

## Referral process into BALP 'open' sessions

Referrer discusses scheme with participant or visa versa.

Participant and/or referrer check they meet the [referral criteria](#).  
**Participant and referrer must also observe [code of conduct](#) for BALP sessions.**

Referrer completes referral form.  
The form can be accessed [online](#).  
All referrals must contain details of medical history and come from a referring professional (e.g. Mental Health Support Worker or GP). Referring professional must provide contact e-mail and/or telephone number. Referral form must acknowledge individual has read, understood and agrees to the code of conduct.  
**Referrals will not be accepted from the participant.**

If participant answers 'yes' to any medical conditions on the form they may be required to obtain written medical clearance from their GP.

Participant and/or referrer send completed form (and medical clearance letter if applicable) to the BALP development officer at Bristol City Council via website.

BALP development officer screens referral. If space is available in requested group, referrer is contacted to confirm a suitable start date.  
**Attendance is only possible once confirmation has been sent to referring individual or party.**

Referrer or other person who knows participant e.g. mental health worker/family member accompanies them to the first session, and further sessions if appropriate. It is the participant's responsibility for arranging necessary transport.

Participant is responsible for regular attendance to the session and should inform the referrer of any changes to this arrangement.

Referrer should inform the BALP development officer if participants wish to change/try other group's as there may be a waiting list.