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| OFFICE USE ONLY |
| Date Triaged… | **Triaged by…** |
| Action… |
| Please complete all sections of this referral with the student present. If incomplete or a referral is needed to an external agency, advice will be given. |
| Learner Name (and known as)? | **D.O.B?** |
|  |  |
| Student Number? | **Client Aware?** |
|  | **Y** **N** |
| Gender or Preference | **Curriculum Area?** |
| M F Other (please state) |  |
| Learner Contact Number? | **Can we text/leave a message?** |
| M(only the learners contact details) | **Y N** |
| Can we send a letter to the home address? | **Address or Alternative address** |
|   Y NIf No, please provide an alternative address. This could be the Health & Wellbeing Centre . |  |
| Any Medical History/ Medication |
|  |
| Referred by? | **Relationship of Referrer & Contact Number?** |
|  |  |
| Is the learner working with any other services i.e. CAMHS, IAPT, TADS etc. | **Is the learner on any waiting list for services i.e. CAMHS, IAPT, TADS etc.** |
| Y N | **Y N** |
| If Yes which service? | **If yes which service?** |
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| **GP Name and Address?** |
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| Re**ason for Referral (in as much detail as possible and use separate sheet if necessary)?** |
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| **Risk…is the learner disclosing thoughts or plans to end their life, thoughts of self-harm or harming others (if this is an EMERGENCY please follow College procedures)** **(Use separate sheet if necessary)** |
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| **Any additional notes? (Use separate sheet if necessary)** |
| **Emergency/Immediate and High Risk**  |
| If a learner’s behaviour presents **life threatening** risk to self or others:* Call emergency services 999.
* Contact the departmental safeguarding representative (DSR), mental health first aider (MHFA) or safeguarding for advice and guidance.
* Contact parents, carers or next of kin (age appropriate).
* Remain with the individual.
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| **Moderate Risk**  |
| **Before 5pm**If a learner refuses to accept/respond to support or continues concerning behaviour:* Contact DSR, MHFA, safeguarding or health & wellbeing (HWB) for advice and guidance and remain with the individual.
* Contact parent, carers or next of kin (age appropriate).
* Refer individual to GP, Child & Adolescent Mental Health Service (CAMHS), Single Point of Access (SPA) or Social Service for learner’s area etc. as appropriate.
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| **After 5pm**If a learner refuses to accept/respond to support or continues concerning behaviour:* Contact duty manager for advice and guidance and remain with the individual.
* Contact parent, carers or next of kin (age appropriate).
* Refer individual to Social Care Out of Hours (child/adult services) for learner’s area, contact NHS 111, Samaritans and/or other agencies.
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| **Low Risk** |
| Where possible respond locally using college procedures.* Contact DSR, MHFA and Health and Wellbeing for advice and guidance.
* Contact parents, carers or next of kin (age appropriate).
* Consider if a referral to GP, IAPT, CAMHS or SPA for learner’s area etc. is necessary.
* Provide 1:1s with learner to identify the cause of concern and where possible and within control, suggest strategies to reduce triggers.
* Identify basic strategies and contact numbers of support agencies.
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| Always ensure whether high, moderate or low risk:* A Cause for Concern is submitted within 24 hours as a follow up.
* Reflect on own and others need for debrief; line manager, counsellor or safeguarding team may provide advice and guidance.
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