

## Swindon Women's Aid Referral Form



### **How to complete this referral:**

By completing this referral form, you're helping us to make contact with the client as safely and quickly as possible. We'd appreciate it if you could include as much information as possible - this saves the client from being asked the same questions twice and helps us to understand more about their particular needs and circumstances.

### **How to submit this referral:**

Email: [Office@swindonwomensaid.org](mailto:Office@swindonwomensaid.org)

Secure Email: [SWA.office@swindonwa.cjism.net](mailto:SWA.office@swindonwa.cjism.net)

Fax: 01793 864988

### **Accompanying documents:**

Please ensure a **DASH RIC** is completed and attached to this referral. The DASH can be downloaded on our website [www.swindonwomensaid.org](http://www.swindonwomensaid.org)

If your client scores 14 or over on the DASH please ensure you refer them to MARAC – This referral form can be downloaded on our website.

### **How to get in touch:**

If you have any questions about our service, eligibility criteria, or how to make a referral, please contact the office on:

T: 01793 864984

E: [Office@swindonwomensaid.org](mailto:Office@swindonwomensaid.org)

## 1. Information about the person making the referral

Date of referral:	
<b>Please indicate which service you'd like to refer to:</b>	
<b>Please enter your name and contact details:</b>	
Referrer's name	
Organisation name	
Role/ job title	
Contact number	
Contact email	

## 2. Client contact info

<b>Contact information</b>		
First name		
Last name		
Other names		
What do they like to be called?		
DOB		
NI Number (if known)		
<b>Addresses</b>		
Current address		
Current Local Authority		
Local Authority of origin (if different)		
Does the perpetrator live at this address?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>	
Safe contact notes:		
<b>Contact info</b>		
	<i>Details</i>	<i>Safe to contact?</i>
Phone		<input type="checkbox"/>
Email		<input type="checkbox"/>
Safe contact notes		
<b>Next of kin – who can we contact in an emergency?</b>		
Name		Relationship
Contact information		
Safe contact notes		

Accessibility requirements		
Does this client have any accessibility requirements (for example, hearing loop, braille documents)	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>	<i>If yes, please provide details:</i>
Does this client require an interpreter?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>	<i>If yes, please provide details:</i>

### 3. Client equalities monitoring

How would this client describe their gender?	Female <input type="checkbox"/> Male <input type="checkbox"/>  In another way:
Is their current gender different to the sex they were assigned at birth?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
Do they consider themselves to have any kind of disability? (please tick any that apply)	Physical <input type="checkbox"/> Learning <input type="checkbox"/> Mental Health <input type="checkbox"/> Deaf/ hearing impaired <input type="checkbox"/> Blind/ visually impaired <input type="checkbox"/> Something else: _____ Don't Know <input type="checkbox"/> No <input type="checkbox"/>
How would they describe their ethnicity?	
White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Gypsy or Irish Traveller <input type="checkbox"/> Any other White background <input type="checkbox"/>  Asian British <input type="checkbox"/> Asian Indian <input type="checkbox"/> Asian Pakistani <input type="checkbox"/> Asian Bangladeshi <input type="checkbox"/> Any other Asian background <input type="checkbox"/>  Chinese <input type="checkbox"/> Arab <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed/ multiple background <input type="checkbox"/>  Black British <input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Any other Black background <input type="checkbox"/>  Other (please specify): _____ Don't Know <input type="checkbox"/>
Do they have a faith/ religion?	
No religion <input type="checkbox"/> Bahai <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Jain <input type="checkbox"/>	Muslim <input type="checkbox"/> Shinto <input type="checkbox"/> Sikh <input type="checkbox"/> Zoroastrian <input type="checkbox"/> Other: _____ Don't Know <input type="checkbox"/>

What is their relationship status? (tick one option)	Civil partnership <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Cohabiting but not married/ CP <input type="checkbox"/> In a relationship (not cohabiting) <input type="checkbox"/> Widowed <input type="checkbox"/> Single <input type="checkbox"/>
What is their sexual orientation? (tick one option)	Heterosexual/ straight <input type="checkbox"/> Gay woman/ Lesbian <input type="checkbox"/> Gay man <input type="checkbox"/> Bisexual <input type="checkbox"/> Something else: _____ Don't Know <input type="checkbox"/>
Are they pregnant?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> Due date .....

#### 4. Client support needs/ vulnerabilities

<b>Please tell us more about any support needs the client may have:</b>	
Mental Health <input type="checkbox"/>	Substance misuse <input type="checkbox"/>
Physical Health <input type="checkbox"/>	Offending <input type="checkbox"/>
<b>Does this person require a direct referral to the Adult Safeguarding Board, in line with the Care Act (2015)?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Additional details:</b>	
What is this client's nationality?	
<i>(If not British National)</i> What is their immigration status?	
<i>(If not a British National)</i> Do they have access to Public Funds?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
<i>(If access to Public Funds) what are they in receipt of?</i>	JSA <input type="checkbox"/> Income Support <input type="checkbox"/> Child Benefit <input type="checkbox"/> Child TC <input type="checkbox"/> Other <input type="checkbox"/>

<b>Employment Status: (Please tick)</b>	
Full Time	Part Time
Self-employed	Student
Unemployed	

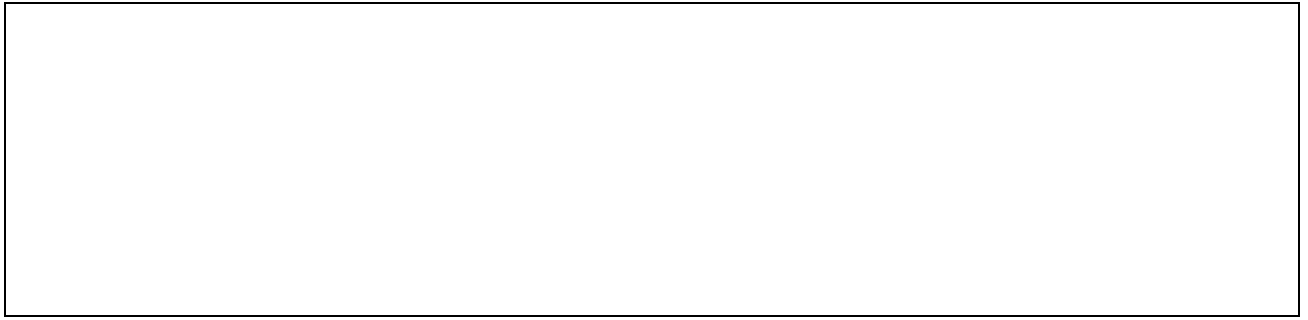
## 5. Children

If the person being referred has children, please provide their names and DOBs below:				
Name	DOB	Gender	School/Nursery	Relationship to Perp

Do they Children have any extra support needs? Please provide details below:

Are social services involved in this case? <i>(Please give details)</i>	
Name of social worker <i>(if relevant)</i>	

Information about the alleged perpetrator, if known:	
Name	
Relationship to client	
Address	
DOB	
<i>If there is more than one alleged perpetrator, please provide additional details in the box below:</i>	



**6. Alleged perpetrator/s**

## 7. Reason for referral

About the abuse – what’s been happening, how can we support you?	
<i>Risk level :</i>	Professional Judgement <input type="checkbox"/> RIC completed <input type="checkbox"/>
<ul style="list-style-type: none"><li>• <i>What’s been going on?</i></li><li>• <i>How long has this been going on for?</i></li><li>• <i>Can you tell me who is involved?</i></li><li>• <i>Have they ever hurt you physically?</i></li><li>• <i>Have they ever made you do anything sexual that felt bad or frightening?</i></li><li>• <i>Have you separated?</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Can you tell me about the most recent time they were abusive?</i></li><li>• <i>Are you afraid of what might happen next?</i></li><li>• <i>Have you ever left before?</i></li><li>• <i>What would you like to happen next?</i></li><li>• <i>How do you think we can help?</i></li></ul>
Notes about the abuse:	

**Are there any known risks to working with this client?**

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Thanks for taking the time to complete this referral.

To submit your completed document, please email to [office@swindonwomensaid.org](mailto:office@swindonwomensaid.org) or Fax to 01793 864988. Before you send the referral, please check that your referral meets the criteria set and that a completed DASH form is attached.

If you have any queries, please contact the office on 01793 864984

<b>OFFICE USE ONLY</b>	
<b>Referral outcome</b>	
Referral accepted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Allocated to:	
<b>Please complete if the referral was rejected</b>	
Reason for rejection	Unable to contact client <input type="checkbox"/> Client does not want support <input type="checkbox"/> No space/ capacity to support <input type="checkbox"/> Ineligible for support (age) <input type="checkbox"/> Ineligible for support (borough) <input type="checkbox"/> Ineligible for support (service description) <input type="checkbox"/> Unable to meet support needs around language <input type="checkbox"/> Unable to meet support needs around large family <input type="checkbox"/> Unable to meet support needs around mental health <input type="checkbox"/> Unable to meet support needs around disability <input type="checkbox"/> Unable to meet support needs around NRPF <input type="checkbox"/> Unable to meet support needs around drug and alcohol <input type="checkbox"/> Previous convictions for violent/sexual offences/ arson <input type="checkbox"/> Other <input type="checkbox"/>
Referred/ signposted on to:	Another refuge <input type="checkbox"/> Another specialist VAWG service <input type="checkbox"/> NDVH <input type="checkbox"/> Non-VAWG organisation/ service <input type="checkbox"/> Other <input type="checkbox"/>



