**Generic Advocacy Referral Form – South Gloucestershire residents**

**SWAN supports clients in need of generic advocacy, who are over 18 and resident in South Glos**

**PLEASE NOTE:**

**SWAN can only accept a referral if the person needing an advocate has given their consent.**

***Please complete all sections otherwise the referral will be returned to you and will delay the referral being processed; this includes the monitoring questions at the end of the form.***

|  |  |
| --- | --- |
| Are you asking for an advocate for yourself? Yes /No | If Yes, how did you hear of Swan? |
| If you are asking for an advocate for someone else, have they given their consent? Yes / No |
| May we contact the client directly? Yes / No If no, whom should we contact?  |
| **Referrer Information (if other than the client)** |
| Full name: | Job Title (If appropriate) |
| Address:Postcode: | Telephone No:Email Address: |
| Relationship to Client: |
| **Client information (the client is the adult who is in need of an advocate)** |
| Name: | Date of birth: |
| Address at point of referral (eg. Hospital) Postcode:Phone no at point of referral: | **Please tick the Primary Vulnerability of person being referred;*** Learning Disability
* Older Person (over 60)
* Physical Impairment
* Acquired Brain Injury
* Mental Health Needs, please describe;
* Significant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Low Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Dementia
* Carer
* Autistic Spectrum Disorder
* Sensory Impairment
* Long Term Health Conditions
* Significant Grief or Distress
* Those with chaotic lifestyles
 |
| Home address (if different from above):Postcode:Home phone no:Email Address; |
| **Is the client:*** **In receipt of, or disputing access to, secondary services? Yes / No**
* **In receipt of, or disputing access to, Disability Living Allowance/Personal Independence Payment? Yes / No**
* **Providing unpaid care for an adult in receipt of the above services? Yes / No**
 |
| **Does the client have any special needs we should consider when visiting, or arranging to meet with them, (eg. do they have difficulty in communicating verbally/in writing?)**  |
| **Are there any risks that we should be aware of when visiting or arranging to meet with the client** eg. Pets at the home, Substance/Tobacco use, Behavioural issues, Neighbourhood concerns, Risk of self harm/Suicide, other members of the household  |
| **During the advocacy process will the client have difficulty communicating their views and feelings/ have difficulty retaining information/understanding information/weighing up the information?**  |
| **Please state briefly what you feel the advocacy issue to be:** |
| **Are there any deadlines or important meeting dates?** |
| **CONSENT Due to the Data Protection Act 1998, we need signed authorisation to say that the individual agrees to SWAN holding personal information (including the information provided on this referral)**NB If an electronic signature isn’t used, the return of this form is a presumption of a signature |
| **Signed Referrer Signed Client** **Date;** |

**Where referrals are made by a third party – written contact with the client will be made within 3 working days of receipt of this form, though it may take longer to allocate an advocate.**

**The information on this page is required for service monitoring purposes only**

**but is a compulsory section of this referral form**

**Please tick as appropriate**

|  |  |  |
| --- | --- | --- |
| **Client’s Ethnic Origin** | **Client’s Religion or Belief** | **Language** |
| White British |  | Bahi |  | What is your first language? |  |
| Any other white background |  | Buddhism |  |  |  |
| Black/African/Caribbean |  | Christianity |  |  |  |
| Mixed and Multiple ethnic groups |  | Hinduism |  |  |  |
| Asian |  | Humanism |  |  |  |
| Other ethnic Group |  | Islam |  |  |  |
| Prefer not to say |  | Judaism |  |  |  |
|  |  | Paganism |  |  |  |
|  |  | Sikhism |  |  |  |
|  |  | Other |  |  |  |
|  |  | Prefer not to say |  |  |  |
|  |  | Not Asked |  |  |  |
|  |  |  |  |  |  |
| **Gender** |
| **Do you identify;-** |  | **Does your gender identity match completely the sex you were registered at birth?** | **Sexual Orientation** |  |
| As a woman |  | Bisexual |  |
| As a man |  | Gay |  |
| In some other way |  | Yes |  | Heterosexual |  |
| Prefer not to say |  | No |  | Lesbian |  |
|  |  | Prefer not to say |  | Other |  |
|  |  |  |  | Prefer not to say |  |
|  |  |  |  |
|  |  |  |  |
| **Carers** |
| Do you provide care for anyone (eg a parent, child, other relative, an elderly person, friend or neighbour) who has a form of disability (sensory loss, physical, learning disability, mental health problem) long or terminal illness? | Yes |  |
| No |  |
| Prefer not to say |  |