

**KENSINGTON AND CHELSEA  
FAMILY HUB – REQUEST FOR SUPPORT  
(FAMILY SUPPORT, CHILDREN’S CENTRES & STATUTORY ATTENDANCE)**

**Please ensure that you have fully completed all parts of the form**

The family Hub needs consent from the responsible person for the referred child, to enable us to provide support.

**Has consent been given in accordance with the privacy Notice (please see last page)?**

**Parent/Carer Details:**

Full Name of Parent/Carer	Gender	DOB	Relationship	Ethnicity	Full Address & Postcode
	Choose an item.	Click or tap to enter a date.		Choose an item.	
	Choose an item.			Choose an item.	

Parent/Carer Contact telephone/Mobile Number	First Language	Interpreter required
		Choose an item.

**Child Details:**

Full Name of Child	Gender	DOB	Relationship	Ethnicity	School/Nursery
	Choose an item.	Click or tap to enter a date.		Choose an item.	
	Choose an item.	Click or tap to enter a date.		Choose an item.	
	Choose an item.	Click or tap to enter a date.		Choose an item.	
	Choose an item.	Click or tap to enter a date.		Choose an item.	
	Choose an item.	Click or tap to enter a date.		Choose an item.	

Name	Service	Role	Date of completion	Contact Details (Email & Phone number)	Full Address
			Click or tap to enter a date.		

**Referrer's Details:**

**Please state if Child/Young Person is in receipt SEN Support needs or has an EHCP or Not known to SEN.**  
*Please add any additional information below:*

**Please state any services already involved. What support has already been provided?**

**What is the reason for this referral?**

**What support do you think the family might need?**

Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.
Choose an item.	Choose an item.

**What are the desired outcomes?**

**Request for support, please provide a brief analysis:**

## **Consent Details**

The Family Hub department (consisting of services for Family Support, Children Centres) is referred to as the Early Help Service.

Please ensure that the primary carer(s) and/or young person are aware of the Privacy Notice and how their information will be used. The Early Help Service will conduct checks as necessary.

## **Consent Details for School Attendance Referrals**

If you are referring for attendance reasons although we do not need parental consent it is still best practice to seek consent and if it is not given, inform the parent/guardian that you will need to referral to the Early Help Service. We will then work with you to try and engage the parent/carer and pupil in appropriate support to increase attendance.

## **Privacy Notice**

The information you have been provided will only be used by the Early Help Service to help assess the support being provided, so that as a service we can effectively bring about the positive changes for you and your family. Your information will only be used for the intended purpose and shared with your consent with the services mentioned below. We will not collect any additional information about you or your family without asking. Whilst we are working together it may be useful for us to share your information or involve other agencies in your care, we will continue to ask your permission to share your information for this reason. However, the only exceptions to this would be to use your information for another purpose which may include:

- If the council has a legal duty to do so, to provide a complete service to you
- If there is a risk of serious harm or threat to life
- If your child is not attending school regularly

If you have any questions regarding your Data Protection rights, such as accessing your personal information, etc. Or if you have a concern over the handling of your information. You can email the Council's Information Management Team: [dataprotection@rbkc.gov.uk](mailto:dataprotection@rbkc.gov.uk)

**Please return the form to the Early Help Service via email to: [earlyhelp@rbkc.gov.uk](mailto:earlyhelp@rbkc.gov.uk)**