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|  | SCDA Youth |

# Youth Counselling

## Referral Guidelines

1. To refer a young person for counselling please complete this form and return it to -[counselling@sussexcommunity.org.uk](mailto:counselling@sussexcommunity.org.uk) or Natalie Holmes, Denton Island Community Centre, Denton Island, Newhaven, BN9 9BA.
2. We accept referrals from anyone who is involved with young people, including young people themselves or their parents, guardians, carers, teachers, school staff, youth workers, medical professionals.
3. All referrals are confidential, please state who we should contact to arrange appointments.
4. The process we follow is –
5. We receive a referral
6. We arrange an assessment appointment to make sure counselling is suitable for you
7. We add you to our waiting list if we do not have a counsellor available to work with you now
8. When you are at the top of our waiting list we contact you to arrange your first counselling session.
9. Sometime there is a high demand for our counselling service; we will respond to your referral as soon as we can.

## Referrer’s Information

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| --- | --- | --- | --- | --- | --- |
| Referrers Name: | |  |  | Date of referral: |  |
| E-Mail Address: |  | |  | Phone No: |  |

## Referral Information

Young Person’s Name ……………………………………………….

Date of Birth …………………………………….. Phone No ……………………………………………………

Address …...............................................................................................................................................................................

Who should we contact? ………………………………………………………………………………………………………………..

How would this young person benefit from counselling? .........................................................................................................

## For Administration Only

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| --- | --- | --- | --- | --- |
| Date Received: |  |  | Contacted: |  |
| Start Date: |  |  | Complete Date: |  |