



## ACHIEVE 360 Referral Form (including Privacy Notice)

Name of School: .....

Name of Child/Children: .....

Referred by Headteacher/SENCO/Class Teacher: .....

I confirm I have read the Achieve360 Privacy Notice below (please tick)

Parental/Guardian Consent Signature: .....

Date: .....

*This is a referral form requesting your consent for one of the Achieve360 team to work with your child/ren in school. Achieve360 Ltd is an outside agency who has permission to work in school with children who have been referred to them. Achieve360 recognises and delivers its Counselling and Therapy services in line with the General Data Protection Regulations 2018; we also have our own Policy Document. Achieve360 Counsellors/Therapists carry age appropriate cards to show children/young people how we use their information. **Our therapists are working within the Covid 19 guidelines and with each individual school and have a Risk Assessment to complete at the beginning of every session***

*We record information regarding your child to enable us to deliver a service that monitors and improves your child's experience whilst in school. Any recorded information will be kept responsibly & safely by the therapist until the sessions are finished. Some schools request the therapist to report in writing directly onto the school's own database. It is our wish to work together with school and parents, carers and guardians and keep any documentation to a minimal amount. We will not share any information about your child to other agencies without first seeking your permission, unless we recognise there is a safeguarding issue, and it is in the best interest of the child to refer directly to Children's Social Care.*

*We may on occasion take photographs of your child for our website [www.achieve360.co.uk](http://www.achieve360.co.uk)*

***If you consent to your child being photographed, please tick***

*You may request access to a therapist's reports in writing to Nicki Livesey MD Achieve360 and you may also request the reports to be deleted at any time (There is no charge for this) When Achieve360 have completed their work with your child/ren, a final report is given to the Headteacher and records are permanently deleted.*

*Please contact Nicki Livesey, MD Achieve360 Ltd for further information.*

07760220306 [nicki@achieve360.co.uk](mailto:nicki@achieve360.co.uk)