

Archie George Foundation

Professional Referral Screening Form



Professionals only | Self-referrals: email us directly instead

Download and save a copy before completing it. Fill in a PDF reader, save your answers, then attach the saved file to an email. Please read the privacy notice before sharing personal information.

1. Referring professional

Professional name

Role / job title

Organisation

Professional email

Professional telephone

2. Child or young adult who needs support

Name

Age in years

Sex (optional)

Ethnicity (optional / self-described)

Disabilities / conditions / support needs (brief summary)

3. Parent, carer or guardian

Name (or not applicable)

Relationship to child / young adult

Safe contact details / preferred contact method (if agreed)

Sex and ethnicity are optional; omitting them does not prevent a referral.

Email the saved form to referrals@archie-georgefoundation.co.uk

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4. What help is requested? Tick all that apply.

- | | |
|---|---|
| ☐ EHCP / education-plan support | ☐ Applying for a Max Card |
| ☐ Applying for a grant | ☐ Finding suitable support or services |
| ☐ General chat / navigating the system | ☐ Other help (explain below) |

What is needed, and what support has already been tried?

Communication / accessibility needs and relevant dates (if any)

5. Permission and professional declaration

- ☐ I have explained the referral to the person / family and confirmed the appropriate permission or authority to refer.
- ☐ I confirm explicit, informed consent has been obtained and recorded for sharing and using any health, disability or ethnicity information supplied for this referral.
- ☐ I have shared the privacy notice, including retention periods and safeguarding limits to confidentiality, and included only relevant information.

Professional declaration - typed name

Date

If consent is not available, contact us to agree the appropriate referral route before sending sensitive details. This is not an emergency form: call 999 for immediate danger. The inbox is not continuously monitored.

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