

# Dundee Carers Centre Referral Form

Dundee Carers Centre records basic information about the people we support. We do this in line with Data Protection legislation, and our Data Protection Policy. Once we receive this referral, we will record and store this information in a password protected database. Then, a member of staff will contact the person being referred and/or the referrer to find out if our services would be appropriate.

If the person being referred wishes to receive support from us, we will meet to discuss how we can support them, seek additional consent for us to hold their data, and we may share information to ensure we can support you safely. If the person being referred does not wish to receive support, we will delete all information about the person being referred.

**Referrals can also be taken over the phone during office hours (9am-4:45pm, Mon-Fri).  
If you need help to complete this form, please call 01382 200422**

Is the person aware of this referral?			
How did you find out about Dundee Carers Centre?			
Name			
Date of birth			
Full address and postcode			
Email			
Add to mailing list for e-newsletter? (consent can be taken verbally)			
Preferred method	Mobile	Landline	Email
Best time to contact			
Spoken languages			
Brief reason for referral			

If the person being referred is <b>under 16, or under 18 and still living at home</b> , please give the following details:			
Name of parent / guardian		Contact number for parent / guardian	

What school do they attend?	
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- Please indicate which service(s) you are referring to:

<i>Carers Support Services</i>	
<i>Short Breaks Service</i>	
<i>Self-Directed Support Service (Dundee or Angus)</i>	Dundee <input type="checkbox"/> Angus <input type="checkbox"/>
<i>Not sure / more information required</i>	

Referrer information:

Name		Address	
Job title / Relationship to referee		Agency/other	
Telephone number		Email address	
Date of referral		Do we need to speak to you before contacting the referred person?	

***We will treat your information in the strictest confidence, in line with Data Protection Regulations.***

Once completed return to:

**Dundee Carers Centre  
Seagate House  
132-134 Seagate  
Dundee  
DD1 2HB  
01382 200422**

<b>Office Use Only:</b>
<b>Date Received Stamp</b>
<b>Referral taken by (staff member):</b>

Or email to: [centre@dundecarerscentre.org.uk](mailto:centre@dundecarerscentre.org.uk)

Additional information can also be found at: [www.dundecarerscentre.org.uk](http://www.dundecarerscentre.org.uk)

## Support Available

### For Disabled People and Carers:

**Self-Directed Support Service, Dundee & Angus** – the team provide information and advice to individuals and carers with eligible health and social care needs on the four SDS options. They also support people who chose Option 1 (Direct Payments) where the person organises their own support by purchasing agency services or employing Personal Assistants by providing training and guidance on recruitment, managing staff, legislative responsibilities, payroll and budget management.

### For Carers Only:

#### **Short Breaks Service**

When was the last time you gave yourself a break? When did you last have an evening out, go for a swim, try something new, take a holiday? When did you last have a chance to do all the things you would like to do, but can't do while you are caring? The short breaks service can help you identify the break that will best fit your needs.

#### **Carers Support Services**

A carer is someone who provides unpaid care and support to a partner, child, parent, other family member or friend who could not manage without their help. This could be due to age, disability, physical or mental illness or addiction. We support carers aged 8 and above through one to one work and group activities. We provide a range of services: practical and emotional support; access to other statutory and voluntary organisations; access to other services within the centre; a variety of groups, alternative therapies and social events; training sessions; peer support; family support, support in bereavement and through transitions; counselling and befriending.

All carers can additionally access accreditation through youth award schemes and adult achievement awards.

Young adult carers moving into adulthood while in a caring role can be helped to access confidential information and support in a range of areas. This includes personal development work, raising confidence and self-esteem, assessing entitlement to benefits and improving CV/interview skills. We also help young adult carers to access flexible opportunities for combining education, training, or employment with their caring role.

The team aims to make our information and services accessible to carers and disabled people from minority ethnic communities through the work of multilingual Development Workers. Languages spoken within the team are: Urdu, Punjabi, Mandarin and Cantonese.