

# The Cottage Family Centre



## Agency Referral Form Connecting Families

<b>For the Attention of:</b>	<b>Management</b>
<b>Project description</b>	<p>The Connecting Families Project will provide individual counselling/therapeutic play to Parents and Children simultaneously who face chaotic and complex challenges and that require multiple interventions often dealing with the presenting symptoms rather than the real cause.</p> <p>This project will allow each individual the opportunity to address their underlying needs and often traumatic experiences which has had a detrimental effect on their ability to function fully by ensuring the relationship is at the centre of the intervention.</p> <p>Both Parent &amp; Child will be seen separately initially to express and explore difficult thoughts and emotions safely before undertaking Family Focus sessions together where they will reconcile to understand each other's experiences and views, appreciate each other's needs, build on strengths and make useful changes in their relationships and their lives. Individuals can find Family Focus sessions helpful, as an opportunity to reflect on important relationships and find ways forward.</p>
<b>Sender Information</b>	<p><b>Organisation:</b></p> <p><b>Name:</b></p> <p><b>Position:</b></p> <p><b>Contact Number:</b></p> <p><b>Email Address:</b></p>

The Therapeutic service is designed to support individuals and alter behaviours within families who are at risk of relationship breakdown and issues which affect their day to day lives.

Criteria for Service	Yes	No
Is the Parent and Child affected by any of the following: <ul style="list-style-type: none"> <li>• Attachment disorder</li> <li>• behavioural issues</li> <li>• Isolation within family unit</li> <li>• Relationship breakdown</li> <li>• Mental health issues</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Please complete this form to make a referral to us for support. We would be grateful if you could supply as much information as possible. The questions are not being asked in order to exclude people from the service but to ensure that we are able to offer a suitable level of support for the service user.

Details Main Parent/Carer:	Full Name:  House/Flat No:  Street:  Town:  Postcode:  Home telephone:  Mobile:  Relationship to children:
Details of other adults living within the family home:	Full Name:  House/Flat No:  Street:  Town:  Postcode:  Home telephone:  Mobile:  Relationship to children:

Children's  
Details:  
Child number  
1 – child  
being  
referred.

Please  
ensure you  
complete  
details for all  
children in  
the family  
unit.

1)

Full Name:

Date of Birth:

Sex:

If any, what school/nursery do they attend?

2)

Full Name:

Date of Birth:

Sex:

If any, what school/nursery do they attend?

3)

Full Name:

Date of Birth:

Sex:

If any, what school/nursery do they attend?

4)

Full Name:

Date of Birth:

Sex:

If any, what school/nursery do they attend?

5)

Full Name:

Date of Birth:

Sex:

If any, what school/nursery do they attend?

<p>What other agencies/ Organisations Are involved with the family?</p>	<p>Social worker:</p> <p>School/Nursery:</p> <p>Health Visitor:</p> <p>CPN:</p> <p>Voluntary organisations:</p> <p>Other:</p>
<p>Is there drug and alcohol dependency by any individual within the family?</p>	<p>NO/YES</p> <p>If Yes, please give further information:</p>

<p><b>Do you have specific concerns about any of the children's health?</b></p> <p><b>Please also give details on any current medication, dietary requirements, allergies etc.</b></p>
<p><b>Do you have specific concerns about any of the Parent's/Carers health?</b></p> <p><b>Please also give details on any current medication, addictions, dietary requirements, allergies etc.</b></p>
<p><b>Do you have specific concerns about any of the children's development? Please provide details.</b></p>
<p><b>Do you have specific concerns about the family's domestic situation? Please provide details.</b></p>

**Anticipated outcomes:  
What do you expect this referral to achieve in respect of your concerns for this family?**

Please give further information to support your referral:

Please ensure you have completed the referral form fully before signing the declaration below. Unfortunately incomplete referrals will be returned to the referrer which may result in a delay of support services being offered.

The Cottage Family Centre is committed to providing a high quality care and support service which will achieve the very best outcomes for children and families.

***Everyone is different, Each is special***

I declare that the information given is a full and accurate account of my knowledge regarding the applicant.

Referrer signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form by post/email to:

THE COTTAGE FAMILY CENTRE  
29-31 CAWDOR CRESCENT  
KIRKCALDY  
FIFE, KY2 6LH  
TEL: 01592 269489  
administration@thecottagefamilycentre.org.uk