

## Confidential Service User Introduction Form

**If you have any questions or would like help completing this form, please call our office on  
023 8250 0050**

We are a local charity who aim to match volunteers with people who need help in the city of Southampton. Our 'Communiters' are kind-hearted volunteers who want to help reduce loneliness and isolation within our city. They are not trained support workers and their help is limited to the sort of help a good neighbour might be reasonably expected to give.

Please see our 'notes for referrers' or call our office for more information. We do have a long waiting list in some areas but we will do our best to help. We are very happy to discuss how likely we are to be able to help over the phone before you complete this form.

<b>Name of person who needs help:</b>
---------------------------------------

### Hospital Homecoming

Please tick if this referral is for our **hospital homecoming project** (*short term help for people recently discharged from hospital or under medical care*).

If help is requested to start within 5 days please call our office on 023 8250 0050 or put 'homecoming referral' as the subject of your email. Help is dependent on a volunteer being available.

1

<b>Name of person completing this form:</b>		<b>Date:</b>	
---	--	--------------	--

- **If you are completing this form for yourself (you want our help) please complete sections 2, 4 and 5.**
- **If you are completing this form on behalf of someone else (you are a referrer) please complete sections 3, 4 and 5.**

Communicare in Southampton Confidential Introduction Form

2

I am completing the form for myself			
Title	First name	Last name	
Date of Birth		Gender	
Postal Address (including postcode)		Landline	
		Mobile	
		Email	
Did you hear about us through Senior Saints?		Yes	No

Communicare will look after information about you securely and only use it to run our organisation. We will not pass on your details to other organisations without your permission unless we have reason to believe you may be injured or at risk of harm in which case we may contact medical services or social services. Full details are in our privacy policy and data retention policies which are available on our website or from our office.

**Now go to section 4**

3

I am referring someone else. Your (the referrer's) contact details			
First Name	Last name	Position and Organisation or relationship to client	
Landline		Mobile	
Email		I confirm that this person has given me permission to pass on their details	

Communicare will store your (Referrer's) information with this referral. We will only use it to contact you about this referral and won't pass on your details to any other organisation. Full details are in our privacy policy and data retention policies which are available on our website or from our office.

Details about the Person Introduced			
Title	First name	Last name	
Date of Birth		Gender	
Postal Address (including postcode)		Landline	
		Mobile	
		Email	

Please return to **Communicare in Southampton, 6 Northlands Road, Southampton, SO15 2LF** or email to [referral@communicareinsouthampton.org.uk](mailto:referral@communicareinsouthampton.org.uk)

Communicare in Southampton Confidential Introduction Form

4

Please give details about your, or the person you are referring's, needs.				
<b>Disadvantages Faced</b> <i>Please highlight each disadvantage</i>	Medical	Social isolation	Physical disability	Mental health issue
	Dementia	Learning disability	Sensory loss	Other
<b>Why is help needed from Communicare?</b>				
<b>Is there any support already in place?</b> <i>Include family/friends/other agencies and any personal care providers</i>				
<b>Any other information?</b>				
<b>Please list any pets:</b>				
<b>Please state any walking aid(s):</b>			<b>Does the person smoke or vape?</b>	
<b>Next of kin/emergency contact:</b>				

**Our volunteers are kind-hearted 'good neighbours' and not trained support workers or counsellors.** Please answer the following 'risk assessment' questions to help us protect volunteers and the people we help from possible harm. If the answer to any of these questions is 'yes' we may contact you for further information to determine whether or not our volunteers may be able to help.

<b>Does the person referred have a history of violent, aggressive or unpredictable behaviour towards others? (Including verbally aggressive behaviour).</b>	No	Yes	Unsure
<b>Does the person referred have a history of violence towards themselves e.g. self-harm, suicidal thoughts or is considered to be at risk of suicide attempts?</b>	No	Yes	Unsure
<b>Does the person referred have a problematic relationship with alcohol or other drugs? (Now or within the last 5 years)</b>	No	Yes	Unsure
<b>Additional information including any factors which may reduce the risk to our volunteers.</b>			

Please return to **Communicare in Southampton, 6 Northlands Road, Southampton, SO15 2LF** or email to [referral@communicareinsouthampton.org.uk](mailto:referral@communicareinsouthampton.org.uk)

Communicare in Southampton Confidential Introduction Form

<b>What sort of help is required currently?</b> <i>If requesting more than one type of help, please indicate which is greatest need.</i>		
<input type="checkbox"/> Short term Shopping /errands e.g. prescriptions	<input type="checkbox"/> Telephone Befriending (usually weekly call)	
<input type="checkbox"/> 1:1 help to get out and about in the community	<input type="checkbox"/> Hello Southampton telephone calls – up to 5 times weekly short ‘check in’ calls	
<input type="checkbox"/> Transport (must be able to get in & out of a car)	<input type="checkbox"/> Hospital Homecoming (short term)	
<input type="checkbox"/> Gardening, minor DIY -please give details	<input type="checkbox"/> Face-to-Face befriending at home	
<input type="checkbox"/> Group trips out / lunch club / coffee groups	<input type="checkbox"/> Other: please explain below	
<b>Please give brief details of help requested (and expected discharge date if Hospital Homecoming)</b>		
<b>Can the person referred get out on their own?</b>	Yes	No
<b>Can the person referred use public transport?</b>	Yes	No
<b>Additional Details about ability to get out and about.</b>		

<b>Transport Details:</b> <i>Please note volunteers use their own cars, we do not have adapted vehicles</i>	
<b>For individual transport our volunteers use their own cars and passengers must be able to get in and out safely with minimal assistance. For some group trips/events we may use an accessible minibus.</b>	
<input type="checkbox"/> needs front seat	<input type="checkbox"/> can get into back seat of a car with 4 doors
<input type="checkbox"/> can get into back seat of a 3 door car	
If walking aids need to be taken please state what and whether walkers and wheelchairs fold.	
<b>For group trips where we may use an accessible bus only</b>	
<input type="checkbox"/> needs to remain in wheelchair	

**Now please go to the ethnicity and diversity monitoring form on the next page then return this document to the address at the bottom of the page.**

Please return to **Communicare in Southampton, 6 Northlands Road, Southampton, SO15 2LF** or email to [referral@communicareinsouthampton.org.uk](mailto:referral@communicareinsouthampton.org.uk)

**ETHNICITY & DIVERSITY MONITORING**

**5** Many of our funders are interested in the range of backgrounds of the people we help. By completing this form you will be helping us to provide this and secure further funding. Completing this section is optional.

This information will be stored on the person’s record, but it will only used for anonymised monitoring purposes.

Information about the person requesting help					
Age:		Date of Birth:		Gender:	
What is their ethnic group? Choose one section from (a) to (e) and tick the appropriate box to indicate your cultural background					
<b>White</b> <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Roma/Gypsy/Irish Traveller <input type="checkbox"/> Any other White background .....			<b>Mixed / Multiple ethnic groups</b> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed / Multiple ethnic background .....		
<b>Asian / Asian British</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background .....			<b>Black / African / Caribbean / Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black / African / Caribbean background .....		
<b>Other ethnic group</b> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group .....					

Please return to **Communicare in Southampton, 6 Northlands Road, Southampton, SO15 2LF** or email to [referral@communicareinsouthampton.org.uk](mailto:referral@communicareinsouthampton.org.uk)