

Main/Registered Office: Signposts, 58 Regent Road, Morecambe, LA3 1TE

Telephone : (01524) 419021

Fax : (01524) 411541

Community
Legal Service



E-mail: signpostsmarc@signposts.org.uk

Website: www.signposts.org.uk

**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick – Chief Executive



Help Point

CONFIDENTIAL - Initial Referral Form

NB: Please complete all relevant sections of the form and ensure full contact details are provided

Name*				
Date of birth*		_ / _ / _ _		
Full address*				
Postcode				
Telephone number				
Mobile Phone Number				
Gender		Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Ethnicity (please tick or specify)				
White <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Prefers not to say <input type="checkbox"/>	
White Irish <input type="checkbox"/>	Black (Other) <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Not Known <input type="checkbox"/>	
Black African <input type="checkbox"/>	Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other (specify) <input type="checkbox"/>	
Eastern European <input type="checkbox"/>	Asian (other) <input type="checkbox"/>	Gypsy Traveller <input type="checkbox"/>	Dual Heritage (please specify) <input type="checkbox"/>	
Religion				
Reason for referral				
Children	Name	Date of birth	School	Health visitor
		_ / _ / _ _		
		_ / _ / _ _		
		_ / _ / _ _		

Charity Registration Number: 1117645

Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592

Registered in England and Wales



North Lancashire
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

Data Protection

We understand that the written information obtained will be transferred to the Signposts MARC Ltd Casework database for the purpose of monitoring progress and collecting information to evaluate the scheme. Signposts MARC Ltd has systems in place to ensure that the information it holds will remain confidential (however, this information may be shared with other agencies when necessary)

Under the Data Protection Act, you have certain rights regarding information kept about you. The eight principles of the Act are as follows:

1. The information should be obtained and used fairly and lawfully.
2. Personal data shall only be held for specific lawful purposes.
3. Personal data shall not be used or disclosed in any way incompatible with the purpose for which it is held.
4. Personal data shall be adequate, relevant and not excessive.
5. Personal data shall be accurate and kept up to date.
6. Personal data shall not be kept for longer than necessary to fulfil the purpose of holding it.
7. Appropriate securing measures shall be taken to safeguard unauthorised access, disclosure or damage to personal data and where appropriate steps taken to have it erased or corrected.
8. Personal data will only be obtained or used within the European community, unless there is adequate protection in the receiving territories.

The Signposts Service will be keeping strictly to these principles in looking after information they hold about you on the computer.

Client Consent/Agreement Form for the Referral to Signposts

- We have had the Signposts Service explained to us and agree that a referral may be forwarded to the signposts service.
- We also agree that information about us may be shared with other relevant agencies so that an Action Plan that will help us can be made.
- We understand that the Action Plan will be produced as and when needed, and we agree to take an active part in the Plan to enable necessary changes to be made.

Clients signature: _____

Print name: _____ **Date:** _ / _ / _ _

Referrers Details

Name:

Organisation:

Contact Details:

Risk assessment for home visit:

(please indicate details of any known risks related to home visits)

Referrers Signature: _____ Date: _____

Please return this form in an envelope marked "Confidential" to:

Signposts Multi Agency Resource Centre, 58 Regent Road, Morecambe, LA3 1TE

Referrals will be allocated to the appropriate service within Signposts