



Y sort it Young Carer Service



Referral Form Guidance

INTRODUCTION

Y sort it Vision Statement:

“Y Sort it is a young person led service, providing opportunities that responds to the support needs of local young people and inspires them to reach their full potential- we will #Connect # Support #Inspire young people”

Y Sort It services and activities are aimed at young people that reside within West Dunbartonshire including our Young Carers. Our Young Carers Service provides support for young carers aged 10-25 years including Young Adult Carers. We can support Young Carers through the process of completing a Young Carers Statement assessing their support needs, ensuring they have access to 1-2-1 support sessions, school visits, youth groups sessions and respite and short break opportunities and activities, that will support them in their caring role.

To find out more about our Young Carers Service check out our Young Carers Information Pack.

REFERRAL GUIDANCE

This guidance is to help support you to completing our Professional Referral Form – the form has been designed with local young carers, to ensure the professional completing the form, has had a conversation with the young person they have possibly identified as being carer before making the referral. This is following good practice, to open dialogue specifically about their caring role and the impact this having on their life – and how best not only you can support them with but also possible other support services.

This guidance aims to take you through the referral process and form step by step.

SECTION 1 - DETAILS OF YOUNG PERSON

In this section this ask you to complete the Young Person's details of who you are referring to our Young Carers Service. This includes:

- **Full Name of Young Person**
- **Date of Birth**
- **Age**
- **Gender**
- **Ethnic Origin**
- **Full Address**
- **Mobile Number**
- **Email Address (If Known)**

We also ask you complete the same for Parent / Guardian encase we having difficulty contacting the young person being referred. This section also support Y sort it to comply with Equality Monitoring.

SECTION 2 – ADDITIONAL SUPPORT

This section is to establish if the young person is already receiving support from for example Family Pupil Support, Social Work, other support agencies etc. We ask you give brief details, as this really helps the Young Carer Support Workers, to better understand each young carers circumstances, who is involved already in their support and identify any support services, we may be able to access ie. due to their carer experienced background or status.

You will be able to find this information on SEEMIS, in Latest Pastoral Notes and from the young persons pastoral care teacher and if they are care experienced by being Looked After & Accommodated, registered under Child Protection, have a Supervision Order or receive Foster Care or Kinship Care.

SECTION 3 - INFORMATION ABOUT THE YOUNG PERSON'S EDUCATION

In this section we need information about the young persons education, especially if they are still attending school, this included information about the following & if this has been added to their SEEMIS Personnel File, as this will help inform any other school staff in the future that they are a young carer. It will also help education to report back to Scottish government on young carers within education.

The same with University and College as the student may need additional support.

- **School Name:**
- **Pastoral Care Teacher:**
- **Class:**
- **Attendance %:**

We also ask for details if their caring role is having an impact on their education, either directly or indirect, the below list which is not exhaustive, could also a further indication the pupil/ student is a young carer – and again will help aid the Young Carers Support Worker to provide assistance;

- Attendance Concerns
- Poor Concentration
- Tiredness
- Late to School
- Homework Late or Rushed
- Behavioural Issues
- Personal Appearance
- Withdrawn or Isolated
- Underachieving

This section also asks if the pupil / student is involved in any groups / activities, over and above their studies, or other issues that it would be useful for the support worker to know, as they may be able to provide assistance or support.

SECTION 4 - WHO IS BEING CARED FOR

This section is to provide details of the person who is being cared for, often young carer can have multiple caring roles, and can either be the Main Carer or Secondary carer within the household. For the Main Cared for Persons details we look for the following information;

Name Main person being cared for:
Relationship to Young Person:
Carers No:
Date of Birth:
Gender:
Ethnic Origin:
Address & Postcode:
Mobile:
Email:
Nature of Illness/Disability/ Health Condition;

We look for the same information for the secondary person/s if there is more than three cared for person's within the household, you can add these separately via email.

For the **Nature of Illness / Disability / Health Condition** the young person can be caring for many different reason including;

Short or long term Illness or Health Condition - *Asperger's, ADHD, Cancer, Recovery of a operation*
Mental Health Issues -*Depression, Anxiety, Stress*
Disability – *Mobility, Physical, Deafness, Blindness,*
Substance Misuse – *Drugs illicit and legal, Alcohol*

Any information in regards to the cared for person/s is useful for the support we can provide the young carer but also the wider family.

SECTION 5 - INFORMATION ABOUT THE YOUNG PERSON'S CARING ROLE

Following on from Section 4, we are looking for any Risk Factors, that you are aware of, that we need to consider, if Young Carer Support Workers we were to carry out a Home visit, or 1-2-1 Meet & Greet, or if the Young person was to be involved in Respite activities.

Often Young Carers Are not the Main Carer within the household, and it important for us to know, who else helps with caring roles within the household and if there are sibling support we need to consider. To answer this section, you will need to have a carer conversation with the young person, to gather information about their caring role, you may have to liaise with the main carer, to gather a basic understanding of their caring role, and the impact this is having on their life.

We also ask in this section any support ideas that may have been shared with you or you think the Young Carer would benefit from, this could be activities they were involved in before, ie Football, Dancing, extra tuition that we may be able to support them with. Young carer are often very isolated form their peers, and economically disadvantaged, with poverty issues being prevalent, our services may able to support with hardship and support to apply for ie Young Carers Grant. The more we can understand each young person circumstance the better we can match their support needs.

SECTION 6- YOUNG CARERS SUPPORT SERVICE 10yrs – 18yrs

In this section, we have listed the current support we can offer via our Y sort it Young Carers service, for each age group 10-14 year olds and then 15+ to 18 year old (Young Adult Carers) service.

- **Young Carers Statement**
- **Youth Groups / Clubs**
- **Respite, Short Breaks inc Holiday Programme**
- **Targeted 1-2-1 Support**
- **Learning & Development Opportunities**
- **Money Advice, Carers Grant or Hardship Fund**
- **Family Support**

SECTION 6 - REFERRER DETAILS

It is really important we have all the details of the person that is making the Referral so we can make contact if we need any further information and provide updates on the young carers progress if relevant.

- **Referrers Name**
- **Organisation**
- **Job Title**
- **Contact Tel No**
- **Email Address**
- **Date of Referral**

SECTION 7- DATA PROTECTION (For Parents & Young person)

To help us to comply with GPDR (General Data Protection Regulation) it is important that the young person and their parent has given consent for the complete information to be shared with Y sort it Young Carers Service.

The information on the referral will be kept secure with limited access in which the young person can see at anytime. The information within the Referral Form will not be shared externally without seeking permission, of the Young person unless there is mitigating circumstances such as Child Protection. It is important at this point the young person or parent, depending on age, gives their permission for the Referral and us to contact them.

After 12 months, if the young person attends school, the Refer will be contacted to update the Young Carers details, by completing a Young Carers Refresher Form similar to initial referral form. This will ensure as the young person moves through education we can keep the relevant school coordinators up to date with progress and any changing circumstances.

If you wish to discuss any of the above please do not hesitate to contact us

Y sort it Young Carers Service

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