

## 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)
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 contact them

**Information on the staff member being referred:**

<b>Name</b>	_____
<b>Department</b>	_____
<b>Contact Phone Number</b>	_____

**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	<input type="checkbox"/> HR <input type="checkbox"/>
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)