

***“A safe, crime-free Kapiti”***

**Social Services Team**

**Referral Form**

Child’s Name:**…………………………………………………**  D.O.B: **……………**

Gender: F M (please circle) Age: **……** years **…….** (months)

Ethnicity: **………………………………**  Iwi: **…………………………..**

Address: **……………………………………………………………………………………………..**

Parent/Guardian Name/s: (1) **……………………………..** (2)**………………………………**

Parent/Guardian (1) Daytime contact no:**………………………**Mobile:**…………………..**

Parent/Guardian (2) Daytime contact no:**………………………**Mobile:**……………………**

School:**…………………………**Year/Class**…………………**Teacher:**……………………………**

Concerns leading to this referral:

* ………………………………………………………………………………………
* ………………………………………………………………………………………
* ………………………………………………………………………………………

Have these concerns been discussed with the whanau/family? Yes / No

Is the whanau/family aware this referral has been made? Yes / No

Are any other agencies involved? Yes / No

If yes please list agencies and contact person if known

**\* If there is any immediate danger to the child or care and protection issues, contact Oranga Tamariki ( 0508 326 459 ) or the Police 111.**

Referrer name**…………………………………** Position: **………………………………**

Contact Phone: **……………………………….** Email **……………………………………**

Signed:**………………………………………………………..** Date: **………………………**

**PRIVACY STATEMENT**

**The Privacy Act 2020 applies to any personal information collected by A Safe Kapiti (ASK).**

**ASK will collect and validate a client’s information for the purpose of engagement in a referral process following them providing the details as is required in the consent form. If information cannot be validated ASK will ask the client for clarification.**

**ASK will be open and transparent with all clients regarding information held on them. A client has the right to request access to that information and correct that information if required.**

**ASK will not collect any personably identifiable information other than is required for the puropose of the referral process. However, client files can be viewed by an MSD assessor on-site to evidence compliance with accreditation standards.**

**Any personal information collected will be managed by ASK in accordance to the principles of the Privacy Act 2020.**