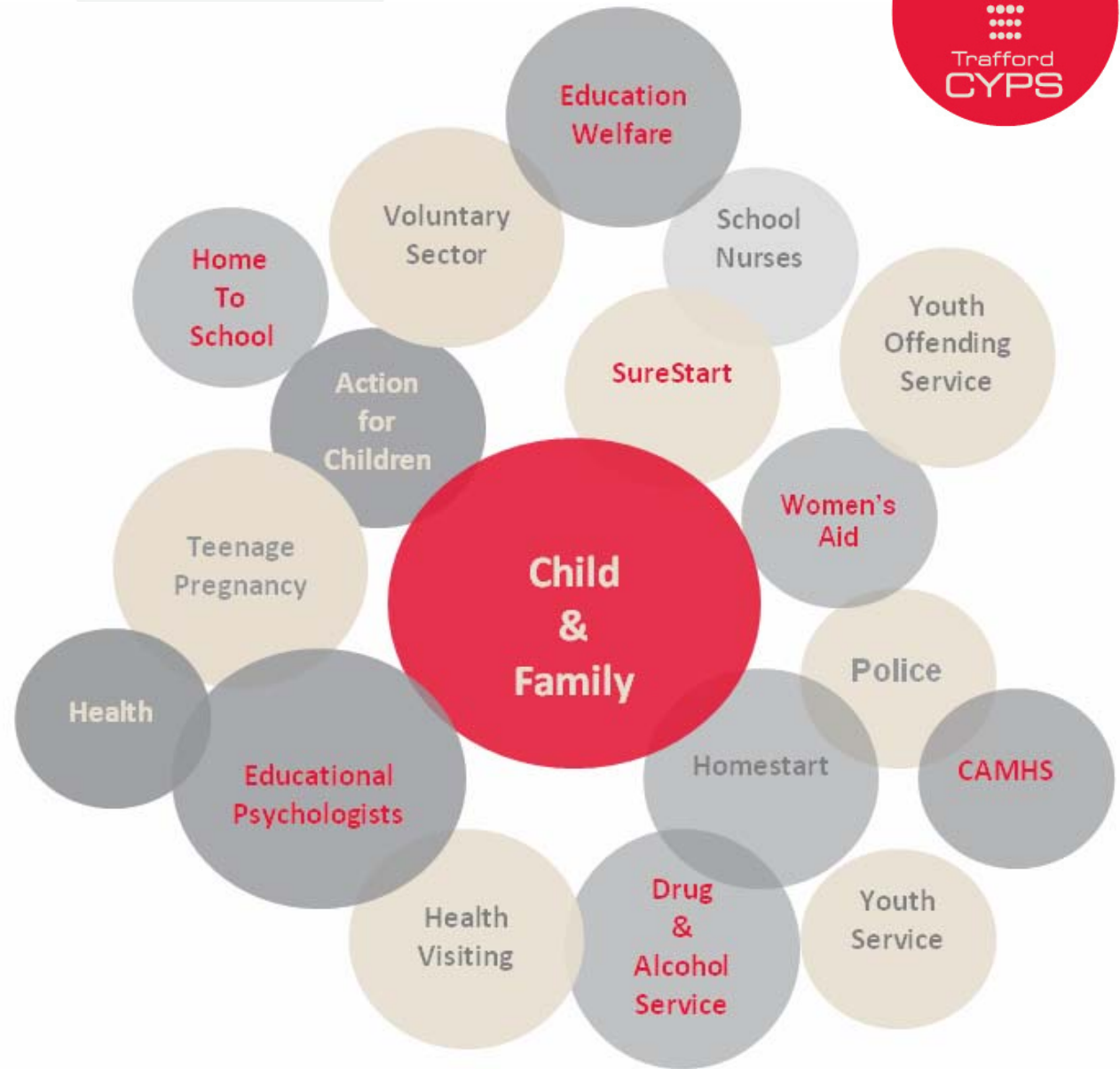


# Single Agency Referral Form Guidance



# SARF Guidance

## SINGLE AGENCY REFERRAL FORM (SARF) GUIDANCE NOTES

### 1. WHEN THE FORM SHOULD BE USED

1.1 The SARF should be used to access a specific service, and where a service does not require a full assessment. E.g. Education Welfare. **The SARF is to be used as the referral form to Children's Social Care.**

1.2 The SARF should not be used if:

- Needs have already been identified and are being met
- A child/young person's needs aren't clear (use Common Assessment Framework -CAF)
- The help of two or more services is needed (also use CAF [www.cyps.org.uk/integrated\\_working/](http://www.cyps.org.uk/integrated_working/))

### 2. COMPLETING THE FORM

2.1 The SARF can be completed either as an online form via the website be sent securely to MARAT's mailbox for social care referrals and to The Service

Development Team for signposting for all other referrals. The SARF can also be completed via the eCAF system or emailed using secure email. The form can also be posted to MARAT.

Secure email e.g. [.gcsx.gov.uk](mailto:gsx@gcsx.gov.uk);  
[nhs.net](mailto:nhs.net); [police.uk](mailto:police.uk) etc.

eCAF System

Online Form via Website

Post

2.2 Telephone referrals to Children's Social Care Multi Agency Referral & Assessment Team (MARAT) must be followed up within 48 hrs.

MARAT will respond to referrals received within one working day.:[www.trafford.gov.uk/MARAT](http://www.trafford.gov.uk/MARAT)

To complete the online SARF:

[www.trafford.gov.uk/SARF](http://www.trafford.gov.uk/SARF)

2.3 In instances where referrals are supported by a CAF, only sections 1, 2, 3 and 7 of the SARF need

to be completed.

**Single Agency Without CAF—All sections**

**Single Agency With CAF—1,2,3 & 7**

**Children's Social Care Without CAF—All sections**

**Children's Social Care With CAF—1,2,3 & 7**

2.4 It is important to clarify that the SARF cannot offer a guarantee that services will be delivered.

2.5 Information sources should be clear and comments attributed and clearly explained, for example, the comment "Mum said..."

2.6 Confidential information, e.g. health information, should only be recorded on the SARF

with the explicit consent of the child/young person and /or parent – see section 3.

# SARF Guidance

## 3. CONSENT

3.1 When completing a SARF, the person completing is responsible for ensuring that they have the permission of individuals on whom personal information is provided for that information to be shared (Consent is not required if the referral meets the Threshold for Safeguarding / Prevention and Detection of crimes)

[www.tscb.org.uk/index.html](http://www.tscb.org.uk/index.html)

3.2 Consent must be 'informed' – this means that the person giving consent needs to understand why information needs to be shared, who will see their information, and the implications.

3.3 Consent can be 'explicit', obtaining explicit consent is good practice and it can be expressed either orally or in writing, although written consent is preferable since that reduces the scope for subsequent dispute. Probably the easiest way to do this is via a signature on the

SARF. A copy of the signed consent statement should be posted to the agency being referred to within 14 days.

For more information on Information Sharing go to: [www.cyps.org.uk/commissioning\\_performance\\_support/service\\_development/2009/03/24/information\\_sharing\\_toolkit](http://www.cyps.org.uk/commissioning_performance_support/service_development/2009/03/24/information_sharing_toolkit)

### THE FORM EXPLAINED

For guidance regarding areas of the SARF such as Ethnicity and Disability please see our website:

[www.cyps.org.uk/integrated\\_working/](http://www.cyps.org.uk/integrated_working/)

For information on Integrated Working & Using the CAF & SARF Training and eCAF Training please see our website:

[www.cyps.org.uk/integrated\\_working/2009/08/13/integrated\\_working\\_training\\_ne/](http://www.cyps.org.uk/integrated_working/2009/08/13/integrated_working_training_ne/)

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If you need a version of this guidance in large print or in a language other than English, please telephone the number below.

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