



## Referral Form

We are a social enterprise and work with women in Leeds who experience multiple disadvantages. We believe in second chances and use baking and barista training as tools to give women opportunities and hope for a different future.

Phase one of our training is one day a week for 6 months. During that time trainees will:

- Learn to bake to a patisserie level 2 standard, learning the recipes and skills needed to supply cakes and baked goods for our cafe.
- Complete their Level 2 certificate in Food Hygiene
- Be trained in Barista skills from Basic to Intermediate Level
- Build confidence in fortnightly work experience in our cafe
- Participate in well being sessions with Jacinta Kent, an overview of which will be discussed at the interview.
- Participate in 4 entry level, user led, art sessions with Una a professional artist and writer from Red Dress Collective

Phase two of our training involves one to one mentoring to move into further work opportunities. We offer support for 2 years.

**Applying for our training is a commitment to finding employment and gaining independence: attendance is incredibly important so please bear this in mind when applying and making referrals.**

<b>Referral Agency Details</b>		Date	
Agency		Referrer Name	
Telephone		Email	
What is the nature of your relationship			

How long has she been engaging?	
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<b>Participant Details</b>		Name	
Nationality		Address	
Religion		Date of Birth	
Email		Telephone	

<b>Eligibility Criteria, please can you confirm the woman you are referring is:</b>	
Female	
Has experience of multiple disadvantages, this may include, but not exclusively, poverty, gender based violence, criminal records, addictions and poor mental health.	
Engaged in the recovery phase of drug and alcohol interventions for at least 6 months( if applicable)	
Be in regular receipt of mental health support for at least 6 months( if applicable)	
Aged 18-55	
Can read and write to ESOL level 2	
Physically able to work	
Has a right to work in UK	
Unemployed	
Able to commit to one day a week, and fortnightly work experience (3 hours) for Phase 1 of our 6 month training	

**Support Needs, please can you indicate areas of support identified for the woman you are referring:**

General health and wellbeing		Making and Sustaining Relationships	
Substance Misuse		Personal Safety and Security	
Domestic Abuse		Finance/Debt	
Maintaining Accommodation		Trauma	
Mental Health		Sexual Health	
Immigration Concerns		Offending Behaviour	
Managing Emotions		Accessing Benefits	

**Please give further information on the above**

**Engagement and Support**

<p>Please describe her engagement with your service</p>	
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<p><b>We require that the referrer will contract to work with us as they continue to provide support to the applicant for the first 6 months of our training.</b></p> <p><b>Please indicate yes or no</b></p>	<p>yes</p>	<p>no</p>
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Please list any other services presently involved:

Please list any benefits the participant is entitled to:

**Reason for Referral**

Why are you recommending The Wren Bakery and why is this right for her? What additional support do you feel she will need during her training with us?

# Risk Assessment

Please gain consent for this information. The purpose of this assessment is to keep all potential trainees safe. The information will be held securely at The Wren Bakery and only shared with relevant team members to provide the best possible support.

**Summarize what you already know about risks associated with client and how you know this:**

### Risk Assessment Levels

<b>LOW</b>	Isolated or occasional instances of non-significant incidents	<b>MEDIUM</b>	More frequent/regular incidents and/or of a more significant nature	<b>HIGH</b>	Likely, severe or significant
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Current or potential risk from others	Risk	Anything to note? Please detail here:
Is there a perpetrator?		Please detail relationship, current contact, legal cases
Has the service user experienced or at risk of:		
Threats to harm or actual physical assault		
Emotional abuse		

<b>PERSONAL SAFETY:</b>	<b>Risk</b>	<b>Anything to note? Please detail here:</b>
Is the service user in contact or do they initiate contact with unsafe people?		
Does the service participate in known risk-taking behaviour or lack safety awareness?		

<b>RISK TO OTHERS:</b>	<b>Risk</b>	<b>Detail. Please identify all triggers and reduction strategies if possible</b>
Who might be at risk?		
Any issues around controlling anger/impulsive behaviour?		
History of threats or actual violence toward others?		

<b>Health</b>	<b>Risk</b>	<b>Anything to note? Please identify all triggers and reduction strategies if possible</b>
Does the service user experience panic attacks/flashbacks/insomnia/ low mood		
Has the service user had past experience of self-harm or suicidality (thoughts & attempts)		
MH diagnosis or detention under MH act Are they currently engaging in medication/treatment?		
Physical injury or pain that impacts daily life		

OTHER:	Risk	Detail
<p><b>Does the client have a criminal record?</b></p> <p>If <b>Unknown</b>, please make the client aware that, in line with our risk assessment, we will need to ask them directly for further details</p>		<p>Where relevant to the purposes of assessing risk please detail the offence if known:</p>
<p><b>Is the client currently:</b></p> <p><b>serving a sentence; under a suspended sentence; on licence/under probation; under ROTL; recently released from prison (within 6 months)?</b></p>		<p>Please provide details</p>
<p>Have substance misuse issues? Please detail experience and support</p>		

Thank you for taking the time to complete this risk assessment. The information will be held securely at The Wren Bakery and only shared with relevant team members to provide the best possible support.

#### Authorisation

<p>I confirm that the information contained in this document is true and includes all relevant information required to correctly assess this referral.</p>		
<p>Signed: (<i>Trainee</i>)</p>	<p>Date:</p>	
<p>Signed: (<i>Referrer</i>)</p>	<p>Date:</p>	
<p>If obtaining a signature was not possible, tick to confirm you have the Applicant's verbal authorisation: <input type="checkbox"/></p>		

The Wren Bakery is committed to protecting and respecting your privacy and keeping your data secure. By providing us with your data you are giving us consent to process your data. We will only process your personal data to provide you with the service that you have requested from us .

Please return the completed referral form to:  
**The Wren Bakery, The Coffee House, Mills 6, Mabgate Mills, Leeds LS9 7DZ.**

Or via email to [referrals@thewrenbakery.com](mailto:referrals@thewrenbakery.com)

**Referrals are open from Wednesday 26th July until Wednesday 6th September 2023**

We will contact the referrer within 2 weeks of the closing date to give the shortlisted applicant a date and time for an interview.

Interviews will be held at The Wren Bakery training base at The Coffee House, Mabgate Mills, Leeds LS9 7DZ.