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| Five Day Offer Referral Form | |
| **Name of young**  **person:** |  |
| **Date of Birth:** |  |
| **Address:** |  |
| **Contact number:** |  |
| **e-mail:** |  |
| **What is the name of your current school/college?** |  |
| **A picture containing text, clipart  Description automatically generatedDo you have an Education Health and Care Plan?** | **Yes**  **No** |
|  | **What would you/the young person like help with?**  **(E.g., to find a job, to find a leisure activity, to find some voluntary work)** |

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|  | | **Are there any medical issues or other personal information that you would like to tell us about?** | | | |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Name3_large.png?v=1417854703**Have you had help completing this form?**  **If so, please add their name here:** | |  | | | |
| https://cdn.shopify.com/s/files/1/0606/1553/products/Email-Address_large.png?v=1431180123**Their Contact**  **details:**  https://cdn.shopify.com/s/files/1/0606/1553/products/Phone-Number-Mobile_compact.png?v=1502456842 | |  | | | |
| **Please highlight the days/times you are in education below** | | | | | |
| **Monday AM** | **Tuesday AM** | | **Wednesday AM** | **Thursday AM** | **Friday AM** |
| **Monday PM** | **Tuesday PM** | | **Wednesday PM** | **Thursday PM** | **Friday PM** |
|  | | **What happens now?**  The 5 Day Officer will make contact with you and arrange to meet so that you can talk about what you would like help with.  Please e-mail this form to the SEND team at: [SENDPFA@wakefield.gov.uk](mailto:SENDPFA@wakefield.gov.uk)  If you have any questions or need some help completing this form, then please use the e-mail above:  **THANK YOU** | | | |

In order for the 5 Day Officer to help you effectively, please tick next to the organisations that you are not happy for us to share your information with: Please Tick

* Wakefield Council SENART
* Wakefield Council Adult Social Work Team
* Wakefield Council Travel Training Team
* Wakefield Council Adult Learning
* Wakefield Council Leisure Services
* Wakefield Council Day Services for people with learning disabilities
* Prospects Careers Service
* Wakefield College
* Job Centre
* The Employment Hub

I give permission for the 5 Day Officer to have a copy of my EHC plan - please tick:

I give permission for the 5 Day Officer to share my information with other parties that might be able to help which are not named above (the officer will ask first) –please tick:

Other (please specify):

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|  | **Please read the privacy statement below and sign your name if you agree with it, thank you.**    “Your name, address, contact details, date of birth, parent/carer name(s) and contact details, gender, Email address, details of special educational needs and disabilities, information about physical or mental health.  and are recorded electronically on our system to maintain up to date records. This information will be kept for 6 years after the date of last involvement, which will go beyond the age of 25 for those young people supported between the ages of 20 and 25. After this time the information is securely destroyed.  **SIGNED:**  **Date:** |
| **Privacy Notice - How we use your information**    **Wakefield Council is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 1998. The Council takes its responsibilities under the Act very seriously.**    The information provided by you is collected purely for the purposes of providing you with support from the 5 Day Offer. We need to collect this information in order to provide you with the service and maintain accurate records of your name, contact details and eligibility to receive support. Your information will be shared with the other organisations listed in the referral form (which you have indicated consent to on the form). Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for this purpose. You may withdraw this consent at any time by contacting**; The Controller for the information we hold is Wakefield Council. Contact details: Telephone: 01924 306112, Email:** [**dataprotection@wakefield.gov.uk**](mailto:dataprotection@wakefield.gov.uk)  In addition, you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.    **The Council’s Data Protection Officer is the City Solicitor: Contact details:**  **Telephone: 01924 305211**  **Email:** [**dpo@wakefield.gov.uk**](mailto:dpo@wakefield.gov.uk) | |