



REFERRAL AND PLACEMENT PROCEDURES

Thank you for expressing an interest in The Nest Farms.

Once the referral form has been received, we will notify you if we are ready to proceed with a pre-placement visit. Following the visit, a decision will be made as to whether to arrange a placement planning meeting.

This meeting will examine in detail the needs of the service user, the objectives of the placement and agree a Risk and Benefit Assessment. Permission will also be sought for a photo of the service user to be kept on file should the service user absent themselves from the farm.

After an initial probation period, progress will be regularly reviewed, with the first review usually held within 8 weeks of the start of the placement. We can arrange the date for the review at the placement planning meeting. We treat everyone as an individual and don't, therefore, have a set length for placements. However, The Nest is not a 'forever' service and we will use the reviews to help set goals to help our young people develop pathways to become independent from The Nest.

This document can be completed online and returned via email to: hannah@thenestfarms.org or printed and posted to:

Referrals
The Nest Farms
Kettleburgh Lodge Farm
Framlingham
Suffolk, IP139RY

If you require any further information, please contact us on 07810 521926.

Privacy information notice

Your information is really important to us whilst you are attending The Nest Farms.

When your placement at the Farm is finished, we will delete all identifying paper and computer held records with the exception of your name and contact details and the dates you started and left. This information will be retained for a period not exceeding one year which will facilitate communication with you or your family should the need arise.

All personal information collected will be stored electronically and also in paper format. Electronic files have very limited access. Paper files will be available to those who are assigned to work with you via the team leader for the day to ensure that your needs are appropriately catered for. We will not share your personal data without your express permission to do so.

You do have a right to withdraw consent for your data to be retained. However, should you withdraw consent, this may compromise your safety and wellbeing whilst on the farm and, in these circumstances, we may have to terminate your placement.



REFERRAL FORM

Basic Information

Name of service user:	
Address:	
Telephone:	
Email:	
Date of birth:	
Gender:	
Legal status:	

Emergency contact name:	
Relationship to service user:	
Address:	
Telephone:	

Responsible adult / carer: (if appropriate)	
GP:	
Social worker:	
Social worker telephone Number:	
Social worker manager:	

Please state if contact is **NOT** allowed with any individual:



FAMILY DETAILS		
Name	Address	Relationship

Basic Information

Current health issues: (including medication, treatment and any personal care needs:

Pertinent history:

Specific aims of the placement:

Key strengths and skills:



Known risk factors:

How long would you like the placement to last?

ABOUT THE SERVICE USER

(To be completed with the service user if possible – if not, referrer’s understanding of the presenting situation)

What I enjoy doing:

What I don’t like:

If I was anxious, confused, upset or worried I would:

How can we best keep you safe?

How can we best support you to tell us what you need?

How will the placement be funded?



PLACING AGENCY DETAILS:	
Name:	
Address:	
Telephone number	
Email:	
Team manager	
Team manager telephone:	
Signature of referrer	
Date:	

By providing the above information, I confirm that I have received consent to do so.