**Request for Targeted Parenting Programme**

**Date Form Completed**: …………...........

We require all professional referrers to complete this form BEFORE submitting this referral to their appropriate **Family Hub**.

Please use the [Post code checker](https://www.bradford.gov.uk/children-young-people-and-families/family-hubs/postcode-checker-for-family-hubs/) if you are unsure of which Hub to refer to:

|  |  |
| --- | --- |
| SouthContact: 01274 434940 familyhubsouth@bradford.gov.uk | WestContact:01274 436700 familyhubwest@bradford.gov.uk |
| Keighley & ShipleyContact:01535 618005 familyhubkeighleyshipley@bradford.gov.uk | EastContact: 01274 437523 familyhubeast@bradford.gov.uk |

**CYGNET** referrals should be sent to:**parenting@bradford.gov.uk**

**Who’s In Charge** referrals should be sent to: **whosincharge@bradford.gov.uk**

All other parenting programme requests should go direct to the family hub, as listed above.

**N.B Social Workers** should complete the ‘Request for Parenting Programme’ in LCS and send to Early Help/ Prevention Gateway Form for triage.

 I have discussed this referral and the specific groups with the parent (s)/carer (s)

 I have shared with the parent(s) the Parenting Menu/Quick Guide

 I have the parent(s)/relevant family members signed consent below.

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| **Presenting Issues**

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| **Child / Young Person’s or Parent / Carer’s Name** | **Low Level Neglect** | **Behaviour** | **Parenting** | **Anti-Social Behaviour** | **CSE** | **Domestic Abuse** |
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| **Name of main parent completing form (if self-referral) or subject of the referral.** ***Please also state if the main parent is also known by any other names?*** |  | **Main parent’s contact phone number** |  |
| **Main parent’s date of birth** |  | **Main parent’s email address** |  |
| **Ethnicity** |  | **Does the child have an Autism Diagnosis?** |  |
| **Present family address**  |  | **Family present address postcode** |  |
| **Other recent addresses** |  |
| **Name, job title and address of person making this referral** |  | **Referrer main contact number** |  |
| **Date of last assessment:** |  | **Are there any additional needs the family would like the facilitator to be aware of?** |  |
| **Date the request was discussed as part of family plan with the family:** |  | **Are there any risks/concerns you feel the facilitator needs to be aware of?** |  |

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| **Family information** |
| **First name** | **Last name** | **Relationship to parent** | **Date of birth***dd/mm/yyyy* | **Ethnicity***Please see options below* | **School child attends or is parent working?** | **Known health issues** *Disability / MH / No dentist/GP?* |
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**Ethnicity**

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| --- | --- | --- | --- | --- |
| **Asian/British Asian** | **Black/Black British** | **Mixed** | **Other** | **White** |
| Bangladeshi | Other | African | White/Asian | Chinese | British | Eastern European |
| Pakistani |  | Caribbean | White/Black African | Other | Irish | Other |
| Indian |  | Other | White/Black Caribbean | Refused | Traveller of Irish Heritage |
|  |  |  |  |  |  |
| **What is working well?****Including parents views & child’s voice** | **What are you worried about?****Including parents views & child’s voice** | **What needs to be done?****Including parents views & child’s voice** |
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| **Use of personal information**If you would welcome support for your family, then we need your agreement for agencies to co-ordinate any support you may need through sharing information about your family with them. This could include the following agencies: Children’s Specialist Services, Schools, Police, National Probation Service, Community Rehabilitation Company, Youth Offending Team, Department of Work and Pensions (including contracted work programme providers), Incommunities, Families First Commissioned Services, your GP, Health Visitors, School Nurses, Family Hub, and Stronger Families. Information will also be shared with Bradford Teaching Hospitals NHS Foundation Trust (BTHFT), for the purpose of helping to provide a good service to your family, and researching and planning improvements to services for children and families.We collect and process personal and sensitive information in accordance with the General Data Protection Regulation. This information may include details about you/your children’s health including NHS Numbers, education and UPN Numbers, welfare and development, home or family circumstances. We use this information:* To help us work with you to provide an effective service
* To help us improve services through research and planning

In some cases, information may be shared between agencies without consent; for example, where sharing information might prevent a crime or safeguard the welfare of a child or young person. Even in these circumstances, we will discuss this matter with you. Reasons for this are:* If it is believed that a child’s/adult’s safety or welfare is at immediate risk
* Where it is required to do so by law because of a criminal activity /drug trafficking offences
* Should you or your child fall ill during contact with the service and relevant information needs to be given to a medical professional

**Consent for information storage and information sharing**The reasons for sharing information have been explained to me. I give my permission for Bradford Council to obtain personal and /or sensitive information about me and my family for the purposes set out above and agree to my information being shared with and for Prevention and Early Help/Families First/Social Work services. My explicit consent is freely given, fully informed and I understand that it can be withdrawn at any time. I have been given the opportunity to ask any questions in relation to this referral and the information about me that will be shared and that I can request an update at any time. I have the right of access to personal information held about me and my children and can request this by making an application in writing.This completed form will be retained by Bradford Council. Information will be stored on a secure electronic system and shared with other organisations as appropriate, and only communicated by secure means. It will be destroyed in accordance with data protection principles and Bradford Council retention policy***.*** Read our full [Privacy Notice](https://www.bradford.gov.uk/open-data/data-protection/prevention-and-early-help-privacy-notice/).If you are the Parent/Carer you are also giving your permission to share personal information about young people (under 16) in your care. **Please ensure that consent is clearly documented below BEFORE submitting this form** |
| **Parent(s)/ Carer(s)** | **Signature** | **Date** |
| **Young Person(s)** | **Signature** | **Date** |

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| **FOR OFFICE USE ONLY** |
| **Date Inputted:** |  | **Worker Inputting (Initials):** |  | **Form Scanned:** |  | **Form Uploaded to Family File:** |  | **Form Returned to Parenting Co-ordinator:** |  |