



GROWING SPACE

Growing Space, Nant Bran (Former School),
Upper Cwmbran Road, Cwmbran, NP44 1SN

Tel: 01633 810718

Email: info@growingspace.org.uk

**CONFIDENTIAL
REFERRAL FORM**

NB. To ensure that we are compliant with General Data Protection Regulations 2018, we require individual consent for:

1. The Referral
2. The sharing of information with our funding partners
3. The storage of information in line with data protection regulations

**We are unable to process the referral without this consent.
Please complete ALL sections of this form in full**

Please specify what project or activity you wish to refer in for: See list on page 3		Area Participant can attend (tick all that apply):	✓
		Blaenau Gwent	
		Caerphilly	
		Monmouthshire	
		Newport	
		Torfaen	
Can participant travel independently?		Cardiff & The Vale	

Participant Name:	Date of Birth:	National Insurance Number:
Address:		Are you claiming benefits?
Telephone Number:		
GP's Name and Address		GP's Telephone Number



wellbeing



environmental
sustainability



training and vocational
skills



creativity



Please specify client's mental health and/or learning disability and the support required from this service:	
Details of medication, and any side-effects resulting from medication:	
Are there any risks to be aware of?	
Details of any counselling, psychiatric therapy, or other mental health intervention:	
Name and Address of person to be contacted in the event of illness, or accident:	Telephone Number:
Has the participant ever misused drugs or alcohol? Yes/No If yes, please give details:	
Social History (include social background and brief history. Current home circumstances, past occupations and interests, current medical condition):	
Referrer Name (please print): Organisation:	Referrer Telephone Number: Referrer Address:
Referrer Signature:	Date:

****Please note on 1st day of engagement, participant MUST bring the following:**

Proof of date of birth

Proof of national insurance number

Proof of benefit

- e.g. birth certificate, drivers licence, passport
- e.g. national insurance card, benefit letter
- e.g. bank statement, benefit letter/statement



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**Growing Space
Projects and Activities**

Tel: 01633 810718

Email: info@growingspace.org.uk

Area:	Location:	Project:
Blaenau Gwent	Brynithel	Woodwork
	Terence Gardens	Horticulture, Music, c
		Café - Volunteering & Employability
Caerphilly	Tŷ Siriol	Horticulture, Music, Art & Craft
	Hafod Deg	Woodwork, Horticulture
	Blackwood Shop	Volunteering, Employability, Art & Craft
Monmouthshire	Mardy Park	Horticulture, Music, Art & Craft
	Tree Nursery	Horticulture
Newport	Tredegar House	Horticulture, Music, Art & Craft
	Tredegar House Shop	Volunteering & Employability
Torfaen	Nant Bran	Horticulture, Music, Art & Craft
		Catering - Volunteering & Employability
	Talygarn Allotment	Horticulture
Gwent Wide		No More Barriers employment project: Supporting those with mental health, autism and learning disabilities.
		Accredited & non-accredited training
		Volunteering
		Employability
		Peer Mentor Training
Cardiff & The Vale		Peer Mentor Training
		Accredited & non-accredited training
		Employability

For additional information on our projects, please visit our website:
<https://www.growingspace.org.uk>



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Privacy Statement

Growing Space is commissioned to provide mental health services across Gwent. Growing Space works in partnership with Sgiliau to deliver some of our services.

When an individual engages with Growing Space or requests information from the organisation, we obtain information about them. This statement explains how we look after that information and what we do with it:-

We have a legal duty to process your data legally and fairly. We must also ensure that the data we hold is accurate, adequate, relevant and not excessive. We will not pass this information to other organisations outside of Growing Space and Sgiliau without your consent.

Normally the only information we hold comes directly from you. Whenever we collect information from you, we will make it clear what information is required in order to provide you with the information, service or goods you need. You do not have to provide us with any additional information unless you choose to. We store your information securely on our computer system, and paper records, we restrict access to those who have a need to know, and we train our staff in handling the information securely.

If you have made an enquiry we will pass your details to the professional worker providing that service. This may include workers from Growing Space and Sgiliau. The worker may hold additional information and records about your participation in our services.

We would also like to contact you in future to tell you about other services we provide and ways in which you might like to support Growing Space. We will always ask for your agreement to be contacted in this way. You can also contact us directly at any time to tell us not to send you any future material.

You have the right to a copy of all the information we hold about you. To obtain a copy contact the Administrator at:

Growing Space, Nant Bran (Former School), Upper Cwmbran Road, Cwmbran, NP44 1SN.

There is no charge to obtain this information and we aim to reply as promptly as we can and, in any case, within the legal maximum of one month.

You have the right to have the data we hold on you erased from our records at any time.

If you have given your consent for us to contact you about services, surveys etc. you may withdraw this consent at any time.



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