

**LBTH Request for Service Form (internal)**

***‘Right click’ on boxes to add information –for practice pointers/ guidance see overleaf***

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| **Date :** **Child(ren)’s Name(s):** **FWI No(s):** **DOB(s):**  |
| **Genogram** **[ ]** **Or family details:**  |
| **Family Address:** **And placement address if LAC:**  |
| **Attached (please indicate)** **LBTH** **[ ]  Child in Need Plan** **[ ]  Child Protection Plan** **[ ]  LAC Plan** **[ ]** **SWET** **[ ]  Chronology [ ]  Genogram [ ]  Suggested action plan [ ]**  |
| **Reason for this referral (The Rationale):** |
| **Actions requested (What we want/ what is needed):** |
| **Child impact analysis (contingency if this is not achieved)** |

**Social worker:** **Phone/ email:**

**Practice Manager: Team Manager:**

**Guidance for the new internal service request form**

***Think on purpose - Help your colleagues help you to help the child and family.***

Our shared goal - **work on purpose** re what information is needed by others - make best use of what you already have access to (e.g. a recent completed assessment, a summary report, the latest CIN or CP plan, and a LAC review report).

* This one page form replaces all other internal referral forms.
* Cut and paste is not helpful - think about what you are asking to be done, by whom, and what outcomes you are looking for, what it means to get this done, and what would happen if it wasn’t (think child impact contingency). Write this succinctly and on purpose.
* The new form is premised on the use of existing documents that we already have access to. They are appendixes – they help explain.
* Seek permission to share information. It is good practice to do so, even in s47 work. It tells the family what we are doing, why we are doing it, and what we are seeking.
* Be clear on the gaols you seek by making a request. How will this help the child/ family?

Helpful information you may need to include in the rationale section:

* Health issues (inc medication, appointments)
* Any know disability
* Education needs
* Contact needs (including orders, and with whom there is no contact)

**Think about risk issues for self, other colleagues and other services (e.g. when asking for contact – is violence known, or a feature of the family?).**

**Be clear and as helpful as you can be when asking for a placement – what type, what needs; give as much information as you can to enable your colleague in CPT or PAST to help you help the family.**

**Form to be saved in documents section in Frameworki making it clear who the referral is to.**