**Consent:** the referral ***must always*** be discussed with the young person. Likewise consent for the referral should ***always***be sought from the young person.

Fields marked with an **\*** are essential and must be completed.

|  |
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| **Young Person’s (YP) Information \*** |
| YP Forename \* |  | Date of Birth \* |  |
| YP Surname \* |  | Ethnicity |  |
| YP Mobile\* |  | Preferred gender pronoun\* |  |
| YP Email address\* |  | Is an interpreter needed? | Yes [ ]  No [ ]  |
| Address \* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_ |

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| **Who is referring the YP?** | **If you are the parent / carer of, or the professional working with the YP, please add your contact details below:** |
| Parent / carer / professional |[ ]  Self |[ ]  Name:Relationship to the yp:Mobile number:Email address: |

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| **Does the young person have a learning difficulty/disability or any medical conditions?** |
| No |[ ]  Yes | [ ]  Please add details below. |
| **Please outline the learning needs of the young person:** |
| Does the young person have an Education, Health and Care Plan (EHCP)? Do you know whether the EHCP is still active?Do you know which Local Authority is in charge of the young person’s EHCP?If yes, please add the Local Authority here: | Yes [ ]  No [ ] Yes [ ]  No [ ]  Don’t Know [ ]  Yes [ ]  No [ ]  Don’t Know [ ]   |
| Does the young person have a diagnosed learning difficulty/disability?  | Yes [ ]  No [ ]  |
| Does the young person self-define as having a learning difficulty/disability?  | Yes [ ]  No [ ]  |
| Please provide information on the young person’s learning difficulty/disability and/or medical condition(s): |
|  |
| **Does the young person have any mental health needs** |
| No |[ ]  Yes | [ ]  | If yes, please outline below the young person’s mental health needs, indicating whether these needs are being addressed and by which organisation. |
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| **Education and Careers** |
| How long has the young person been NEET for? |
|  |
| What qualifications and grades does the young person have? *E.g. English and Maths at Level 2, etc.* |
|  |
| What was the last school/college/training provider the young person attended? |
|  |
| What are the young person’s career aspirations? |
|  |
| How far is the young person’s progression towards this career? *Courses/programmes attended, certifications, etc.* |
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| **Other agency/service involvement** |
| No |[ ]  Yes | [ ]   | If yes (whether Local Authority or a support organisation), please state below:  |
| **Social Care Involvement**Looked After [ ]  Care Leaver [ ]  Child in Need [ ]  Child Protection [ ]  Early Help [ ]  Other (please specify) [ ]  **Details of other agencies/services:** |
| **Has the young person been referred to any other Panels?** E.g. Secondary Inclusion, Complex Adolescent Panel, etc. |
| If so, which panel, when and what was the outcome?**Panel Name:** **Panel Date:****Panel Outcome/Decision:** |

|  |  |  |
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| **Additional Information** | **Yes** | **No** |
| Does the young person have access to Public Funds? |[ ] [ ]
| Does the young person have identity documents (NI card, Passport, etc.)? |[ ] [ ]
| Does the young person have any substance misuse issues? |[ ] [ ]
| Does the young person have any housing needs? |[ ] [ ]
| Does the young person regularly abscond or is regularly reported missing? |[ ] [ ]
| Is the young person at risk of Child Sexual Exploitation (CSE)? |[ ] [ ]
| Is the young person involved in, or at risk of, gang involvement/county lines? |[ ] [ ]

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| **Tell us a bit about the young person:** e.g. other skills, speech and language, barriers the young person faces to re-enter education, employment or training, what is working well for this young person, etc. **Please detail any safeguarding and/or behavioural needs.** |
|  |

**How we use information about the Young Person**

**Why we collect and use this information**

We use young people’s data to enable us to carry out statutory functions for which we are responsible, including safeguarding and welfare of children and young people. We also use the information to evaluate, monitor and review service provision and produce statistics and reports which inform decisions made by the council. Evaluations and statistics are used in such a way that individual children/young people cannot be identified from them.

**Personal and Sensitive Information**

We collect, process, hold and share the following information:

* Personal information (such as name, date of birth, contact details and address).
* Characteristics (such as ethnicity, religion and language) *[under data protection legislation these are seen as sensitive].*
* Special education needs information and / or relevant medical and health information.
* Contact information for those with parental responsibility.
* Participation (or not) in education, employment or training; activities leading towards participation.

We will only share relevant information with our delivery partners who are delivering careers/employability activities with, or for, Croydon Council. This helps us ensure the young person is safe and well and can participate fully in programmes.

Consent can be withdrawn at any time (see ‘Consent’ section).

**Consent**

Croydon Council has a lawful basis under the Education and Skills Act 2008 and associated Statutory Guidance to collect, process, hold and share relevant information about young people to fulfil statutory obligations.

Where consent is needed (see below), if consent to collect, process, hold and share information is denied (a No) or withdrawn, this may impact the young person’s ability to fully participate in programmes.

*For more information, including who we may share information with, please see our Privacy Notice which outlines information the Education and Youth Engagement directorate holds and what we do with it.* [*https://www.croydon.gov.uk/democracy/data-protection-freedom-information/privacy-notices/education-youth-engagement-service-privacy-notice*](https://www.croydon.gov.uk/democracy/data-protection-freedom-information/privacy-notices/education-youth-engagement-service-privacy-notice)

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| **Consent** | **Yes** | **No** |
| I, the young person, give consent to be contacted by a member of the Post 16 team so they can support me into education, employment or training. |[ ] [ ]
| I give consent for this young person to **travel** on their own around the borough (travelling to, from and during sessions/activities). |[ ] [ ]
| I give consent for this young person to be **filmed, recorded and photographed** during a programme. |[ ] [ ]
| I give consent for Croydon Council’s Post 16 Participation & NEET Team to send **marketing** information on upcoming relevant programmes. |[ ] [ ]
| I give consent for Croydon Council’s delivery partners to send **marketing** information on upcoming relevant programmes. |[ ] [ ]
| Consent for any of the above can be withdrawn at any point by unsubscribing from an email or newsletter or by contacting us on Post16@croydon.gov.uk or 020 8726 7485. |

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| **Name:** |  |
| **Relationship to young person:** |  |
| **Signature:** |  | **Date:** |  |