**Help to complete referral form**

Below are explanation for completion of the referral form which should be complete with as much detail as possible, if you have any problems or questions then please email [hello@kindre.org](mailto:hello@kindre.org) with your query.

**Section 1 – Basic information**

* Case ID will be allocated on receipt of referral
* If your case is in the court arena please enter your next court date, if known, to allow intervention to be planned in a timely manner.
* Person making the referral can be yourself, a solicitor, a social worker, a family court advisor or any other relevant person.
* Full details of the any child/ren that contact is requested for.
* All additional needs and their knowledge of the referral must be complete.
* Lived with adult is the person the child/ren is currently living with.
* Relationship is the relationship the child/ren has with the person they live with.
* Person requesting contact services is the person who does not currently live with the child/ren and may not currently have any contact.
* Relationship is the relationship of the child/ren to the person requesting the service.

**Section 2 – Risk assessment**

This section must be completed in full (the referral will be rejected if this is not completed).

Enter yes, No or allegation

* YES – if any allegations have been proven, had a conviction for or been upheld
* NO – if there has never been an allegation or concern raised.
* ALLEGATION – if a concern has been raised but it has not been proven.
* Safeguarding children relates to any of the above perpetrated towards the child/ren
* Other potential concerns relate to issues between those adults named on the referral.

**Section 3 – additional information**

A detailed summary is required of all the relevant information that is preventing a meaningful relationship with the child/ren and causing a barrier to the completion of an agreed parenting plan. (Link to the parenting plan is attached)

**Section 4 – Involvement of other services**

* Cafcass officer – could be known as family court advisor.
* Guardian – a person usually a family court advisor who has been appointed by the courts to act in the best interests of the child/ren.
* Social worker, social services and child protection- will be involved if your child/ren has been on a child in need plan or part of child protection procedures. They will also be involved if your child has been removed from your direct care.

**Section 5 – Court order**

If you have had a court order and it contains details regarding child contact arrangements then please provide those details. If it is appropriate you could attach a copy with the referral.

**Section 6 – Health, medical and developmental information**

The service must be made aware of any additional needs. Any allergies, medical needs or support that may be required from all concerned to ensure the intervention is safe and supportive.

**Section 7 – Arrival at the centre**

* Sometimes adults will not be willing to meet. Full information is required to prevent distress.
* Information of any person dropping off or picking up children is required so as to safe guard them.

**Section 8 – service required**.

If you are not sure tick that box and when you are contacted this can be discussed.

**Section 9 – Agreement**

* Where sessions will take place will be Kindre contact session.
* Name the person who will be responsible for payment.
* Indicate how often and for how long the sessions will be requested for.

**Section 10 – Other people who can attend sessions.**

This maybe stated on a court order. Only people named on a court order would be permitted to attend sessions unless otherwise agreed by all adult parties.

**Section 11 – Signature**

Signed and dated by the referrer.

**Referral fee must be paid when referral is submitted**

**£50**

**Kindre**

**Sort code 30-98-97**

**Account number 74755763**

**Lloyds bank**

Ref -family name on referral form

