

SELF REFERRAL GUIDELINES

These guidelines are for families wishing to access support from YMCA Trinity Shine Project. Please read these guidelines carefully before completing the attached referral forms.

Referrals

- Referrals can be made for any young person between the ages of 8 and 16 who are in need of low level support.
- Referrals can only be made with the young persons consent
- Due to demand and worker caseloads, we have to prioritise young people who are most in need of our service.
- To make a referral please complete the referral form and return it to:

YMCA Trinity Shine Project Imperial House Lowestoft Suffolk NR32 2AA Or email it to us at shine@ymcatrinity.org.uk

Once you have made your referral, we will look at the information within the next team meeting and inform you of the outcome within 4 weeks of receiving your referral.

If the young person is successfully referred, a youth worker will make contact with yourselves and the family. A meeting will be arranged for the youth worker to do a needs assessment and personal development plan with the young person.

Referral Information Form

Young persons first name:	Surname:
Date of birth:	Ethnicity: White British Religion: Male / Female (please circle)
Country of birth:	
Name of School/College attended:	Name, address & telephone no. of GP:
Health of the young person: (Very Good, Good, Fair, Poor, Very Poor)	Any known health needs / conditions of the young person:
Parent/Guardian Contact information	
Parents first name:	Surname:

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SUPPORT & ADVICE

Address:	Home phone no:	
	Mobile no:	
Postcode:	Email address:	
Required support from Shine (please circle all that apply):		
One to one support	Homework Club	
Informal Learning	School Enrichment	
Youth Club	Social activities & trips	
Positive engagement	Other (please specify)	
Reason for referral to Shine:		
Are there any other Agencies Involved? Please specify:		
Is there a Common Assessment Framework (CAF) or Team Around The Child (TAC) in place? (If yes please give contact details of Lead Professional and date of next meeting if known)		
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YMCA Trinity Shine Project Confidentiality Statement

"YMCA Trinity has clear policies and procedures regarding safeguarding and data protection. We treat personal information as very important and aim to ensure that all personal information is treated lawfully and ethically. All information will only be used to enhance the welfare of our service users. YMCA Trinity cannot promise confidentiality where there is clear evidence of serious risk to the young person or to the welfare of others." This information will be stored for the duration of the youth project and all details will be made anonymous if used in any further documentation.

Please sign here to confirm you agree and would like someone from the Shine Project to get in touch with you:

Young Person

Name of parent/guardian

Signature of parent/guardian

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SUPPORT & ADVICE

Note to parent/guardian:

So that we can support your young person, it is important that we talk to other organisations who are also working with your family. This is so that we don't duplicate work but also helps us to understand their needs so that we can support them in the best way possible.

To complete a personal development plan with your young person we may go into School and meet with them. We will contact you once the plan is complete to let you know the outcome and what services we are able to offer.

Please sign here to confirm you agree and to give your permission for YMCA Trinity Shine Project to visit your child in School:

Signature of parent/guardian Date

Please send your fully completed form to:

YMCA Trinity Shine Project Imperial House Lowestoft Suffolk NR32 2AA Or email it to shine@ymcatrinity.org.uk



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SUPPORT & ADVICE

FAMILY WORK