**Request Form**

**Referrer details**

Name: Role & location:

Contact Number/ email address:

Times when you can be contacted about this concern:

**How can we help?** Do you have worries about a child/ young person or family with whom you work? Please give us some details so that we can put you in touch with the right person:

Please indicate whether this is a request for us to call:

a child/young person

a parent/carer

If it’s a child / young person, which staff member should we link with:

Name of educational establishment:

Is the child currently attending a hub?:

Name of educational psychologist, if currently involved?:

If child protection issues arise, who is the person who should be contacted and what telephone number can they be contacted on?:

**Name of Parent/Carer:**  Address:

Contact number / email address: Best time to contact them?

**Name of Child / Young Person** : Date of Birth: Year group:

Address (if different from above):

Contact number / email address: Best time to contact them?

Have you obtained permission from the parent to contact us?

YES NO If no, please provide additional information:

If the call is for the child/young person have you obtained permission from the child/young person to contact us?

YES NO If no, please provide additional information:

Please indicate whether the child/young person is currently involved with any counselling services:

**Place2Be  Lifelink:  Other**

**The helpline hours are between 10 and 3, Mon-Fri and call backs will be within 2 working days. If your worry is more urgent, please recommend the following organisations who have longer telephone hours and internet contact options: Childline 0800 1111 (for children). For Adults: Breathing Space 0800 83 85 87. If you have an urgent concern, normal safeguarding procedures apply with a call to 999.**