## **boaztrust: Initial Contact Meeting**

Client:
Home Office no.:
Date and time meeting:
Boaz staff present:
Part B: Offer available accommodation
1) Available accommodation
<ul> <li>Explain the particular accommodation what we are currently able to offer (location etc)</li> <li>If the client would like to go ahead explain that we need to ask the question</li> </ul>
below to get a bit more information
2) Client information
Basic asylum case information:
When did you first enter the UK?
What are your basic grounds for claiming asylum? (e.g. political, religious)
Do you have a solicitor? If yes, which one?
Who has your asylum case papers?
You Current Solicitor Old Solicitor
Health and Medical information:
Do you have any additional health issues (compared to ICM A)?
Do you have a GP?
GP contact details:
Do you have a current medical certificate (HC2)?
Are you currently receiving hospital treatment?

## **boaztrust: Initial Contact Meeting**

If yes, which hospital?
Are you currently receiving any counselling or mental health treatment? (e.g. Freedom from Torture / Medical Foundation, Early Intervention Team, Roby)
Support from and contact with other agencies:
Do you receive a food parcel from Red Cross or anyone else? (if not, why not?)
Are you involved in any regular activities / volunteering opportunities? What / where?
3) Confidentiality and authority form
Explain the client our confidentiality policy: all information will be kept confidential as much as possible inside Boaz Trust, unless the caseworker thinks it is in your best interest to share something, or a situation of risk or emergency appears. Therefore we ask the client to:
<ul> <li>Agree with and sign a copy of Boaz Trust confidentiality policy</li> </ul>
<ul> <li>Sign an authority form to give permission to contact solicitor/GP/hospital/Home Office at time of moving in (only to be used in emergency situations if client is not present to give permission).</li> </ul>
4) Arrange date and time for moving
Complete the house move in checklist.
Notes / recommendations: