

27th July 2018

Dear Referrer,

Thank you for considering a referral to the Family Development Programme for a family you are working with. We have been offering the service in the Portsmouth area for 2 years now, and would like to make you aware of a few changes to our referral process.

We aim to see families as soon as possible and at a time they most need it. We are now asking referrers to phone before making the referral to discuss the family and find out the current waiting time for the service.

We have recently been evaluating the service and the outcomes that are achieved. The Family Development Programme is a 12 week intervention, where families may need support for a short period of time. We would like to take this opportunity to remind referrers that the programme is aimed at families on a universal and tier 2 level, and not those currently under social care. If you have a family that are due to be stepped down to an early help level then please contact us to discuss the possibility of referring the family.

We would like to take this opportunity to thank everyone who has made, or will make a referral to the Family Development Programme. We appreciate the positive feedback we continually receive from referrers and the families we have supported.

If you have any further questions or would like a family you are currently working with to be considered for the Family Development Programme, then please contact Hannah Millard on the contact details below.

Yours sincerely

H.L. Millard

Hannah Millard

Project Coordinator- Family Development Programme

Pre-school Learning Alliance, Paulsgrove Community Centre, Marsden Rd, Portsmouth, PO6 4JB

Tel: 02392 325612 Mob: 07917 603055

email: Hampshire.subcommittee@pre-school.org.uk Web: www.pre-school.org.uk/hampshire

Family Development Programme

Referral Form

Please email completed forms to: hannah.millard@pre-school.org.uk

Or post to: Family Development Programme

Pre-School Learning Alliance

Paulsgrove Community Centre

Marsden Rd,

Portsmouth

PO6 4JB

Tel: 07917 603055 / 02392 325612



The Family Development Programme is a 12 week programme for Portsmouth families providing a teaching / learning programme for parents and carers to:

- improve parents' ability to support their child's development
- enrich the home learning environment
- boost positive family relationships
- provide and explore strategies to promote positive behaviour

There must be a child between 0 and 7 living in the home.

Note to Referring Agency: Please phone to discuss the family before you make the referral.

Date of referral.....

Referrer's details: Name: Address: Phone no: Email: Agency:		Family details: Parent/ Carer Full Names: Address: Post code: Phone no: ESL (English as a second language) <input type="checkbox"/> (tick if appropriate) Primary language Any other languages spoken..... Ethnicity:	
Referred Child details:		Additional children's details:	
Name:	Name:	Name:	Name:
Date of Birth:	Date of Birth:	Date of Birth:	Date of Birth:

Presenting Need of referred child (tick as appropriate)

Speech, Language and Communication Appropriate Behaviour Play Skills

Lack of attachment and/or family relationship Parenting skills

Knowledge of child development and parental role in promoting development

Please identify the specific area(s) of need/development you wish the programme to concentrate on.

Speech, Language and Communication:

How well can the child communicate?	1	2	3	4	5
1=no sounds or words 5= Appropriate level					
Any further comments:					

Listening and understanding:

How well does the child listen/show understanding?	1	2	3	4	5
1= little interest/understanding 5= Appropriate level					
Any further comments:					

Concentration:

Can the child sit and focus on an activity?	1	2	3	4	5
1 = Needs Support 5 = Good at this					
Any further comments:					

Behaviour:

How does the parent find the child's behaviour?	1	2	3	4	5
1= difficult 5 = No problem					
Any further comments:					

Relationships:

Does the parent have a positive relationship with the child? 1= Not very good 5 = Great	1	2	3	4	5
Any further comments:					

Motor Skills:

Child is using fine motor skills at the appropriate level 1= finds it difficult 5 = With ease	1	2	3	4	5
Child is using gross motor skills at the appropriate level 1= finds it difficult 5 = With ease	1	2	3	4	5
Any further comments:					

Essential Information (please complete all sections)

Please list **all** other professionals / support services that are involved with the family?

Name	Service	Contact details
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Please provide details of where else support has been requested for the child/family?

Name	Service	Contact details	Date Requested
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Important Information

• To the best of your knowledge is it safe to lone work? Yes [] No []

• Is there any history of domestic abuse? Yes [] No []

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.....

• Are there any known parental mental health issues? Yes [] No []

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.....

• Are there any pets in the home? Yes [] No []
If the answer is yes, please state what they are.

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• Is there a Child Protection Plan in place? Yes [] No [] Date.....

• Any other comments regarding family circumstances / safeguarding.

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Is there a SAF currently in place Yes [] No [] Next meeting date.....

If yes, please give contact details for the lead professional

Name.....

Contact address

.....
.....Post Code.....

Contact numberMobile.....

E-mail address.....

Is there a presenting need for a SAF to be completed? Yes [] No []

Privacy Notice - Family Development Programme

Introduction

At the Pre-school Learning Alliance (**PSLA**) we take you seriously and are committed to ensuring that your personal data is protected in accordance with data protection laws and used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

When we refer to “we”, “us” or “our”, we mean the PSLA and its wholly owned trading subsidiary, PLAT. The privacy team at PSLA can be contacted at dataprotection@pre-school.org.uk

Who we are?

PSLA is the Pre-school Learning Alliance, a charity registered in England Wales (number 1096526) and a company incorporated in England and Wales (number 4539003) with its registered office address at 50 Featherstone Street, London, England, EC1Y 8RT.

What personal data we collect

We collect personal data about you and your family following a referral to us. Normally, we receive referrals from schools, health visitors and settings.

The personal data we receive includes your name, addresses, contact details, and personal details about your child including: date of birth, health, behavior and development related data.

We will also collect other information from you when we contact you. This includes you completing a questionnaire about your child covering areas including: health, behavior and development.

We may also collect information about you and your family when you voluntarily contact us.

Why we collect personal data and the legal basis for handling your data

We use your personal data to deliver our 12 week Family Development Programme. This allows us to:

- provide our learning programme;
- make contact with you and your family;
- carry-out visits to you and your family;
- find out about concerns you may have about your child;
- inform and evaluate the service we provide and it's outcomes; and
- monitor statistical information for the purpose of monitoring the programme as a whole.

With your consent, we will also record your child's activities for their individual learning record. This may include photographs. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

In order to collect, store and share your personal data we will obtain your consent. We will only use your data in this way if you confirm that you are happy for us to do so. You can withdraw your consent at any time by contacting us.

Who we share your data with

With your consent, where you are in touch with other professionals / services we may contact them to ask for information about you, for example your school, setting, social care, speech and language team, or other key workers. We will also share details of your participation in the programme with the organisation that referred you.

We will also share your data if:

- we are legally required to do so, for example, by law or by a court; and
- to protect your child, for example by sharing information with social care or the police.

How do we protect your data?

We take the security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

Where do we store your data?

All data you provide to us is stored on secure servers located in the UK or the European Economic Area. We also store data in paper files in a secure location whilst we work with you. You are then given your copy and any remaining paperwork is securely destroyed.

How long do we retain your data and keeping it up to date?

We retain your data for 12 months from the completion of the programme and then it is securely destroyed. We will then only retain anonymised data in order to support continued funding for the programme. In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements. We will not keep your personal data for longer than is necessary and only in line with data protection laws.

Your rights with respect to your data

As a data subject, you have a number of rights. You can:

- Request to access, amend or correct the personal data we hold about you;
- Request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing; and
- Request that we transfer your personal data to another person.

If you wish to exercise any of these rights at any time please contact Hannah Millard, Family Development Coordinator, Pre-school Learning Alliance, Paulsgrove Community Centre, Marsden Way, Portsmouth, PO6 4JB. Tel: 02392 325612.

Automated decision making

We do not undertake any automated decision making with your personal data.

How to ask questions about this notice

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data please contact Aileen Kellam, Portsmouth / Hampshire / Sussex Service Hub Manager, Pre-school Learning Alliance, Paulsgrove Community Centre, Marsden Way, Portsmouth, PO6 4JB. Tel: 02392 325612.

Details of the ICO

If Portsmouth / Hampshire / Sussex Pre-school Learning Alliance Service Hub has not been able to address your concern, please raise a complaint with our privacy team at dataprotection@pre-school.org.uk

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern with our privacy team, you have the right to contact the Information Commissioner Office (ICO).

This referral has been discussed with myself/ ourselves, I/ we have received information about the programme and I am/ we are in agreement with the referral. This information along with any relevant information collected during the time spent working with the family development programme may be shared with other agencies. I have been issued with a **Privacy Notice** and **consent** to the Pre-school Learning Alliance processing the personal data of my child and myself. I also understand that I can withdraw my consent at any time and that if I do so I may no longer be able to continue in the programme.

Parent/Carer Name.....

Parent/ Carer Signature..... Date.....

Parent/Carer Name.....

Parent/Carer Signature..... Date

