

**LOW LEVEL MENTAL HEALTH SUPPORT IN SCHOOLS - REFERRAL PROCESS**

A young person is identified as requiring support through the '**Youth Information in Schools Project**' and a referral form is completed with the young persons consent. It is encouraged that professionals communicate with other agencies involved and the young persons named person to ensure a collaborative approach and avoid duplicate referrals being submitted.

All referrals must be submitted using the online form. Referrals cannot be submitted directly to Youth Information Workers.

The lead **Youth Development Worker** for the project will receive all referrals. A referral may be accepted or signposted on to a more appropriate service. The Youth Development Worker also has responsibility for:

- Prioritising and allocating referrals based on the referral criteria
  - Determining time scales and volume of sessions.
- Communicating with the referrer to establish if there are additional support needs/support requirements.
- Agrees plan for attendance to groups / 1-2-1 support sessions.
- Communicating referrals, risk assessments and timetables for young people to the relevant school-based Youth Information Worker

The **Youth Information Worker** will make contact with the young person being referred to arrange an initial meeting. During this meeting, information about the service will be shared with them, the number of sessions will be agreed and baseline information about their well-being will be gathered - this will provide a benchmark for the young person and the youth information worker for evaluation purposes.

The young person will attend their allocated group or blether (one-to-one) session for their agreed schedule with regular evaluations.

If a young person repeatedly does not attend, or their circumstances change this may result in a change in their schedule.

All enquiries from external agencies and professionals must be directed through the regional **Youth Development Worker** for the project through [yes@dumgal.gov.uk](mailto:yes@dumgal.gov.uk)