

**CYP Referral Form: GUIDANCE NOTES**

Thank you for considering the Rising Sun to support your child/ young person.

This guidance aims to support you in completing a referral form to our services for Children and Young People aged 5-24 years old. We require all fields in this form to be completed in order to accept the referral. Please note that if there are gaps in the referral form, this may delay the referral being processed. If you have questions about completing this form, please contact: [referrals@risingsunkent.com](mailto:referrals@risingsunkent.com)

We aim to respond to all referrals within 2 weeks (10 working days). At this stage, we will speak to both the referrer and the parent/ carer to gather enough information to proceed to the waiting list for an initial meeting. Please note that we cannot guarantee that we can work with the child/ young person referred until **after** this initial meeting.

At the initial meeting we will consider our criteria to decide if the Rising Sun is the most appropriate service for the child/ young person at that point in time. If we are unable to accept a referral we will explain to you why and wherever possible signpost you to more appropriate support. There is a list of other services that may be relevant at the end of this document.

**Our Services**  
We provide specialist support to children and young people who have lived with domestic abuse. The support we provide focusses on DA and its impact and is not a mental health support service. Most of our services cover Ashford, Canterbury, Folkestone and Hythe and some cover Swale. Please view our website to see what we are currently running in your area: [www.risingsunkent.com](http://www.risingsunkent.com).

**Our Criteria**

* We support children and young people who are or have been victims of domestic abuse. This might include witnessing abuse from or by a parent or carer.
* We can only support children /young people under 16 who have no contact, or limited contact with the alleged perpetrator.
* If a young person aged 16-24 is currently experiencing domestic abuse, we offer support based on risk level. Please see [Mentoring or Outreach?](#_Mentoring_or_IDVA?) section below.
* Counselling support is offered only to children and young people where the abusive relationship has ended and the alleged perpetrator is no longer in the household.
* We can only support children / young people who live within an area where we deliver the service. Generally this is Ashford, Canterbury, Folkestone and Hythe, though we also offer some services in Swale.
* If the child/young person has a history of suicidal ideation, self-harm or is at any other risk to themselves, we will need to assess this risk before we can work with them around their history of domestic abuse. This is for safety reasons and we can discuss this further with you.
* If a child/young person has had previous support from us, there needs to be a gap in support before they can be re-referred. This will depend on the specific needs of the child/ young person such as any new incidents or changes in circumstances. We can discuss this further with you.
* If a young person is 16 or over and has perpetrated abusive behaviour, such as domestic and/or sexual violence and abuse, we are unable to support them.

If the young person has perpetrated such behaviour and is under 16, we will assess each case individually and consider their needs, alongside the risk of their behaviours

* If a child/young person is getting support elsewhere, such as a school counsellor, it works best if there is a gap of at least 1 month between that support ending and ours beginning.

**Referral Form: Guidance for Completion**

Section 1: Agency/ Referrer details  
Please provide us with up to date contact information for you. We will need to speak to you and the parent/carer where appropriate before accepting this referral onto the waiting list for an initial meeting.

Section 2: Child/ Young Person details  
**Please complete a separate referral form for each child** if you are referring siblings. It is important that we have accurate information about each child and their parent so that we can link families together on our database. This is so that we are fully informed about the history of support for the whole family and so that we can liaise with colleagues to effectively coordinate support for the child/ young person and also ensure that families and our team is safe.

We will also make contact with the non-abusive parent/ carer where the child is under 16 years old, or else where it is safe and appropriate to do so. Please ensure that any details given are safe to contact and that this is made clear on the form.

Section 3: School details  
Normally, we arrange to meet children and young people at their school/ college and so we require the contact details for someone in school in order for us to book an appropriate space. Even if a child/ young person wishes to meet outside of school, we still need school details, where they are attend one, in order to effectively support and safeguard the child/ young person.

Section 4: Family details  
We need to know who lives with the child/ young person, both adults and other children. If the young person is a parent, please provide any relevant details about their child in the table provided or, if they don’t have contact with the child, please give details around why.

Section 5: History of domestic abuse  
Please note, we do not support children under 16 years, when the perpetrator is still living in the family home and/or where the risks of domestic abuse are high. If the child being referred is still living with ongoing domestic abuse, it is unlikely that we can accept this referral unless there are sufficient protective measures in place. We are happy to discuss these with you. For young people over the age of 16 years, we will take any current risks into account at the initial meeting, however it may be more appropriate that the young person is referred to our IDVA team. Please see the [Mentoring or Outreach?](#_Mentoring_or_IDVA?) section below.

It is really important for us to have clear information about both historic and any current abuse before we accept a referral for an initial meeting. This is because in some instances, accepting a referral too early could put a child/ young person at further risk. Please include any information about court orders, whether schools and addresses are known, how much contact the child has with an abusive parent etc. so that we can assess risk to the child, family and our team.

Section 6: Client Support Needs

We ask if the child/ young person is being supported by other agencies to gain an understanding of their support needs and existing interventions. If the child/ young person is involved with another agency, please provide contact details for a professional involved in their case. This enables us to take a multi-agency approach and share information and learning where relevant and consent has been gained.

Section 7: Reason for Referral

Please provide us with at least a paragraph to let us know why the child/ young person would benefit from our service. Please include any information about what the child has seen/ heard / said or otherwise experienced, any changes in behaviour that have led to your concern and anything the child may want to gain from this support.

Section 8: Service

We offer support in a range of services, and at the point of assessing the referral the CYP team will consider the best service for the child/young person. If you feel a particular service would be most beneficial for the child/young person, please tick the appropriate box in this section, and explain why.

You can view the different services on our website <https://www.risingsunkent.com/services/our-services/>

**PLEASE NOTE**: The contents of the referral form will be discussed with both the child/ young person and, for children under 16 years and/or where appropriate, with the named parent/ carer.

# **Mentoring or Outreach?**

We offer one to one support services for young people aged 16-24 based on risk. If the young person is currently in the abusive relationship and is at risk of harm, please complete a [DASH](https://safelives.org.uk/node/516) to assess risk level. We can offer IDVA (Independent Domestic Violence Advisor) support via our 16-24 Outreach service if risk level is **medium** (score of 10-14 on DASH). If the score is below 10, we can offer one to one mentoring support*.*

Mentoring support is also offered for young people who have experienced or are at risk of domestic abuse within their relationship, even if they are not currently in such a relationship.

If you consider that the young person may be at **high risk** (score 14+) of harm from domestic abuse, you will need to consider a referral to the IDVA service, via a MARAC referral.

If the client wishes to have mentoring support, but the needs immediately presenting are around their current, high risk of domestic abuse, then please refer to MARAC in the first instance and this can be stepped down to mentoring once the risks have been addressed and reduced. You can discuss with the IDVA team by calling our office on 01227 452852, Monday to Friday 9am-5pm.

**Other Local Services**If the child or young person doesn’t meet our criteria, there are a number of other local services who may be able to meet their needs. Please see below for more information and ideas.

With You at Mind and Body in Kent (ages 13-25 years)  
Supports children and young adults who are self-harming, at risk of self-harming or struggling with their mental wellbeing. <https://www.wearewithyou.org.uk/services/mind-and-body-in-kent/>

Kooth (ages 11-25 years)  
Online mental wellbeing community. Free, safe and anonymous support. <https://www.kooth.com/>

Salus: Headstart Kent (ages 11-16 years)  
Intensive Mentoring Service to improve the emotional health and well-being and build the resilience of children and young people. <https://salusgroup.org.uk/service/headstart-kent/headstart-kent-intensive-mentoring/>

Young Lives Foundation (ages 11-16 years)  
One-to-one support for young people in need of support in developing their resilience at school or in the community who are at risk of being socially excluded or offending. <https://ylf.org.uk/how-we-help/mentoring/ylf-mentoring-2/>

East Kent Rape Crisis (all ages)  
Specialist support for children and young people who have, or may have experienced sexual violence and abuse, providing advocacy and/or counselling. <https://www.ekrcc.org.uk/young-peoples-resources>

Winston’s Wish (all ages)  
Supports children and young people after the death of a parent or sibling. <https://www.winstonswish.org/>

Respect (all ages)  
Respect Young People's Service address the use of violence and abuse in children and young people's close relationships. They can provide information for parents, carers and professionals.   
https://www.respect.uk.net/

List of Mental Health Helplines (all ages)  
<https://www.mind.org.uk/information-support/guides-to-support-and-services/crisis-services/helplines-listening-services/>