

# Referral form



Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Dependents name, age, gender: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Country of Origin: \_\_\_\_\_ Language(s): \_\_\_\_\_

English Level: 1 2 3 4 5 Undocumented / Asylum Seeker / Refugee / Settled

Reason for Referral:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Outcome wanted:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any safety concerns: \_\_\_\_\_

Referred by: \_\_\_\_\_ Email / Phone: \_\_\_\_\_

Connection / Support: \_\_\_\_\_ Date \_\_\_\_\_

## To be completed by Baobab

Received on \_\_\_\_\_ Allocated to: \_\_\_\_\_ Date: \_\_\_\_\_

Feedback / timescales to woman and referral agency: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Referral Notes

- Undocumented and asylum seeking women are our primary group to assist.
- Newly granted refugees and settled women are helped when capacity allows, we mainly help these women to access established services.
- We prioritise women who have been affected by gender violence and trafficking.
- Baobab advocates give confidential advice and assistance to refugee and migrant women on immigration, health, financial and housing issues.
- Women referred will get their own advocate, doing 1-1 casework on specific issues.
- We often stay connected to women until they are granted the right to remain.
- We also give information on other projects and services, colleges and support groups.
- We prioritise referrals according to need, taking into consideration our skills and other services in the area.
- We aim to speak with all new referrals within one week, and make face to face contact within 1 month.
- We do respond to emergency cases on the same day, and the best way to contact us about emergencies is by what's app, text or email.
- We usually call new referrals Mondays to set up their first appointments.
- We complete home visits, invite women to 1-1 appointments, or for drop in support.
- Our ethos is to engage women to learn about and navigate the system in a positive way, stand in their own power and draw on supportive people and networks.
- Practicing advocates have years experience and are working with newly qualified advocates, we are all developing casework skills.
- We appreciate feedback, particularly constructive criticism about how we can improve, if anything is not as expected, or you think of a way to improve please tell us.
- We also really like testimonials which we put on our website, and use for funding applications to show that we are useful.
- Online feedback, available here: <https://www.surveymonkey.co.uk/r/MTT9L6C>
- Community interpreters work with advocates, in person or on the phone, speaking Arabic, Amharic, Farsi, French, Fula, Hindi, Mindinka, Kurdish Sorani, Oromo, Punjabi, Tamil, Tigrenya, Urdu or Wollof.

***Referrals can be made by sending this form to Sarah Taal baobabwomensproject@gmail.com or message 07912 482 336 for more info***