



Policy document	Referral policy
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Referral Policy for Evolve PMVA

Evolve PMVA is committed to maintaining a safe and respectful environment for all individuals. This referral policy outlines the procedures for identifying and referring individuals who may require additional support with their training needs.

1. Identification of Individuals:

1.1. Trained Staff Observation: Trained staff members will be vigilant in observing and identifying signs of potential aggression, violence, injury, attitude and compliance levels of techniques.

1.2. Reporting Incidents: Any staff member who observes or is involved in an incident of aggression must promptly report it using the designated reporting protocols.

2. Criteria for Referral:

2.1. Frequency and Severity: Referral decisions will be based on the frequency and severity of incidents.

2.2. Impact on Individuals and Environment: Consideration will be given to the impact on the individuals involved, staff, and the overall environment.

3. Referral Process:

3.1. Initial Assessment:

The staff involved will conduct an initial assessment to determine the need for referral.

3.2. Consultation: Consultation with a designated PMVA coordinator or supervisor will be sought to discuss the incident and determine the appropriate course of action.

3.3. Documentation: Accurate and detailed documentation of the incident, assessment, and decision-making process will be maintained.

4. Referral Options:

4.1. Internal Resources: Referral may involve utilising internal resources, such as conflict resolution, or additional training.

4.2. External Support: In some cases, external support services may be recommended, such as mental health professionals or specialised behaviour intervention teams.

5. Communication:

5.1. Individuals and companies: Clear and respectful communication will be maintained with the individuals involved and their companies regarding the referral and support options.

5.2. Staff: Relevant staff members will be informed of the referral decision, ensuring confidentiality and sensitivity.

6. Review and Monitoring:

6.1. Follow-Up Assessments: Periodic follow-up assessments will be conducted to monitor progress and determine if additional support is needed.

6.2. Quality Assurance: The referral process will be subject to regular quality assurance reviews to ensure effectiveness and compliance with organisational policies.

7. Training and Education:

7.1. Ongoing Training: Staff will receive ongoing training to enhance their skills in identifying and managing aggressive behaviour, promoting a proactive approach.

8. Confidentiality:

8.1. Confidentiality Measures: All information related to the referral process will be handled with the utmost confidentiality, following organisational privacy policies.

9. Policy Review:

9.1. Regular Review: This policy will be reviewed regularly to ensure alignment with best practices and any changes in legislation or regulations.