**Referral & Registration Form**

Please complete this form and return to info@carneyscommunity.org or

Carney’s Community, 30 Petworth Street, London, SW11 4QW.

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| **Participants Details** |
| First & Last Name |  |
| Gender |  |
| Date of Birth |  |
| Address and Postcode |  |
| Email Address |  |
| Phone Number |  |
| Parent/Carer’s Name and contact information, including address if different to participant |  |
| Details of any medical issues, neurodiversity, disabilities or allergies. |  |
| Ethnicity |  |
| Faith/Religion |  |
| **Risk factors** |
| Special educational needs/Neurodiverse |  | Physical Disability |  |
| Mental Health Issues |  | English as a second language |  |
| Excluded from school |  | Not in education, employment, or training |  |
| Housing issues, or homeless |  | Living/Lived in care |  |
| Involvement with YOT or probation |  | Have been arrested or convicted |  |
| Substance misuse |  | Violence or abuse in your home |  |
| Being a teenaged parent or young carer |  | Social services involvement |  |
| Please provide detail if there are any risk factors: |  |
| Reason for Referral |
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| If the referral is for key work, please confirm they have a criminal record, have said they would like key work intervention and suggest dates for a three-way meeting. |
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| Details of the participant’s interests |
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| Please list the types of activities the participant may be interested in attending |
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| Is there, to your knowledge, any history of behaviour by the participant, which needs to be brought to our attention, e.g. violence, sexual assault, alcohol or drug misuse. |
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| If the participant is under 18, is a parent/carer aware of the referral to Carney’s Community? |
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| Anything else you think we should know? |
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| **Referral Agency Details** |
| Name of Referrer |  |
| Position of Referrer |  |
| Referrer Email |  |
| Referrer Contact Number |  |
| Referrer Address |  |
| Referrer Signature |  |
| Date of Referral |  |

**Privacy Notice**

***Why are we asking for this information?***

We need to collect information to help us do our job, to keep you safe and to follow the law. The information we collect from you on this form and from your parent/carer is used to register you as a participant and to keep in touch with you about the activities we’re running, e.g. new activities or cancelled sessions.

***Who looks after your information?***

Carney’s Community looks after the information, we’re called a “data controller”. We keep your information on a secure online system, which is password protected and only accessible by staff at Carney’s who need the information.

***Will your information be shared?***

We only share personal information with anyone outside of Carney’s if we’re required to by law. For example, to protect you if there are safeguarding concerns. When your data is shared with someone else, they must keep it safe. To keep our work going, the information we collect from all participants is gathered, we make it anonymous and then share this with the people and organisations who donate money to Carney’s. For example, we tell them how many young people attended a session or the number of young people who are doing better in school because of our work. No one will know who this is when we share this.

***How long do we keep your information for?***

We will keep hold of your information whilst you’re still coming to our sessions or keeping in contact with us. Once you’ve left we’ll hold onto your information for 4 years and then delete it. To keep our information up to date we may contact you to confirm that the information you’ve given is still accurate.

***Your Rights***

In some situations you can ask us to delete the information we keep. You can also ask us what information we keep about you. You have to do this by email or in a letter and it can take one month for us to get the information to you. If you have any questions about this, speak to one of the staff or email us at info@carneyscommunity.org.

This is a short version of our privacy statement, for the full version go to www.carneyscommunity.org/policies