

HEALTH AND WELLBEING SERVICE MENTORING SUPPORT REFERRAL FORM



Details of Requestor

Date of Request			
Name		Role	
Agency/Setting		Address	
Contact number		Email	

Details of Child/Young person

Name	DOB	Age	Year Group	Gender	Ethnicity	SEND	Looked After
Home address (including postcode)							
Main contact name and details for Parent/Carer							
Attendance data and please attach a copy of the child/young person's registration certificate							

Name	Relationship to child/young person	School and year group

Agency/Setting	Contact name	Job role	Contact number and email address

WHAT OTHER ASSESSMENTS/PLANS ARE CURRENTLY IN PLACE (e.g., Child and Family Assessment, Health Assessment, Education Health Care Plan, Early Help Assessment or other) AND WHAT INFORMATION ABOUT THE HISTORY OF THIS FAMILY IS RELEVANT TO SHARE?	
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What is happening right now that is causing concern?

Presenting issues that are factual and current, objective and observable and specific

What is likely to happen if the presenting issues are not addressed effectively?

Predictions that are realistic and have a direct connection to the presenting issues as described above

What factors are currently keeping the presenting issues going?

Precipitating factors and circumstances that may be triggering the presenting behaviours

What strengths and protective factors are there that may be used to impact on the presenting issues?

Protective and supportive relationships within the family, personal skills, knowledge and previous successes

What is the family context and dynamic?

Predisposing factors such as poverty, bereavement, past relationship, substance misuse

What interventions have previously been tried to address the presenting issues above?

Perpetuating factors which keep the presenting issue continuing

Privacy Notice

1. Leeds City Council takes its obligations under the Data Protection legislation very seriously. The main laws are the Data Protection Act 2018 and the General Data Protection Regulation. The information you provide to Name of cluster will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed or disclosed to anyone who should not see it. Our service also needs to use sensitive personal data relating to you (also called “special category data”) which requires more protection by us to keep it safe. Leeds City Council are the owner (data controller) of this information and therefore obliged to fully comply with the relevant Data Protection laws and regulations.
2. Any personal and sensitive information you provide will be collected, used, shared and held by Leeds City Council Cluster for the purposes of providing support to you and your family. Usually, we collect and hold your information to enable us to comply with a legal obligation, or because we are acting in the public interest or exercising a public task in our official authority. Please note, we would like you to fully engage with us, however there may be circumstances where we may use and share your information without your agreement, as we are legally required to do so.
3. Where appropriate and in order to make the best decisions for children and young people, Leeds City Council will share your information with other services within Leeds (such as, cluster, Children’s services, Families First programme, Education providers etc) and also with other relevant organisations, such as the NHS, schools and the Police etc. We may also give some information about you to relevant government departments, such as the Department for Education or the Department for Housing, Communities and Local Government, for reporting purposes and in order to make the services of Leeds better.
4. There may be cases where we need to liaise with foreign authorities, for example when a child with links to a foreign country is missing education or becomes the subject of a child protection plan, or requires immediate protection, however we will ensure the safeguards are in place to protect the data.
5. We are required by law to keep records for varying lengths of time depending on individual circumstances. This information is set out in our retention schedule. More information can be given to you on request or can be found on our website, www.leeds.gov.uk
6. You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Further information in respect of your rights is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please speak to a member of cluster staff in the first instance or contact: dpfoi@leeds.gov.uk; any One Stop Centre or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.
7. The Council’s corporate privacy notice, which includes details of the authority’s Data Protection Officer (see the above contact details) is available at: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request. In addition you can contact the Information Commissioner if you have any concerns at www.ico.org.uk

Declaration

I acknowledge receipt of this privacy notice. I understand that my information will be shared with relevant professionals.

	Name	Signature	Date
Parent/Carer			
Parent/Carer			
Young Person (aged 13+)			
Requestor			

Please complete this form and send to schoolwellbeing@leeds.gov.uk via secure email