

## Employment and Support Hub Referral Form

Please send completed referral forms to:

[info@salusgroup.org.uk](mailto:info@salusgroup.org.uk)

|   |  |       |
|---|--|-------|
| Lead Client Name  |  |       |
| Employment Status   | Unemployed   | Y / N |
|   | Economically Inactive  | Y / N |
|   | Other (please specify)   |       |
| How long has the client been out of work? (Please select) | Less than 3 months / 3 – 12 months / 12 – 18 months / 18 months – 2 years / 2+ years |       |

|                            |           |
|----------------------------|-----------|
| Lead Client Address        |           |
|                            | Postcode: |
| Lead Client Contact Number |           |

### Details of other adults and children living at the client address

| Name | Relationship to Lead Client (e.g., daughter) | Date of Birth (if under 18) |
|------|--|-----------------------------|
|      |  |                             |
|      |  |                             |
|      |  |                             |
|      |  |                             |

|                                    |
|------------------------------------|
| <b>Current or previous support</b> |
|------------------------------------|

### Reasons for referral

|   |
|---|
| What are you worried about (what are the presenting needs)? |
| What's working well (or has worked well in the past)?       |

What's not working well (what are the barriers to employment)?

Does the client require any basic skills? If yes, please detail.

Are there any access requirements that would assist engagement (e.g. BSL, interpreter)?

**Which characteristics do the family reflect? (please select all that are applicable)**

|   | Number in household |
|---|---------------------|
| Households/Families with an unemployed adult          |                     |
| Over 50's who have recently been made redundant       |                     |
| Young person not in education, employment or training |                     |

**What outcomes are sought for the household?**

|   |  |
|---|--|
| Adult in the family has gained and sustained employment |  |
| Adult in the family has made progress to work           |  |
| Debt is being managed or has been resolved              |  |
| Young person is in education, employment or training    |  |
| Other (please specify)                                  |  |

**Eligibility check**

|   |          |
|---|----------|
| The client lives in Canterbury or Thanet District   | YES / NO |
| The client has the legal right to live/work in the UK for the duration of the project support | YES / NO |

**Referrer Details (if applicable)**

|  |  |
|--|--|
| Name   |  |
| Role   |  |
| Contact Email  |  |
| Contact Phone Number   |  |
| Are you currently working with the client/family? If yes, when is this support due to end? |  |

|                   |  |
|-------------------|--|
| Date of Referral: |  |
| Signed:           |  |



UK Government



Employment  
Support Hub



SALUS  
IMPROVING THE LIVES OF CHILDREN

## Privacy Notice – Employment and Support Hub

This notice explains what personal information we hold about you, how we collect it, how we use it and how we may share it.

### Who are we?

Salus collects, uses and is responsible for certain personal information about you. When we do so, we are regulated under the General Data Protection Regulation.

We offer a range of services to support children, young people, their families and professionals.

The Employment and Support Hub has been funded by the UK Government to help them to support people into further education, employment or training.

### The personal information we collect and use for this service; our lawful basis for processing this data is consent:

- Personal information (such as name, address, contact details, date of birth, gender)
- Special category characteristics (such as disability)
- Reasons for support (such as what is working well and what you are worried about)
- Notes of support provided
- Evaluation information (such as questionnaires, data and feedback).

### We use your personal information to:

- Record any contact we have with you
- Provide a service to you, and evaluate how well we do it
- Enable joint working with other services to ensure you receive the right support at the right time
- Respond to complaints, incidents, legal matters or any other issues.

### Who we share your personal information with

- UK Government (who fund the support), Kent County Council and The Education People (who are jointly delivering the service with Salus)
- Partner organisations where necessary or beneficial for you and your family
- Law enforcement or other authorities if required by applicable law.

### How long your personal data will be kept

We will hold your personal information securely and retain it for 6 years from completion of support (or as long as the government requires if different), upon which time it will be destroyed.

### Further Information and Contact Details

For further details on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please see our privacy policy [here](#). Or please contact [dpo@salusgroup.org.uk](mailto:dpo@salusgroup.org.uk)

For more information about your rights under the General Data Protection Regulations, go to the website of the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

## Employment and Support Hub – Consent

I consent to receive support from Salus:

|                   |  |
|-------------------|--|
| Lead Client name: |  |
| Signature:        |  |
| Date:             |  |

Salus is committed to processing your personal information in line with the General Data Protection Regulation (GDPR). The information you provide us enables to deliver services effectively, and monitor and evaluate the service. We seek your consent to process your information in this way. We also process information to remain compliant with safeguarding requirements where we have a legal obligation to do so, or it is in the individual's vital interests.

Please read the attached Privacy Notice and satisfy that you understand the personal information we collect, how we use it and who it might be shared with. Please then sign below to give your consent. You can withdraw your consent at any time, but this may affect whether a service can be provided.

**I consent to the processing and storage of personal information as set out in the Privacy Notice for this service.**

|             | Signature | Print Name | Date |
|-------------|-----------|------------|------|
| Lead Client |           |            |      |
|             |           |            |      |
|             |           |            |      |
|             |           |            |      |
|             |           |            |      |
|             |           |            |      |

Our full Privacy Policy can be viewed at [www.salusgroup.org.uk](http://www.salusgroup.org.uk). If you have any other queries about data, please contact us by email at [dpo@salusgroup.org.uk](mailto:dpo@salusgroup.org.uk)