**Nomination Procedure**



Dear Colleague

Thank you for your interest in The Legacy Project. Our aim is to offer a mentor to young people aged 19 and under who are living in Andover and who are at risk of or known to be being criminally exploited. The project is a partnership programme delivered by UpSkillU & Yellow Brick Road Projects.

For us to maximise every opportunity for success we recommend the following procedure:

**1. You meet with your nominee to discuss the programme and complete the nomination form together.** Please include as much relevant information as possible in your nomination to enable us to best meet the young person’s individual needs, please don’t forget to tell us about their strengths.

We have created a promotional video clips for you to share with the young person to help them understand more about the project  [**THE LEGACY PROJECT PROMO VIDEO.mp4**](https://drive.google.com/a/upskillu.org/file/d/1Kz2IKr4YM8LGQbeIJeLvO-Zic9KzVMEY/view?usp=drive_web)(click on the link to view)

**2. You scan and email the nomination form to** [**admin@ybrp.org.uk**](mailto:admin@ybrp.org.uk)

**! Please note that any personal details sent to Yellow Brick Road Projects electronically should be sent via an encrypted, password protected mail**

**3. Yellow Brick Road Projects will confirm receipt of the nomination**

**4. Vince Parkes on behalf of Yellow Brick Road Projects will contact the young person within 24 hours of the nomination being received (Monday to Friday)**

**5. The young person will be offered support in line with the services flowchart (below)**

**6. Yellow Brick Road Projects will let the nominating agency know if there any concerns about attendance/ safeguarding**

If you require further information or support, please email us on [legacyprojectenquiries@gmail.com](mailto:legacyprojectenquiries@gmail.com)

 

A close up of a map

Description automatically generated

|  |  |  |
| --- | --- | --- |
|  |  | **Please return to:**  **Yellow Brick Road Projects**  **Office 52A, Basepoint**  **Andover,** [**SP10 3FG**](https://www.bing.com/local?lid=YN1029x104262630&id=YN1029x104262630&q=Basepoint+Business+Centre&name=Basepoint+Business+Centre&cp=51.2173538208008%7e-1.50702798366547&ppois=51.2173538208008_-1.50702798366547_Basepoint+Business+Centre&FORM=SNAPST)  [**www.yellowbrickroadprojects.com**](http://www.yellowbrickroadprojects.com)  [**admin@ybrp.org.uk**](mailto:admin@ybrp.org.uk)  **Office: 01264 360589**  **Direct line: 07985 464436**  **Vince Parkes - Engagement Worker** |
|  |  |  |

This form provides The Legacy Project with details which enable us to meet the needs of the young person.

Please work with the person you are nominating to complete this form. All information will be treated in confidence.

**Nominating organisation:**

**Name of worker:**

**Email address and phone number:**

**Young person’s name: Date of birth:**

**Address: Telephone no:**

**Postcode:**

**Name of young person’s parents’ landlord:**

**Are there any other organisations currently working with the young person – if so, please share their name, job title, and contact details:**

**Has a Child Exploitation Risk Assessment/SERAF been undertaken? If so, what interventions have taken place as a result?**

**Reason for nomination:**

**Please tell us any information that will help us to help the young person. For example details of any health issues, learning needs or areas of their life with which they are currently receiving support. Don’t forget to tell us about their assets.**

**Is there a person specific risk assessment in place and if so, what do we need to know?**

**Please support the young person to answer the following questions:**

**What is your main reason for wanting to find out more about The Legacy Project?**

**Do you have any worries or concerns?**

**What do you enjoy? What are your interests? What are your assets?**

**Tell us about your wish …**

**Mentoring will take place through phone and video call. Please tick whether you have regular access to**

**Telephone [ ] Tablet [ ] Laptop/ PC [ ] Wi-Fi [ ]**

Thank you for completing this form. Please return it to [admin@ybrp.org.uk](mailto:admin@ybrp.org.uk)

Please sign below to indicate that you are okay with the information being shared.

**Signed: (Young person)………………………………………………………………………………………………………**

**Signed: (Nominator)………………………………………………………. Date: ……………………………………….**