



Baby Basics Northampton Referral Procedure

How do I make a referral to Baby Basics Northampton?



Please send an email to bbnreferrals@gmail.com explaining that you would like to make a referral. Baby Basics Northampton will send you a copy of their **Online Referral Form** (word document). Please ensure you complete all the required fields within the form and email to bbnreferrals@gmail.com

Online Baby Basics Northampton Starter Pack Referral Form:

- Date Referral Made.*
- Completion Date. If required, this is the date when you ideally would like the starter pack to be ready by.
- General Data Protection Regulations (GDPR) Consent. By ticking the YES box, you give consent for your full name, work contact telephone number(s), work email address and the organisation you work for, to be shared within the Baby Basics Northampton team/volunteers, Kettering Children's Centre (for collections of starter packs from Kettering Children's Centre) and Baby Basics Head Office (Sheffield).*

Referral Details:

- Referral From (job title – e.g. Midwife / Health Visitor).*
- Contact Name.*
- Contact Telephone Number.*
- Contact Email Address.*
- Organisation / Agency Address.*
- Expected Due Date.*
- Gender (Baby Basics can provide a boy, girl or neutral starter pack).*
- The item(s) the mum in need requires.*
- Please tick where the starter packs can be collected from. Please see below for further information on the collection points.*

Details on the mum to be:

- Mum to be's initial. Baby Basics Northampton use the initials on paperwork, refer to as client reference.*
- Ethnic Origin of the mum to be.* Please select the ethnic origin from the drop down list.
- Mums to be's date of birth.*
- Age of the mum to be.*
- Area of Northamptonshire the mum to be lives.* Please select the postcode area from the drop down list.
- Reason(s) for using Baby Basics Northampton.*

Please ensure you DO NOT provide any personal details of the mum to be within your email.

Baby Basics will respond back to your email to inform you that we have received and are processing your referral.

Baby Basics will require a minimum of 14 days to process your request.

Starter Pack Collection

Baby Basics will email you when the starter pack is ready for collection. The starter packs need to be collected by a representative of your organisation only, **not** to be collected by the mum to be. The starter packs can be collected from one of the locations listed below:

Starter Pack Collection Points

Kettering Children Centre	Baby Basics Office	Far Cotton Midwife Hub
Address: Montagu Street Kettering Northamptonshire NN16 8AE	Address: The Keep House 124 High Street Wollaston NN29 7RJ	Address: 37 Towcester Road Far Cotton Northampton NN4 8LG
Additional Information: Baby Basics Northampton is not based here. Baby Basics Northampton will drop off the starter packs once a month.	Additional Information: Please contact Baby Basics Northampton on 07518 707 971* upon arrival or if you are experiencing any problems getting to The Keep House.	Additional Information: Baby Basics Northampton is not based here. Baby Basics Northampton will drop off the starter packs once a month.

Starter packs need to be collected within 10 days or the starter pack will be reallocated.

*The phone is to be used regarding the collection of starter packs from Wollaston only. All referrals need to be made via email (bbnreferrals@gmail.com) as explained above.