Referral Process

We are now running a 3 step referral process.

If you have any questions, please do not hesitate to get in touch with a member of our team or email: **enquiries@bfadventure.org**

1

Call/email us to discuss any potential referral and express an interest in provision.

2

The following steps will all need to be completed before a young person can access provision / be added to our waitlist:

- ☐ **Service Request Form** completed.
  This can be done using the pdf/printable form or using the online version. Forms are emailed to **referrals@bfadventure.org**
- ☐ **Funding source** confirmed
- ☐ **Site Tour** booked in and attended*

**This may not be necessary if the young person has attended provision or a site tour previously*

3

A co-ordinator will be in touch to follow up. If the young person and referrer would like to proceed, the co-ordinator will liaise with the referrer to confirm:

- ☐ Type of provision/placement
- ☐ Length of service required
- ☐ Start date

If an immediate start is not a possibility the young person will be added to our waitlist and we will keep you updated as to their progress.