SafeHome referral form

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| **Priority: STANDARD**  **URGENT** (see Guidance) |

1. **Name of agency making the referral**

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2. **Name of referring officer**

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3. **Referring officer’s contact phone number**

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4. **Agency reference including CRIS number if applicable**

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5**. Name of client**  (in full)

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6. **Client’s full address**

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7. **Client’s contact phone numbers**

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8. **Tenancy details**

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| --- | --- | --- | --- |
| Council | | | |
| Sole | Joint | Tenant name(s) | Housing office contact details |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Housing association | | | |
| Sole | Joint | Tenant name(s) | Housing office contact details |
|  |  |  |  |

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| --- | --- | --- | --- |
| Privately rented | | | |
| Sole | Joint | Tenant name(s) | Landlord contact details |
|  |  |  |  |

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| --- | --- | --- | --- |
| Owner occupier | Sole | Joint | Owner name(s) |
|  |  |  |

9. **Options discussed with client:**

1. Legal advice
2. Refuge space
3. HPU
4. Transfer
5. Safehome
6. Other (please specify)

10. **Nature and history of violence/threat of violence**

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| See Guidance. You must explain why the client is threatened with homelessness because of the violence or threat of violence. |

11. **Details of perpetrator**

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Address (normal residence) | If `unknown’, please confirm that the perpetrator does NOT live with the client. |

12. **Does the client fully intend to continue living in their current home for the**

**foreseeable future?**

Yes  No

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| If `No’, explain why. |

13. **Safety concerns of client**

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| Please summarise any concerns the client has about the safety of the police/building staff visiting the property. This could be information about any known history/pattern of violence/abuse by the perpetrator against visitors. |

14. **Where will the client stay while the works are carried out?**

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15. **Language, disability, mobility and cultural issues**

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| Please give information about any relevant issues that the CPO/building staff should take into account when they are visiting the property, contacting the victim or carrying out the work. |

16. **Referral made to CWA for further support?** (women)

Yes  No

17. **Referral made to CSN for further support?** (men)

Yes  No

18. **The client must have given their consent to make this referral before any further action is taken. Has this been done?**

Yes, the paper consent form has been read and signed by the client. As the referrer I am satisfied that the client understands what personal information about them will be shared with which agencies, how it will be shared and why.

No, the paper form has not been signed.

19. **Issues that might delay or complicate this referral**

See Guidance.

**Now email completed form to** [**susan.jallow@camden.gov.uk**](mailto:susan.jallow@camden.gov.uk) **AND** [**mouna.marhri@camden.gov.uk**](mailto:mouna.marhri@camden.gov.uk)

**Phone Susan on 020 7974 5850 or Mouna on 020 7974 5807 if you have any questions about this form or any aspect of the Scheme.**

SafeHome Project – Schedule of Works *Camden_logo*

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| **Client details** |
| **Name** |  |
| **Address** |  |
| **Home Telephone** |  |
| **Mobile** |  |
| **Order Ref No** |  |

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| **Cautionary note** |
| is dealing with allegations of domestic violence at      . In light of those allegations attendance at the said premises should be taken with caution. |
| **Summary of cultural issues** |
| CPO who visited property should highlight any cultural issues that the trades person should take into account while on site. |
| **Summary of risk information** |
|  |
| Name of CPO: |
| Contact Number: |
| Date CPO visited the property: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Qty** | **Location** |
| 1 | Reverse door and fit new 1 HR F/R solid core door |  |  |
| 2 | S&F Mortice locks 5 Lever (2 per door) |  |  |
| 3 | S&F Auto deadlocking rim lock |  |  |
| 4 | Change barrels to all external locks |  |  |
| 5 | S&F 200 Degree Door viewer with speaker |  |  |
| 6 | S&F Overhead / Perko door closer |  |  |
| 7 | S&F 2 Hinge bolts |  |  |
| 8 | S& F London Bar for internal opening doors |  |  |
| 9 | S &F Birmingham Bar for internal opening doors |  |  |
| 10 | S&F Birmingham Bar to outward opening doors c/w cover strip fitted to opening edge to extend over lock side of frame. |  |  |
| 11 | S&F Door Bar/Chain |  |  |
| 12 | S&F Door Defender |  |  |
| 13 | Reglaze panel in 7.5mm Laminated glass |  |  |
| 14 | S&F Expament Grills |  |  |
| 15 | S&F Sash window locks as Chubb 8K104 |  |  |
| 16 | S&F Casement window locks as Chubb 8K101 (2 Per window) |  |  |
| 17 | S&F Fire proof letter box |  |  |
| 18 | S&F Smoke detector 10 year battery |  |  |
| 19 | S&F Fire escape ladder |  |  |
| 20 | S&F fire Safety pack |  |  |
| 21 | S&F collapsible grilles to windows |  |  |
| 22 | S&F High security gate to external face of front door bolted to brickwork c/w 5-lever mortice lock. |  |  |

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| --- | --- |
| Summary of variations from original specification |  |

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| --- | --- |
| Date work completed |  |
| Name(s) of trades people who did the work |  |
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Please forward the invoice for this job to: Susan Jallow, Bidborough House, 20 Mabledon Place, London WC1H 9BF.