

Guest Referral Form 2018/2019

<u>Date</u>		<u>Agency (name) or self-referral</u>	
<u>Referred By</u>		<u>Contact No. and E-mail</u>	
<u>First Name</u>		<u>Surname</u>	
<u>Nationality</u>		<u>Date of Birth</u> Guests must be 18+	
<u>Gender</u>		<u>Location/Last Address</u>	
<u>Contact Number (mobile preferred)</u>		<u>Any Local Connection</u>	
<u>National insurance Number</u>		<u>Your Current Situation</u>	Please let us know where you are currently sleeping
Have you used a winter shelter before		On the streets	
<u>Are you receiving benefits</u> please detail		In a car	
<u>Next of Kin & Relationship</u>		Sofa surfing	
<u>Address/contact Number for next of kin</u>		Other (please detail)	

Medical History	It is important that this is accurate and up to date. Prescribed medication should be handed to the shelter coordinator for safe keeping and collected again on your departure each morning.
Food Allergies	
Do you have an issue with alcohol? (please provide full details)	
Do you take any drugs? Either prescribed or self-medicating (information is confidential please provide full details)	
Do you have a criminal record? Y/N Detail offences, approx. date and sentence	
Are you currently on Probation or Licence (please detail Probation Officer and contact number)	

Are you engaging with any of the following Agencies?	
Porchlight	Registered Y/N
Ashford Borough Council	Registered Homeless Y/N
Forward Trust	Y/N Worker Name Next Appointment
Mental Health Services	Y/N Where Next Appointment
GP Registered. Y/N	Name Practice

Any other relevant information

Conditions of Entry to ACTWNS

- You agree to allow us to conduct a voluntary search of bags and outer clothing
- You allow us to collect information on your situation which will be kept confidential
- You agree to keep to the following rules
 - No alcohol or controlled drugs to be consumed in or around the premises
 - No offensive weapons
 - No violent, threatening, racist, sexist or other anti-social behaviour or language

We will always call the police in cases of violence, there is a zero-tolerance policy to violence in ACTWNS

- No smoking inside the buildings. Reasonable provision will be made outside close to the premises
- No pets
- Any valuables or excess luggage left with staff must be taken off the premises each morning.
- ACTWNS staff and volunteers can not be held responsible for the loss or damage to any property belonging to a guest
- Any reserved place not taken up by 8pm, unless by prior arrangement due to work, etc. will be allocated on a first come first served basis to any guests waiting.

Consequences

- Failure to meet the above conditions may result in a ban from the shelter
- Guests must agree to these rules prior to being offered a place in the shelter

Agreement to the ACTWNS rules and consequences

Name _____

Signature/Mark _____

Shelter Admittance Agreed on behalf of ACTWNS by

ACTWNS collects this personal data to protect workers and guests at the winter night shelter. This data will be shared with Ashford Shelter Coordinators and any third party involved in your care where information is needed to support you. It will be held secure and may be used to highlight the number of homeless people in Ashford through statistical returns.

You may ask to see the data we hold at any point and also ask for it to be deleted once you leave the shelter. Your right to privacy will be respected but it is necessary to hold certain data to ensure your needs are met and overall safety is ensured. We may also use your statistics anonymously to apply for funding for future shelters.

I understand why I am being asked for consent to hold my information _____

I agree to my information being collected and stored electronically _____

I agree to photographs/interviews conducted during my stay in ACTWNS being used on the ACTWNS and other mediums to promote the work of the shelter
