

Please ensure that you have read and understood these guidance notes before submitting a referral for a family.

Making a Referral to Home-Start Lincolnshire (HSL)

Guidance Notes:

- ❖ HSL requires that support has been **discussed fully with the family** prior to the referral. Information about our service is included with our referral pack, but further information can be obtained from enquiries@homestartlincolnshire.co.uk or by calling 01507 308030.
- ❖ We ask that **consent** has been given by at least one parent/carer at the point of making the referral. We also ask that if possible support has been discussed with all adults living in the home. **Please let us know by completing the relevant boxes on the form.**
- ❖ Please ensure that we have as much up to date **contact information** for the family as possible, please include phone numbers and email. It is also helpful to know if we can leave voice messages on phones.
- ❖ Please also take time to include any **other agencies** that you know are working with the family. Including their GP, Health Visitor and any schools/ nurseries that children are attending.
- ❖ Information on **all children and adults living in the family home** to be included on the referral form, this includes full names and date of birth for all members of the household.
 - Please include:**
 - Any adult children living in the home
 - Any children or adults that are regular visitors to the home overnight/weekends
(e.g. step children or extended family, indicating the relationship to the consenting carer as appropriate)
- ❖ Please let us know if you have visited the family home or not. Also, if there are any **health or safety issues** that you are aware of. For example, if the family have pets then it is useful to know something about these. Is their pet bird in a cage or flying around the living room? Is the family dog small a Chihuahua or a much larger Great Dane?
- ❖ We have left space for **additional information**. You might want to expand upon one of the earlier boxes e.g. "Disabled -please specify..." Or there may be some other information that doesn't easily fit into the rest of the form.
- ❖ An explanation of your assessment of the **family's needs** must be clearly indicated on the form with relevant narrative information. Please include any known medical diagnoses for adults or children where relevant.

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When you have completed the form please send

By email to:

referrals@homestartlincolnshire.co.uk

Or by post to:

Home-Start Lincolnshire,
Willow House,
Fortuna Business Park,
Mareham Road,
Horncastle
LN9 6BW

It is important that we have as much information as possible when assessing new referrals. This is of course vital for safeguarding reasons; but also, to ensure the health and safety of our staff. Therefore, any referrals with essential information missing, will be returned to the referrer, to be completed more fully.