

Sayes Court Children's Centre Family Support Referral Form



Date:

Please ensure all information is completed in full & return to:

Sayes Court Children's Centre

Sayes Court Farm Drive

Addlestone KT15 1NB

Tel.: 01932 851 502

oworker@sayescourt.surrey.sch.uk

Name of Referrer:	
Profession:	
Telephone Number:	
Email:	

EHA completed:	Yes/No If yes, please attach.
FEET Application:	Yes/No

Parent's/Carer's Name:			
Parent's/Carer's Date of Birth:			
Address:			
Postcode:			
Home Telephone:			
Mobile Telephone:			
Email:			
GP's Name & Address:			
Health Visitor:			
Child's Name	Date of Birth	Age	Boy/Girl

Examples of the services we can offer:

Stay and Play Sessions 0-18 months		Adult Education Courses	
Stay and Play Sessions 0-5 years		Paediatric First Aid	
Breastfeeding Support and Advice Group (Snuggles & Cuddles)		Family Support	
Baby Massage		Parenting Courses	
Young Parents' Groups		Support for families with English as a second language	
Wellbeing group		Signposting - CAB, Home Start, Surrey Local Assistance Scheme, Besom Project, CAP, Food Vouchers, Woking Money Advice Centre	
Why is the family being referred:			
<p>Please indicate the priority of this referral: High Medium Low</p>			
What support is required:			
What do we want to achieve:			

Sayes Court Children's Centre (the 'Centre') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Centre and other information available to the Centre ('your information'). In accordance with the General Data Protection Regulations 2018, the Centre will use your information, for the purpose of providing support to children, to (a) deal with your requests and administer its functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. The Centre may share your information (but only with the minimum amount of information necessary to do the above and only where it is lawful to do so) with appropriate departments and agencies in accordance with the Multi Agency Information Sharing Protocol (MAISP). Further details, including Surrey County Councils privacy statement <https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notice/children-schools-and-families> and a copy of the MAISP can be found at www.surreycc.gov.uk

Under the General Data Protection Regulations, **Sayes Court Children's Centre** has a legal duty to keep the information held about you and your family up-to-date. **Please inform us if any of your details change.** We will update the information we hold about you to ensure that we are able to offer the most appropriate services and assistance to you and your family. If you are providing personal information for other people, we would suggest that you inform them of this. If you would like to apply for access to the information we hold about you please send a written request to **Jill Edwards, Centre Manager, Sayes Court Children's Centre, Sayes Court Farm Drive, Addlestone KT15 1NB.**

Parents also to complete a registration form to accompany the referral.

Does Parent/Carer consent to Sayes Court Children's Centre sharing information with the Referrer? Yes/ No

Signed
parent.....**Date**.....
Signed
referrer.....**Date**.....

Information about potential risk factors: Location, pets, etc.

Are there Child Protection concerns: Yes/No

Are Social Services involved: Yes/No

Social Worker's Details:

Name:

Telephone Number:

Other known services involved with the family:

All referrals will receive a home visit where appropriate: