

## CHILD REFERRAL FORM

### Eligibility Criteria

The service provided by Seal Dunfermline seeks to bring about improvements in children’s informal networks, health and wellbeing, resilience and safety.

We will consider a child or young person referred to Seal where a Child Wellbeing Meeting has been held\* and one or more of the following apply (please tick):

	1. The person finds it hard to engage in a group at school or community home and needs support to learn and develop the social skills necessary to engage in a mainstream group, a classroom setting or in an out of school activity
	2. The person is in difficult circumstances and needs support to nurture their coping skills so that they may have a more positive outcome
	3. The person needs support to learn about and develop positive communication and relationship building skills

In addition, these criteria apply to all children or young people referred to Seal:

	1. The person is aged 8 – 16
	2. The person lives in West Fife

Priority will be given to those children/young people who:

	1. Are looked after
	2. Are at risk of being looked after
	3. Do not attend any other mainstream activities or youth provision
	4. Are young carers

All data and information received and held by Seal Dunfermline, will be treated and stored in accordance with the General Data Protection Regulation (GDPR) 2018. A copy of our Privacy Notice is provided at the end of this form.

Please provide as much information as possible to help us make an informed assessment as to the child's suitability for Seal Dunfermline services.

<b>Child, Parent/Carer Details</b>	
<b>Child's Name:</b>  <b>Known as (if different)</b>	
<b>Male/Female</b>	<b>Date of Birth:</b>
<b>Address:</b>	

<b>Parent/Carer Name(s):</b>		
<b>Phone:</b>	<b>Mobile:</b>	<b>Email:</b>

<b>School and Named Person</b>	
<b>School attending:</b>	<b>School Contact – Named Person:</b>
<b>Tel:</b>	

<b>Referrer Details</b>
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Please confirm that this referral has been discussed with and made with the prior consent of the parent/legal guardian and child.

**Prior Consent/Agreement Obtained?    Yes/No**

<b>Referred by:</b>	<b>Position/Title:</b>	<b>Agency:</b>
<b>Address:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Signature:</b>		<b>Date:</b>

\*In line with the Child Wellbeing Pathway, referrers are asked to provide Seal with a copy of the Single Agency Assessment and Chronology at the point of referral. This requirement has been agreed with Fife Council and all information provided will be treated in strictest confidence.

**ADDITIONAL INFORMATION:** Please provide as much information as possible to help us make an informed assessment as to the child’s suitability for Seal Dunfermline services.

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Continue on another sheet if necessary.

**Information Provided by:**

**NAME:**

**DESIGNATION:**

**DATE:**



## **Seal Dunfermline SCIO Privacy Policy (June 2023)**

### **Our contact details**

Name: Seal Dunfermline SCIO

Address: 12 Halbeath Road, Dunfermline KY12 7QX

Phone Number: 01383 730673

E-mail: [office@sealdunfermline.org.uk](mailto:office@sealdunfermline.org.uk)

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details) including referral information from families and referring agencies

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you and is used for the following purposes:

- Offering meaningful services.
- Collating anonymised statistics for reporting to funders about the work we do.
- Collating anonymised statistics to apply for funding.
- Protecting vulnerable children and adults.

We may share this information with statutory agencies such as social work, education and health in very limited circumstances. For example, in the event of a serious or potentially serious health and wellbeing or child protection concern being identified.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting our office at 12 Halbeath Road, Dunfermline KY12 7QX, Tel: 01383 721534 Email: [office@sealdunfermline.org.uk](mailto:office@sealdunfermline.org.uk)**

### **How we store your personal information**

Your information is securely stored within a locked cabinet within an office at our premises that has restricted access. Information held in electronic format is stored on an encrypted computer and a backup hard disk with access restricted to employees.

We keep personal information including name, dates of birth, addresses, contact details and referral information for one year following the end of a service. We will then dispose your information by permanently deleting electronic records or shredding paper records.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Seal House, 12 Halbeath Road, Dunfermline KY12 7QX if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at Seal House, 12 Halbeath Road, Dunfermline KY12 7QX

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>