

## Nightstop Referral Form

The information in this form helps determine whether the person is suitable for Nightstop. At the start of each section, we explain why we collect that information, and who we share it with – please always read that to the referred person too.

In addition please share the following statement with the person that you are referring to Nightstop;

**When we receive referrals to Nightstop, we collect personal and sensitive information about you. You have a right to know who has access to personal information about you, and who it is shared this.**

**On Nightstop, we ask for various pieces of information to:**

- **Help assess whether you're suitable for Nightstop**
- **Ensure it's safe for you, and for our volunteers**
- **Monitor trends about who uses Nightstop. This is to help us improve the service, and know more about who we help**

**We take good care of your details and they are always safe with us. We store all this information on our secure server and database, and only Prevention Services Team at Depaul UK/Nightstop North East and Cumbria have access to your personal information. If you are not suitable for Nightstop, we remove your data after 18 months.**

**You can find out more about how we use and store your data by speaking with the Project Manager or Senior in the Nightstop team.**

I \_\_\_\_\_ understand how my personal information will be stored and what it will be used for. YES NO (please delete)

## THE REFERRAL

This is information for the referral partner to complete. If you answer no to any of the questions in this section please call the team to discuss before completing the rest. This information is for the Nightstop North East and Cumbria Team only.

<b>Date of Referral</b>		
<b>Name of agency</b>		
<b>Name of referrer completing form</b>		
<b>Does your agency have a referral agreement in place with Nightstop?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>In what capacity do you know the applicant and for how long?</b>		
<b>Is the applicant present?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no where are they?
<b>Can you verify the applicants I.D.?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Do you think the applicant is suitable to be placed in a volunteer's home?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Has there been a homeless assessment?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW	
<b>How long do you think they will need Nightstop for?</b>		
<b>Have you explained what Nightstop is to the applicant?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

## GENERAL DETAILS

This is information that tells us a little bit more about you. It is shared with staff and volunteers, if you are successfully placed

<b>Full name of applicant</b>			
<b>Date of Birth</b>			
<b>What gender do they identify as?</b>			
<b>Has the applicant used Nightstop before?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, how did they find out about Nightstop?</b>	
<b>How can we contact the applicant?</b>	<b>Phone</b>	<b>Email</b>	<b>Other</b>
<b>Who should we contact in case of an emergency?</b>		<b>What is their relationship to the applicant?</b>	

## BACKGROUND

This is so we know a bit more about your background. This helps us understand a bit more about why you need Nightstop, and help us assess whether you're suitable for it, or whether a different type of accommodation might be best. It also helps us find you somewhere long term too. We share this with volunteers if you are successfully placed, and with the Nightstop North East and Cumbria Team.

<b>Are they first time homeless?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Where did the applicant stay last night?</b>	
<b>Did they feel safe there?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Have they slept rough before, if so for how many nights?</b>	
<b>What is their last known address ?</b>	
<b>What type of accommodation was that?</b>	<input type="checkbox"/> Supported Accommodation <input type="checkbox"/> Family <input type="checkbox"/> Friend <input type="checkbox"/> Other (please state )
<b>Why did they need to leave there?</b>	
<b>When did they leave there?</b>	
<b>Where is their main area or local connection?</b>	

## YOUR NEEDS

This helps us see whether Nightstop is right for you. It also helps us make sure your stay with Nightstop hosts is safe for you and our volunteers. We will share this information with the Nightstop North East and Cumbria team and with our volunteers if you are successfully placed.

<b>What is the applicant's preferred language. What level of English can they speak?</b>	
<b>Is an interpreter required?</b>	
<b>Does the applicant have any dietary requirements?</b>	
<b>Does the applicant have any disabilities including mobility</b>	
<b>Is the applicant in education, training or employment? If so please provide details</b>	
<b>Does the applicant have any health (physical or mental) issues</b>	
<b>Does the applicant have any substance misuse issues?</b>	
<b>Does the applicant have any criminal convictions or cautions?</b>	
<b>Is the applicant on bail?</b>	

<b>Do they require a bail address</b>	
<b>What is their immigration status (including recourse to public funds)</b>	

## REFERENCES

We will need to speak to at least one professional adult who knows you and can answer questions on the risk assessment. This is essential for the Nightstop North East and Cumbria Team to be able to assess your suitability to stay in a volunteer's home.

If there are no other professional agencies working with the applicant we could also speak to tutors/ teachers/ mentors/ vicars/pastors, or past employers, relatives or people who the applicant has stayed with.

Referee 1 : Name	
Contact details	
Relationship to applicant	
Referee 2 : Name	
Contact details	
Relationship to applicant	
Please, add more referees below if the applicant has more people available that we can talk to.	
Referee 3 : Name	
Contact details	
Relationship to applicant	
Referee 4 : Name	
Contact details	
Relationship to applicant	

## WHO YOU ARE

This information is to help us understand trends and demographics. It will only be shared with the Nightstop North East and Cumbria team. It may be used for research, or to improve Nightstop, but it will always be anonymised. It will not affect your assessment for Nightstop and it is optional to share this.

<b>What is their sexuality?</b>	Lesbian/Gay <input type="checkbox"/> Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Other <input type="checkbox"/> Don't wish to state <input type="checkbox"/>
<b>What is their ethnicity?</b>	
<b>What is their religion?</b>	Christian <input type="checkbox"/> Muslim <input type="checkbox"/> Jewish <input type="checkbox"/> Hindu <input type="checkbox"/> Atheist <input type="checkbox"/> Sikh <input type="checkbox"/> Buddhist <input type="checkbox"/> none <input type="checkbox"/> Other <input type="checkbox"/> Don't wish to state <input type="checkbox"/>
<b>What is their nationality?</b>	