

You have a number of important rights which you may exercise in relation to your personal information free of charge. In summary, those include rights to:

- access your personal information and to certain other supplementary information that this Privacy Notice is already designed to address;
- require us to correct any mistakes in your information which we hold;
- require the erasure of personal information concerning you in certain situations;
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
- object at any time to the processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information; and
- otherwise restrict our processing of your personal information in certain circumstances.

For further information on each of these rights, including the circumstances in which they apply, visit the Information Commissioner's Office ("ICO") website at <https://ico.org.uk/for-the-public/>.

If you would like to exercise any of the rights, please email, call or write to us using the details in 'How to contact us' below, let us have enough information to identify you, let us have proof of your identity and address, and let us know the information to which your request relates.

**How to complain**

Please report any complaint to the details set out in 'How to contact us' below. We hope we can resolve any query or concern you raise about our use of your information. You also have the right to lodge a complaint with the ICO who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

**How to contact us**

Please contact us if you have any questions about this Privacy Notice or the information we hold about you as detailed below:

Home-Start Southwark  
CAN Mezzanine  
7-14 Great Dover Street  
London  
SE1 4YR  
Tel: 0207 737 7720  
Email: [info@homestartsouthwark.org.uk](mailto:info@homestartsouthwark.org.uk)

**By signing this form you confirm you have read and understood the contents of this Privacy Notice and Consent Statement and consent to us processing your personal information in accordance with this Privacy Notice. You may withdraw your consent at any time by using the contact details set out in 'How to contact us' above.**

**Parent(s) signature:** ..... **Date:** .....

..... **Date:** .....