

Guidance for Completing the Children and Young People's Bereavement Support Referral Form



We understand that completing a referral form at a difficult time can feel overwhelming. Our priority is to ensure that any therapeutic support offered is safe, appropriate and tailored to each child or young person.

This guidance explains why we ask for certain information and how it will be used.

Why do we ask for this information?

We ask for information to:

- Understand the child or young person's experiences and needs
- Ensure that any support offered is appropriate and safe
- Plan support that best meets their current situation

Child, parent/carer and referrer details

We ask for contact details so we can:

- Keep in touch
- Arrange and coordinate support

If a referral is made by a school or professional, parent/carer consent is required before we can proceed.

Consent and referrer declaration

- A parent or carer must give consent for us to hold and use the child's information
- The child or young person should also be aware of the referral and willing to engage with the support offered
- If you are referring as a professional, you must confirm that:
 - > You have spoken with the parent/carer
 - > Consent has been obtained

Confidentiality and Data Protection

- All information is stored securely and handled in line with GDPR and safeguarding policies
- Information is only shared:
 - > With consent, or
 - > When necessary to protect the safety and wellbeing of a child

Bereavement information

This section helps us understand the child's experience of their loss, including:

- Who has died and their relationship to the child
- How the death occurred (where appropriate). Please share only what feels relevant – full details are not necessary
- Funerals or rituals, including whether the child attended and how this was explained to them
- The child's understanding and beliefs about death

Children often have their own interpretations of what has happened. Understanding this helps us respond in a way that is sensitive and appropriate.

Child's current wellbeing

Grief can affect many areas of a child's life. We ask about changes in:

- Behaviour
- Mood and emotions
- Sleep and appetite
- Concentration and learning
- Friendships and relationships

This helps us understand how the child is coping right now.

Support already in place

Please tell us about any other services involved, such as:

- School-based support
- Social care
- CAMHS or other health services

This ensures we:

- Avoid duplication
- Work with a full understanding of the child's support network

Additional needs

We ask about additional needs (e.g. learning, communication, health or access requirements) so that can can:

- Adapt our approach
- Ensure support is inclusive and accessible

If you're unsure how to answer a question

Please complete as much as you feel able.

You do not need to include anything that feels too painful or that you are not ready to share. A member of our team can gently explore any missing information with you later.

If you have any questions relating to the referral, or need additional support completing the referral form, please contact the Children and Young People's Bereavement Support Team by emailing bereavement@stclarehospice.org.uk or calling 01279 773762.

St Clare Hospice
Hastingwood Rd, Hastingwood
Essex CM17 9JX

General Enquiries 01279 773700
First Contact Service 01279 773774
24 Hour Advice Line 01279 773773

Donation Line 01279 773750
GriefLine 01279 945089
info@stclarehospice.org.uk