

SUPPORT FOR YOUNG PEOPLE - REFERRAL PROCESS

A young person is identified as requiring support through a Youth Work. There must initially be a conversation with the young person to gain their consent prior to a referral being submitted.

A Youth Work referral form is completed on behalf of the young person and where there are statutory interventions, the appropriate risk assessments and plans should also be provided. It is encouraged that professionals communicate with other agencies involved and the young persons **named person** to ensure a collaborative approach and avoid duplicate referrals being submitted. Where transport is required, this should also be assessed and arranged by the referring agency as this **cannot be provided through the Youth Work Service**.

All referrals are submitted to for the Youth Work Service via the online form.
Referrals cannot be submitted directly to staff.

Senior Youth Development Officer:

- Responsibility for allocating and prioritising referrals, determining time scales and volume of sessions.
- Communication with referral agency to establish if there are additional support needs/support requirements.
- Agrees plan for attendance at hub.

The **Senior Youth Development Officer** will then contact the lead workers within each Youth Space to pass on referrals, risk assessments and timetables for each young person.

Young person will begin attending their allocated **Youth Work service** for the agreed schedule. Concerns raised through the Youth Work Service will be addressed through the appropriate channels by the the **Senior Youth Development Officer**. A review will take place each fortnight for each participant to assess the impact of the provision. Where a young person has repeatedly not attended, or where their circumstances have changed, this may result in changes to their Youth Work Schedule. The Lead for each Youth Work Space will be responsible for communicating any changes to the young person and the referring agency.