**REFERRAL FORM: Allotment; A Place to Grow**

**Individuals can enquire about our service, but all referrals must be supported by a health professional, GP, Support Worker, CPN etc. or another support organisation.**

**Individuals who are NOT suitable for our service:**

* Individuals with moderate to severe mental health problems who require more specialist support than St.Helens Mind is able to offer.
* Individuals with alcohol and/or drug addiction who are considered to require more specialist support than St.Helens Mind is currently able to offer.
* Individuals with any form of memory loss/dementia *may* be considered unsuitable for befriending because of the progressive nature of the condition and the lack of appropriately trained staff and volunteers. However, we do understand that this might not apply to everyone with this diagnosis and would consider each referral individually.
* Any detrimental changes to the mental health of a client already using the service will mean the client be re-assessed.

**Allotment information**

St.Helens Mind is a voluntary organisation working with people living in the Borough, giving them the opportunity to attend the allotment, A Place to Grow, for people who are aged 18+ and who experience distress or isolation because of mental health difficulties.

**How does the Service work?**

The allotment development worker will contact you to arrange for you to visit the allotment.

**The Befriending Service at the allotment aims to**

* Improve self confidence
* Improve self esteem
* Reduce isolation caused by mental ill health
* Reduce loneliness
* Enable people to cope with their lives beyond the Befriending Service

**Being part of the Allotment Befriending Service will enable you to:**

* Express your concerns/feelings and have them listened to
* Find companionship and friendship
* Get practical support
* Get assistance with developing self-help and coping skills

**Referrer Details**

**To be completed by the referrer - in consultation with the person referred.**

Name of organisation:

Title

Name of referrer

Address

Tel No       Mobile Number

E- Mail address

**Please could you give brief details of the background and current situation of the person you are referring:**

**Are you discharging the person from your service? YES / NO**

**If YES can you, please supply details of any other relevant support contacts**:

**Contact details of person being referred**

Title       Name       Date of Birth

Address

Post Code       Tel. No

Mobile Number       Email Address

**To be completed by the person being referred for befriending or allotment**

**What would you hope to achieve in your time with St.Helens Mind**?

|  |  |  |
| --- | --- | --- |
| [ ]  Gain confidence | [ ]  Make friends | [ ]  Get healthier |
| [ ]  Be more independent | [ ]  Be more active | [ ]  Learn a hobby |
| Other: please explain |

What are your interests / hobbies?

Do you have any health / personal or mobility restrictions?

Do you have any worries or concerns regarding attending the allotment?

**Personal Details**

How would you describe your mental health problem/diagnosis?

Do you have any other difficulties - i.e., medical condition / physical disability?

**GP**

**Surgery Address**

**Surgery Telephone Number**

Other Comments / Relevant information

**To be completed by the person being referred for befriending or allotment**

**Data Protection Statement**

I consent for St Helens Mind to hold data i.e., contact details (as defined in the GDPR Act (2018) about me, so the organisation can fully monitor service provision.

**Confidentiality**

I am willing for the information on this form to be passed on to St Helens Mind and give them permission to contact my G.P or relevant professional on a ‘need to know basis’ and immediately in case of major concern or crisis.

Signed       Date

Signed by interviewer

**Signature**        **Date**

**Emergency contact details**

In case we need to contact someone due to an emergency, please leave their details below:

Title

Name

Address

Tel no       Mobile number

E- Mail

**Group Rules – Copy for Group Member, must be signed and retained**

**Each participant will:**

* Display respect and tolerance for people’s religious, political and cultural beliefs and be mindful of the cultural diversity in the group and respect individual’s backgrounds.
* Behave in an appropriate and respectful manner to other users of the Group and the Group’s location, particularly adhering to the onsite rules about where you can smoke.
* Maintain confidentiality: anything said in the group will remain confidential. All members of the group should feel free to discuss issues with the group or the facilitator.
* Display respect through their behaviours (this includes accepting differences in beliefs). Respect the opinions of others, even if they do not agree.
* Take responsibility for ensuring that the room is left clean and tidy.
* Refrain from using bad language and displays of aggression or intimidation – this will not be tolerated.
* Refrain from bullying other participants – this includes verbal, psychological and emotional bullying. This also includes asking people to lend you money or asking for them to buy you refreshments.
* Refrain from Sexist, racist, homophobic or other offensive behaviour - this will not be tolerated.
* Respect other people’s personal space.
* Not engage in inappropriate sexual or lewd language, and other similar behaviours.

**We will not tolerate any offensive or aggressive behaviour towards St. Helens Mind staff, volunteers and groups attendees. If a group member does not adhere to the group rules they will be asked to leave the group for a set period of time. Following this period their membership of the group will be reassessed.**

**The Group Coordinator will always act with consideration to the best interest and safety of the entire group. The Group Coordinator reserves the right to ask individuals not to return to future activities. The possible reasons for this may be numerous, but could include bullying, repeated warnings about inappropriate behaviour, not complying with Group rules, etc. Eligibility for re-entry into the group is assessed by the coordinator and Manager and requires evidence that inappropriate behaviours have been addressed.**

**Referrals into the group will be dealt with by St Helens Mind or another professional service to ensure that the correct procedures are followed.**

Please print and sign your name to state that you understand and will adhere to the group rules:

PRINT NAME:

SIGNED: DATE

**A Place to Grow (allotment) Group Rules – Copy for St.Helens Mind Office must be signed**

**Each participant will:**

* Display respect and tolerance for people’s religious, political and cultural beliefs and be mindful of the cultural diversity in the group and respect individual’s backgrounds.
* Behave in an appropriate and respectful manner to other users of the Group and the Group’s location, particularly adhering to the onsite rules about where you can smoke.
* Maintain confidentiality: anything said in the group will remain confidential. All members of the group should feel free to discuss issues with the group or the facilitator.
* Display respect through their behaviours (this includes accepting differences in beliefs). Respect the opinions of others, even if they do not agree.
* Take responsibility for ensuring that the environment is left clean and tidy.
* Refrain from using bad language and displays of aggression or intimidation – this will not be tolerated.
* Refrain from bullying other participants – this includes verbal, psychological and emotional bullying. This also includes asking people to lend you money or asking for them to buy you refreshments.
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SIGNED: DATE:

**St.Helens Mind Allotment Information**

People who attend the Mind allotment come from all backgrounds, all walks of life and have many interests and experiences. If you are aged 18+ and experience mental health difficulties you may benefit from joining the allotment, A Place to Grow.

**A Place to Grow aims to:**

* Provide a place to go for company and mutual support
* Build confidence and self-esteem
* Give you the opportunity to contribute skills and experience
* Support recovery
* Provide support to access mainstream opportunities
* Develop social skills
* Lessen isolation

**Please tick the following as appropriate:**

[ ]  I have received a copy of the Group’s rules and relevant complaints procedure.

[ ]  I confirm I have been informed of any risks in and around the building and advised of

 Emergency procedures and exits.

[ ]  I give my consent for photographs taken to be used to promote St.Helens Mind.

[ ]  I agree that this information can be stored in on secure database.

Signature

Date

|  |
| --- |
| **Equal Opportunities Monitoring Form** |
| St.Helens Mind is keen to ensure that volunteers come from a variety of cultures, backgrounds and reflect the population the organisation serves. Volunteers are selected in line with the volunteer policy, on the basis of skills and ability. No one will receive less favourable treatment on grounds of disability, gender, ethnic origin or age. In order to ensure that the policy is being carried out, would you please provide the following information: |
| What is your age? Please tick one box |
| **16-19** |[ ]  **50-59** |[ ]
| **20-29** |[ ]  **60-69** |[ ]
| **30-39** |[ ]  **70+** |[ ]
| **40-49** |[ ]   |  |
| What is your ethnicity? Please tick one box |
| 1. **Asian Bangladeshi**
 |[ ]  **9. White and Black African** |[ ]
| 1. **Asian Indian**
 |[ ]  **10. White and Black Caribbean** |[ ]
| 1. **Asian Pakistani**
 |[ ]  **11. White and Asian** |[ ]
| 1. **Asian Chinese**
 |[ ]  **12. Other Mixed** |[ ]
| 1. **Other Asian**
 |[ ]  **13. White British** |[ ]
| 1. **Black African**
 |[ ]  **14. White Irish** |[ ]
| 1. **Black Caribbean**
 |[ ]  **15. Other White** |[ ]
| 1. **Other Black**
 |[ ]  **16. Other (please specify)** |       |
| What is your gender? Please tick one box: |
| **Female** |[ ]  **Male** |[ ]       (short answer space) |[ ]  **Prefer not to say** |[ ]
| Do you consider yourself to have a disability? Please tick one box |
| **The Disability Discrimination Act defines disability as “A physical or mental impairment, which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”.** |
| **Yes** |[ ]  **No** |[ ]
| **If yes, please give details** |

**Mission Statement**

St.Helens Mind is an independent, user focused organisation providing quality services for local people who are experiencing isolation and distress due to mental ill health. We will do this by:

Providing a range of services appropriate to the needs of people experiencing mental distress that enhances their self-worth as valued citizens.

Promoting increased awareness and understanding of mental health issues within the community

**Aims and Objectives**

St.Helens Mind aims to promote and preserve good mental health and to assist those experiencing mental distress to regain their full potential.

Our aim is to support people aged 18+ who are experiencing mental difficulties in St.Helens Borough so they achieve their full potential and play and active part in community life.

**Vision and Values**

Our vision is that there will be no stigma surrounding mental ill health, and for people experiencing mental difficulties to automatically have access to appropriate, timely, unlimited and effective support. We aim to improve the lifestyles of people living in St.Helens Borough regardless of their cultural, religious and lifestyle needs.

Our services are non-judgemental and offer opportunities to develop self-esteem and confidence by encouraging and supporting involvement.

**Quality**

We are affiliated to Mind and are committed to their quality management programme (Quality Management in Mind (QMIM)

St.Helens Mind is committed to achieving high quality in the provision of services for people with mental health needs within the following principles:

* To strive for continuous improvement in all that we do.
* To use recognised/agreed standards as a means of continuous improvement and not as ends in themselves
* To agree quality requirements with commissioners and service users and to try to adhere to these at all times
* To work in the best interests of our service users at all times