**Referral Form for Safe Space Therapeutic Work funded by the Stanmore Medical Group**

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NHS***Stanmore Medical Group***

**Stevenage Locality**

**Clinical commissioning Group**

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| *Child / Young Person’s Details* | | | | |
| **Forename**: |  | | | |
| **Surname**: |  | | **NHS No.** |  |
| **Date of Birth**: |  | | **Gender**: | M  F |
| **Home Address**  **(Inc. Postcode):** |  | | | |
| **Ethnicity:** |  | **Disability:** | | Y  N |
| **School child / young person attends:** |  | | | |
| **GP Practice** *(The CYP must be registered with a Stevenage GP practice in order to access this project’s funding)***:** | Stanmore Road  The Poplars Surgery  St. Nicholas Health Centre  Canterbury Way Surgery  Other Stevenage Surgery *(please state)* | | | |

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| --- | --- | --- |
| *Parent/Carer Contact Details* | | |
| **Full Name:** | **Parental Responsibility?** | Y  N |
| **Contact Details:** *(Address if different to child/young person, telephone numbers)* | | |
| **Full Name:** | **Parental Responsibility?** | Y  N |
| **Contact Details:** *(Address if different to child/young person, telephone numbers)* | | |

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| *Referral Details* |
| **Why are you referring this child/young person for support?**  **What are the desired outcomes for the child/young person from receiving therapeutic support?** |

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| *Other Services Involved* |
| **What other organisations/services/individuals are involved with the child/young person or their family?** |
| **Name of organisation/individual:** |
| **Contact Details:** |
| **Reason for involvement/what support is being provided:** |
|  |
| **Name of organisation/individual:** |
| **Contact Details:** |
| **Reason for involvement/what support is being provided:** |
|  |
| **Name of organisation/individual:** |
| **Contact Details:** |
| **Reason for involvement/what support is being provided:** |

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| *Referrer Details* |
| **Full Name:** |
| **Job Role:** |
| **Contact Details:** *(Please provide telephone numbers and email address)* |
| **Data Referral Form Completed:** |

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| --- | --- |
| *Consent*  ***Parental consent is required to enable information sharing with the identified service. Children and young people should be aware of the request for a service and asked for their consent. You will need to make a professional judgment about the child / young person’s understanding of giving consent.***  • I have had the reasons for this service request explained to me, I understand the reasons for the request and understand that my information will be shared with Safe Space as part of this request.  • I agree to the request and give consent for Safe Space to work with my child / or me as the named young person.  • I have read and understood the privacy statement on page 5 of this form and I consent to information being collected and stored for the purpose outlined.  • I understand that information relating to the support provided as part of this service request will be recorded on a Hertfordshire County Council case management system and other members of the Safe Space team may be able to see the content of this. | |
| **Parent / Carer Signature:** |  |
| **Name:** |  |
| **Date:** |  |
| **Young Person Signature:** |  |
| **Name:** |  |
| **Date:** |  |

**PRIVACY STATEMENT**

**Why we need your information:**

The data on this form is being gathered for the purpose of delivering counselling and arts therapy for children and young people across Hertfordshire. Hertfordshire County Council will use this information to provide counselling and arts therapy as well as to collate anonymised outcomes, demographic and statistical data for service reporting to commissioners and funders.

As a Local Authority Hertfordshire County Council has a responsibility to provide therapeutic support to children and young people across Hertfordshire under the provisions of its commissioners and funders. The information you have provided will be used to allow us to fulfil this duty.

**What we will do with your information:**

The information you give us will be held by the Safe Space Counselling in Schools Team of Hertfordshire County Council and will only be used to provide counselling and arts therapy to the children and young people in Hertfordshire.

In order to deliver this service we will share your information with individuals and professionals involved in the therapeutic support where required.

We may also share information with third parties if we are legally obliged to do so, for example if it is necessary to safeguard or protect yourself, a child / young person or other individual.

In cases where we are commissioned to deliver targeted programmes, we may need to share information about your therapeutic support with our funders.

**How long we will keep your information:**

The information that you supply to us will be kept on file for up to 35 years from the individual’s date of birth.  
  
**What are your rights?**

Hertfordshire County Council will be the Data Controller for this information.

You have a number of rights over the data we collect and hold about you.

* You have the right to be informed about what information we hold about you and how we use it.
* You have the right to request copies of any information the Council holds about you by making a subject access request.
* If information we hold about you is factually inaccurate you have the right to have it corrected.
* You have the right to object to the way we are using your data.
* You have the right to request that your data is deleted. However we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
* You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.
* In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.
* In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which the Council holds about you please contact the Data Protection Team.

*Data Protection Team*

*Hertfordshire County Council  
County Hall, Pegs Lane, Hertford, SG13 8DQ*

Tel: 01992 588099

Email: [data.protection@hertfordshire.co.uk](mailto:data.protection@hertfordshire.co.uk)

You can also contact our Data Protection Officer at [dataprotection.officer@hertfordshire.gov.uk](mailto:dataprotection.officer@hertfordshire.gov.uk) or in writing to the address above.

If you are unhappy with the way that Hertfordshire County Council has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner’s Office [www.ico.org.uk](http://www.ico.org.uk).

Once this referral form has been completed and signed, if sending electronically it must be sent via HertsFX or SchoolsFX for data protection reasons.

**HertsFX:** When sending in your first referral to Safe Space using this specific funding route, you will need to call or email the Safe Space office so we can initiate a link on HertsFX with you (please contact details below). Once this has been done you will be able to send future referrals via HertsFX straight away.

**SchoolsFX:** If you choose to send your referral via SchoolsFX you will need to initiate a link with [safespacemailbox@hertfordshire.gov.uk](mailto:safespacemailbox@hertfordshire.gov.uk)

**Post:** Referrals can also be sent as a paper copy via your school bag if you prefer. Our office address is:

Safe Space  
Room 147,

County Hall

Pegs Lane

Hertford

SG13 8DF

Any questions or queries relating to completing this form or the service available, please contact the Safe Space office on 01992 588796 or via email at [safespacemailbox@hertfordshire.gov.uk](mailto:safespacemailbox@hertfordshire.gov.uk)