

# REFERRAL GUIDELINES

## CHILDREN AND YOUNG PEOPLE'S SERVICE

These guidelines are designed to assist with referrals to Harbour's Children and Young People's services and should be read alongside the referral form.

The Children and Young People's service works with children and young people (3-19) who have or are experiencing domestic abuse or are witness to domestic violence. The service also works with children or young people portraying signs of abusive behaviour as a result of witnessing abusive behaviour. Support workers devise support plans with each child/young person to tailor the service to their needs. This incorporates risk assessment and safety strategies as many children and young people may be still living with or be in contact with the abusive adult. The team delivers support in the community and works with children living in any of Harbour's five refuges.

### HARBOUR CHILDREN AND YOUNG PEOPLE'S SERVICE

Covering North Tyneside, Durham, Hartlepool, Stockton, and Middlesbrough

Contact Details:

23-25 Bishopton Lane

Stockton on Tees

TS18 1PS

Tel : 03000 20 25 25

Email : [children@myharbour.org.uk](mailto:children@myharbour.org.uk)

Secure email: [children.youngpeople@harbourdas.cjsm.net](mailto:children.youngpeople@harbourdas.cjsm.net)

### GENERAL INFORMATION ABOUT THE REFERRAL PROCESS

In all dealings with referring organisations, Harbour seeks to be positive and transparent and expects the same from those making referrals. Harbour requires as much information as is known during the referral process to ensure the correct decision is made on the referral for the benefit of the individual.

A referrer should expect an update or response from Harbour within 48 hours of making the referral.

The following notes refer to the corresponding sections of the referral form:

#### 1. THE REFERRER

Please indicate the time and date of the referral, this enables Harbour to monitor the time taken for referrals to be processed.

Harbour offers services to children, young people and their families in Hartlepool, Durham, Peterlee, Stockton, and Middlesbrough. Please indicate which location is most convenient for the child/young person.

#### 2. BACKGROUND

Please give as much information as is known.

#### 3. PERSONAL DETAILS OF THE PERSON REQUIRING THE SERVICE

Please provide as much information as possible.

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