

**I WOULD LIKE TO REFER A CHILD...  
WHAT DO I DO?**

Identify the children you would like to refer and to which programme, South or East



Make a note of how these children meet our Key of Disadvantage

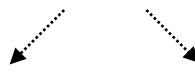


Email or call Sophie detailing how many children you would like to refer and names. **Please specify whether you would like a space in our East or South side**



Contact parents/carers to confirm interest

**THEN EITHER**



**OR**

Give parents/carers consent form which is attached

Obtain Parent/ Carers permission



Forward the completed consent form to Sophie



Send Sophie the contact details for consent and registration to be collected over the phone



**Send over all supporting information to Sophie, including how the young person meets our Key of Disadvantage**



SOPHIE SCOTT [COMMUNITY CO-ORDINATOR]

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