

# Hertfordshire Service Request Form



## Children and young people

**This form should be used when a child or young person has a need which requires a response from one agency only. For multiple needs consider a CAF.**

For child protection referrals use the **Hertfordshire  
Child Protection Referral Form** or ring **0300 123 4043**

<b>What service are you requesting? *</b>	
<b>What is the reason for your request? *</b>	
<b>What are the desired outcomes for the child/young person/family? *</b>	

*\* Please use the space provided on page 4 of this form if you need to add further information.*

### Child / young person / unborn baby details

<b>Forename(s):</b> For unborn baby insert "UBB"	<b>Date of birth / EDD:</b> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
<b>Surname:</b> For unborn baby insert mother's surname	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown <input type="checkbox"/>
<b>Current address:</b>	<b>Disability:</b> No <input type="checkbox"/> Yes <input type="checkbox"/> Please supply details
Postcode:	<b>Religion:</b>
<b>Add home address if different:</b>	<b>Ethnicity:</b>
Postcode:	<b>Name, address and contact details of health visitor/school nurse:</b>
<b>Childs first language:</b> write N/A if pre-verbal	
<b>Reference number:</b> (e.g. NHS Number, Unique Pupil Number)	
	Postcode:

<b>Name, address and contact details of GP:</b>
Postcode:

<b>Name of early years setting/school/college and contact person:</b>
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**What other services are involved with this child/young person/family  
e.g. adult services, CAMHS etc, If known.**

Name of Professional and Organisation	Address, Postcode, and Tel	Brief description of work undertaken or ongoing support



**Additional Information – Please use this box to provide additional relevant information to support your request when contacting Children’s Services.**



Name of person making/ completing this Service Request Form (full name and agency/ service must be entered)	
Contact Details (include email address and contact number)	
Date form completed and sent	

### Consent and Information Sharing Statement

Parental consent is required to enable information sharing with the identified service. Young people should be aware of the request for a service and asked for their consent. You will need to make a professional judgment about the young person's understanding of giving consent

- I have had the reasons for this service request explained to me, I understand the reasons for the request and understand that my information will be shared with the identified service as part of this request.
  - I agree to the request and give consent for the named service to work with my child (or me as the named young person).
  - I give consent for the sharing of information to the above named service.
  - I give consent to the sharing of additional information attached to the above named service.
- I understand that the information contained in this form will be recorded on a Hertfordshire County Council case management system and others services may be able to see the content on this form and paper copies will be securely stored.

Parent/Carer – I consent to this request: Name	
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Date	Signature
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Young Person – I consent to this request: Name	
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Date	Signature
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If consent has not been obtained, please give reason
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Service / Area / District	Address	Email
<b>Safeguarding and Child Protection</b>	Customer Service Centre PO Box 153 Stevenage SG1 2GH	GCSX users – protectedreferrals.cs@herts.gcsx.gov.uk  (The above is a secure email address and can only be used by GCSX users)  Non GCSX users – protectedreferrals.cs@hertfordshire.gov.uk
<b>Disabled Children's Services (Social Care)</b>		
<b>Targeted Youth Support</b>		
<b>Thriving Families</b>		
<b>Targeted Advice Service</b>		
<b>Young Carers</b>		
<b>Integrated Services for Learning (ISL)</b> Please identify on page 1 which of the teams the request is for: Access to Education for Refugees and Travellers, Behaviour and Attendance, Central Attendance and Employment Support, Communication Disorders, Early Years SEND, Educational Psychology, Education Support Centre (ESC), Education Support Team for Medical Absence (ESTMA), Sensory/Physical Needs		
<b>Please note that a parental signature must be included on all requests</b>		
<b>North Herts and Stevenage</b>	SFAR600 Farnham House Six Hills Way Stevenage Herts SG1 2FQ	NH&STEV.ISLTEAM@HERTSCC.GOV.UK
<b>East Herts and Broxbourne</b>	CHN600 County Hall Pegs Lane Hertford Herts SG13 8DQ	EH&BROX.ISLTEAM@HERTFORDSHIRE.GOV.UK
<b>Welwyn/Hatfield and Hertsmere</b>	MU204 2nd Floor The Mundalls WGC Herts AL7 1FT	WHH.ISLTEAM@HERTFORDSHIRE.GOV.UK
<b>St Albans and Dacorum</b>	AP2600 Apsley Two Brindley Way Hemel Hempstead Herts HP3 9BF	STA&DAC.ISLTEAM@HERTFORDSHIRE.GOV.UK
<b>Watford, 3 Rivers, Bushey and Radlett</b>	AP2600 Apsley Two, Brindley Way, Hemel Hempstead, Hertfordshire	WAT&3RIV.ISLTEAM@HERTFORDSHIRE.GOV.UK