



Project Inspire: Building Bridges Referral Form

Please consult the programme flyer for further information about each programme and use this form to nominate a young person to the programme.

- ✓ This project is for 16 to 19 year olds who are at significant risk of becoming NEET (must be evidenced) or those who are already NEET.
- ✓ Please make it clear to the young person that completing this form does not guarantee a place on the programme – they will need to wait for confirmation from a member of the Project Inspire staff team.
- ✓ Please consider any issues that may prevent the young person from participating and how these issues can be resolved.
- ✓ Please return this form to one of the programme tutors by a **traceable secure method**, this includes **password protecting electronic documents** and **'signed' for postal delivery options**.

Following organisational assessment of risk to both the individual and other vulnerable young people accessing our services, Community First reserve the right under the Exceptions Order of the Rehabilitation of Offenders Act to refuse participation in our services for individuals if there is compelling evidence that there exists a risk of the individual causing harm to the public, staff team or children or young people accessing our services. This includes young people under investigation of or convicted of a specified offence for the purposes of section 224 CJA 2003.

Community First embraces equality legislation, the Equality Act 2010 protects children, young people and adults against discrimination, harassment and victimisation in relation to housing, education, clubs, the provision of services and work. There are nine specific characteristics that are protected which are - disability, marriage/civil partnership, pregnancy/maternity, race, religion/belief, gender, sexual orientation, gender reassignment, age.

Please complete this form fully



Youth Action Wiltshire is the youth services arm of Community First
YAW Office 01380 729813 enquiries@youthactionwiltshire.org
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Registered Charity No: 288117 VAT Registration No: 639 3860 06
Company Limited by Guarantee Reg. No.: 1757334 England
Registered with the Financial Conduct Authority No: FRN311971

Young person's details

Name: Gender: M F Other

Home address:

Postcode:

Home telephone: Mobile:

Date of Birth: National Insurance Number*:

**NI number must be provided before joining the programme*

Background information

Please include relevant information, where applicable, about the young person's situation regarding education, work, accommodation, transport, behaviour, offending, mental health and anything else that might affect their participation in a Project Inspire Programme. Please use additional sheets if necessary.

Reason for referral

Please include information about what the young person wishes to achieve through participation in the programme. This could include their aims, objectives, career aspirations or possible progression routes.

Education

Please provide the highest grades/qualifications achieved by the young person so far.

English:	<input type="text"/>	Maths:	<input type="text"/>	Highest other grade/ qualification gained so far (any subject, please state):	<input type="text"/>
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Is the young person a tenant in a property provided by or managed by any of the providers listed below?

Please tick ✓ the most relevant option.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Aster	(I am not sure)
GreenSquare	(I would prefer not to say)
Selwood Housing	
(Other housing provider)	(None of options listed)

We ask for these details because housing associations sometimes provide Youth Action Wiltshire with funding and resources to support their tenants on its youth programmes.

Does the young person have any learning difficulties/learning disabilities/statement of special educational needs/mental health barriers?

Yes No Further details

Does the young person require additional support to engage with group work sessions?

Yes No Further details

Are there any personal circumstances that have been barriers for the young person in the past?

Yes No Further details

Does the young person present a risk to themselves or others?

Yes No Further details

Ethnicity

Please tick ✓ to indicate the young person’s ethnicity.

White			Mixed				Asian or British Asian				Black or British Black			Chinese	Other Please state:
British	Irish	Other White	White and Black Caribbean	White and Black African	White and Asian	Other Mixed	Indian	Pakistani	Bangladeshi	Other Asian	Black Caribbean	Black African	Other Black		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Referring organisation/referee details

If you are completing this referral on behalf of the young person nominated in this form, please provide your own details below.

Contact name: _____ Date of referral: _____

Company/organisation: _____ Job role: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

Confirmation of eligibility – Building Bridges programme only

Please tick (✓) ONE relevant box below:

I confirm that to the best of my knowledge the young person I am referring to the Building Bridges programme is:

Unemployed – registered with the Job Centre. **A letter from the DWP is required to confirm this.**

Unemployed – NOT registered with the Job Centre.

Economically inactive – the young person is not current available or looking for employment. This includes students currently enrolled at educational establishments.

Data protection

Community First through Youth Action Wiltshire (the delivery body) and Department for Work and Pensions (the data controller) and partners of Building Bridges will store, use and share the information provided on this form in compliance with the Data Protection Act (1998). How this information is stored, used and shared is outlined in detail in the document “Project Inspire Programme - Data Protection Terms and Conditions”. Please read this document before you proceed.

Declaration:

I have read and understood the information outlined in the document “Project Inspire Programme - Data Protection Terms and Conditions” and hereby authorise Community First/Youth Action Wiltshire and Department for Work and Pensions to store, use and share the information supplied in this referral form with internal/external services and organisations as outlined.

Signature of person making this referral: _____ Date: _____

or please tick here if this is a ‘self-referral’ made by the young person (no referee signature required)

Young person signature: _____ Date: _____

Parent/guardian signature
(only required if young person is under 18): _____ Date: _____

or please tick here if the young person is aged 16 or 17 and living independently (no parent signature required)

Thanks for taking the time to complete this form.

For office use only

Referral accepted? Y/N	Date	Further information (if necessary)