SafeHome referral form

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| **Priority: STANDARD** **[x]  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 |
| **[ ]**  | **[ ]**  |       |     |

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| --- |
| 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 |
| **[ ]**  | **[ ]**  |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| 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** **AND** **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 **

|  |
| --- |
| **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 |       |
|       |
|       |
|       |

Please forward the invoice for this job to: Susan Jallow, Bidborough House, 20 Mabledon Place, London WC1H 9BF.