



Reflective Practice & Referrals

Educafe Team's reflections on our work, experiences and impact and any referrals made

This form aims to capture important insight and impact that takes place at Educafe Newbury. We kindly ask for all Educafe volunteers, local partners who visit and our team to feed in reflections and referrals made at Educafe. This helps us as an organisation to understand and learn from what takes place each week.

Instructions for completing this form:

Please use initials rather than spelling out full names of service users/visitors. This will help keep the data anonymised.

Name

First Name

Last Name

Date

Day Month Year

Reflections

Area, theme or type of reflection

Weekly cafe

Fundraising

Volunteers

Specific project (please state)

First visit

All of above/general

Other

Which area of Educafe does your reflection refer to?

Your reflection: About your experience, who you spoke to or met and any observations, feedback etc (If you prefer, you can record your reflection using the voice recorder below.)

Concerns or Safeguarding Issues - please describe any concerns or safeguarding issues.

Are any follow up actions required?

Referrals

Which organisations did you refer to or signpost?

Please provide a short description/profile of the individual and/or family you referred.

