# Revised template to be used when making HR/management referrals to the Civil Service Employee Assistance Service (CSEAS) – July 2020

**Given the current challenges arising from Covid-19 remote working, on the basis of legal advice, the CSEAS has modified the HR/manager referral process. These measures will be reviewed on an ongoing basis.**

**The CSEAS is committed to data protection legislation and GDPR compliance. As such, the CSEAS will accept HR/Management Referrals in the following situations only:**

1. **Where there is a risk to life e.g. suicidal intent**
2. **Where the referral has been recommended by the Office of the Chief Medical Officer (CMO)**
3. **Where HR or a manager has concerns for a staff member’s mental health and wellbeing and has received verbal consent from the staff member for the CSEAS to make contact**

## Please read guidance note attached

## Referral Type:

1. **Where there is a risk to life e.g. suicidal intent**
2. **Where the referral has been recommended by the**

**Office of the Chief Medical Officer (CMO)**

1. **Where HR or a manager has concerns for a staff member’s**

**mental health and wellbeing and has received verbal consent**

**from the staff member for the CSEAS to contact them**

## Information on the staff member being referred:

|  |
| --- |
| **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

## Have you discussed this HR/management referral with the staff member?

**Yes No**

## Have you received explicit verbal/email consent from the staff member for the CSEAS to contact them?

**Yes No**

## Details of person making the referral:

|  |
| --- |
| **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Line Manager HR**  **Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Contact details for Employee Assistance Officers and the range of services provided by the CSEAS are available at** [**www.cseas.per.gov.ie**](http://www.cseas.per.gov.ie)