**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 | |  |