

## Referral Process to Sexual Assault Referral Centre (SARC)

SARC Phone Number Phone 01709 427327 - available 24/7

1. Office hours Monday to Friday 08:00-16:00

*SARC Staff will answer calls and will book Forensic Medicals and Police Interviews at the SARC*

2. Out of Hours Any other time including Bank Holidays –

*South Yorkshire Police have access to the SARC Diary and Rotas and will contact the Crisis Worker and Nurse directly to book Forensic Medicals and Police Interviews out of hours at the SARC*

*TRFT Switchboard has access to the SARC rotas and will connect urgent call to the Crisis Worker/ Nurse on call.*

3. Referrals to the SARC for non-medical/forensic support from SYP, and any other agencies (see pathway on page 3)

### Independent Sexual Violence Advisors (ISVA) / Children's Independent Sexual Violence Advisors (CISVA) Referral Pathway

- The ISVA/ CISVA referral pathway will be through the SARC
- Clients can be referred to the ISVA/ CISVA by both statutory and non-statutory agencies or individuals can refer themselves into the service
- When a client attends at the SARC the ISVA / CISVA role and support service will be explained by a member of the SARC team and they will be given the opportunity to access the service, during this process a full risk and needs assessment will be completed in relation to the client
- The SARC office staff will input data on to the SARC secure database CRMS, and a referral to the ISVA/CHISVA will be made using the CRMS system
- The ISVA / CISVA will accept referrals when an ISVA / CISVA client has given consent for a referral to the ISVA / CISVA service
- The ISVA/CHISVA will activate that referral via CRMS
- The ISVA / CISVA will aim to make initial contact with clients within a minimum of 72 hours of the receipt of the referral and no later than 30 working days

### Additional information regarding CHISVA referrals

The CHISVA will receive referral requests if the client has been seen/interviewed in venues other than the South Yorkshire SARC (Rotherham) by the South Yorkshire PPU.

Referrers are requested to complete a South Yorkshire SARC Referral Form (see attached) and send this in to the SARC (usually by secure email to [SY.SARC@nhs.net](mailto:SY.SARC@nhs.net)).

When consent to contact the client has been established a first contact meeting will be arranged.

The CHISVA will complete a Risk and Needs Assessment form at the first meeting in line with the process which is established when clients attend the SARC.

# Flowchart for Referral to SARC



