**DELIVERY FORM**

**To make a delivery request please complete the form below for all items that you are requesting and email it to sstsp@baby-basics.org.uk**

Please include all extra info requested beside each item so we can process your request efficiently.

* Submitting a delivery request **does not guarantee delivery.**
* Please be aware that choosing **delivery may delay when the bed reaches the family.**
* The Beds for Babies: SSTS Project is not only about providing equipment, but it also aims to build trust between professionals and families, ensure safe use of equipment, and connect families with additional services.
* As a referring professional you are required to:
	+ Visit the family **within 10 working days of delivery**
	+ Confirm the bed is safely assembled and in use
	+ Support with any further needs as intended by the project

☐ **I confirm that I understand and agree to the above responsibilities as part of this referral. If confirmation box is not ticked, your request will not be processed.**

# REFERRAL INFORMATION

|  |  |
| --- | --- |
| Referrer Name  |   |
| Referral Organisation (and Team if applicable)  |   |
| Referrer Email  |   |
| Date Request Made  |   |
| Family Name  |   |
| Family Address (including Postcode)  |   |
| Family Phone Number  |   |

CONSENT**: If the consent boxes are not checked, your request will not be processed.**

☐ **The family agrees** to their name, contact details, and address being securely stored by Baby Basics and **shared with the third-party delivery company**.

☐ **The family consents** to the requested equipment being **delivered directly to their home** by the third-party delivery company, who will contact them via their mobile number to confirm the delivery.

**EQUIPMENT ORDER**

**Delivery is only available when large or bulky items, specifically beds, are part of the request.** If you are not requesting a bed, then mattresses or bedding bundles must be collected from your local Baby Bank.

Please pick the bed type(s) needed. Each bed **includes a mattress and appropriate bedding bundle** based on the child(ren)’s age.

|  |  |  |
| --- | --- | --- |
| **Bed Type (including ma5ress and bedding bundle)**   | **Quantity Need**  | **Age of Child(ren)**  |
| Cot  |  |  |
| Cot Bed  |  |  |
| Toddler Bed  |  |  |

If requesting extras on top of your bed order, please select from the items below.

|  |  |  |
| --- | --- | --- |
| **Equipment**  | **Quantity Need**  | **Age of Child(ren)**  |
| Cot Frame  |  |  |
| Cot Bed Frame  |  |  |
| Toddler Bed Frame  |  |  |

If requesting ‘special’ equipment, such as adaptive beds, bunk beds or a single mattress, please list items below along with justification.

|  |
| --- |
|  |

**JUSTIFICATION FOR DELIVERY**

Please select the reason(s) why delivery is required (tick all that apply):

 ☐ Delivering a bed is outside of your working practice

 ☐ Worker has a physical disability preventing collection

 ☐ You have a smart car, or mini or back seats cannot fold

 ☐ More than two beds need to be delivered to one family

 ☐ Delivery is to a high-rise building without a lift

 ☐ Baby Bank is closed

**To help us prioritise delivery requests, please provide further details about your chosen reason(s).** *We can only offer a limited number of deliveries each week. Be as specific as possible, clear justification improves the chance of delivery approval. Incomplete or unclear details may result in your request being denied.*

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|  |

# NEXT STEPS

You will receive an email confirming whether your delivery request has been approved or denied. If the request is denied, please submit a collection referral to your local Baby Bank.

Delivery attempts are limited. Please ensure the family you are working with:

* Understands the delivery process
* Is available to receive the item(s)
* Is aware they will be contacted via their mobile number with a confirmed delivery date

Note: If the family you are referring resides in **Gleadless, Goldthorpe, Mexborough or Swinton**, they are **eligible for additional support** through pilot site offers.

Please ensure you contact the relevant Family Hub to help the family access the full Beds for Babies offer.

***This is a new system that has been developed as part of the Beds for Babies: SSTS Project and will be reviewed in 3 months. In the mean me, we welcome your feedback.***