

# ROADS TO RECOVERY

## Referral Policy Pack

---

This pack outlines the referral pathways, policies, and safeguarding/confidentiality framework for clients referred to Roads to Recovery.

### 1. Referral Pathway Plan

Clients may be referred into Roads to Recovery through probation services, courts (drug rehabilitation orders), police/crime prevention officers, VIA Recovery Charity, or self-referral where appropriate.

#### Referral Process

1. Referral Initiation — Probation, court, police, or VIA staff complete a referral form including relevant health and risk information, with signed client consent.
2. Referral Review — Roads to Recovery reviews eligibility and seeks GP clearance if required.
3. Initial Contact — Clients are contacted within 5 working days to arrange an induction.
4. Initial Assessment — Covering health screening, wellbeing measures, goals, and risks.
5. Programme Design — Tailored plan agreed with the client (New Roads Ahead group sessions, funded gym membership, partner activities).
6. Engagement — Clients attend scheduled sessions, with attendance monitored.
7. Progress Reviews — Mid-programme (Week 6) review with client and referrer.
8. Completion & Final Review — Week 12 endline assessment against baseline. Outcomes recorded.
9. Reporting — Written report provided to referrer (probation officer, VIA, court, police).
10. Ongoing Engagement — Clients encouraged to continue independently using tools and habits developed during the programme.

#### Safeguards

- No referral accepted without signed client consent.
- GP clearance required for high-risk health conditions.
- All client data stored securely under GDPR.
- Safeguarding concerns escalated immediately via statutory procedures.

### 2. Referral Policy

#### Policy Statement

Roads to Recovery is committed to providing safe, accessible, and effective recovery-focused programmes. This policy ensures referrals are managed professionally, consistently, and in line with safeguarding and confidentiality standards.

#### Eligibility

- Adults aged 18+.
- Referred by probation, courts, police, VIA, or appropriate self-referral.
- GP clearance may be required for specific medical conditions.

#### Exclusions

- Individuals with any sexual offences or offences involving children will not be accepted onto the programme. This protects participants, partner organisations, local businesses, community brand image, and public safety.
- It is the responsibility of the referring organisation (probation, courts, VIA, police) to vet the individual's offence history before submitting a referral. These services have access to offence records and are expected to screen for eligibility prior to referral.
- Active violent behaviour or credible threats towards others.

- Ongoing substance use presenting immediate safety risk during sessions.

### **Consent**

- Written consent required for programme participation and information sharing.
- Clients may withdraw consent at any time.

### **Assessment**

- Initial health and wellbeing screening required for all clients.
- Mid-point (Week 6) and final (Week 12) reviews ensure progress and safety.

### **Confidentiality**

- All information stored securely in compliance with GDPR.
- Shared only with authorised professionals.
- Disclosure without consent only where legally required or safeguarding is at risk.

### **Feedback & Reporting**

- Referrers receive mid-point and final reports including attendance, progress, and outcomes.

### **Safeguarding**

- Safeguarding concerns are managed in line with statutory frameworks.
- Designated Safeguarding Lead responsible for oversight.
- All staff and facilitators trained in safeguarding and boundaries.

## **3. Confidentiality & Safeguarding Policy (Referral Summary)**

### **Confidentiality**

- Staff and volunteers sign confidentiality agreements.
- Records stored securely and encrypted where digital.
- Clients may access their own records on request.
- Information only shared without consent if there is risk of harm or legal obligation.

### **Safeguarding**

- Responsibility of all staff and volunteers.
- Concerns reported immediately to Designated Safeguarding Lead.
- Training provided for all staff in safeguarding adults.
- Compliance with Care Act 2014.

### **Breaking Confidentiality**

Confidentiality may be broken if:

- Client is at risk of harming themselves or others.
- Concern regarding a child or vulnerable adult arises.
- Disclosure required by law or court order.

Information shared in these circumstances will be on a strictly 'need-to-know' basis with appropriate authorities.