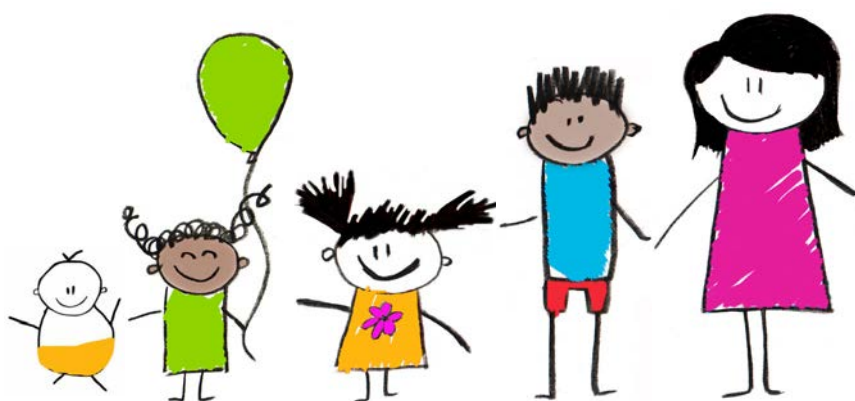


GETTING IT RIGHT FOR EVERY CHILD in AYRSHIRE

JUNE 2017
Version 1.0



**A guide to information sharing for
parents/carers in Ayrshire & Arran**

Introduction

In Ayrshire and Arran we are listening to and acting on parent's views. Because every child matters, we want to improve the way we work together for children and families so that you receive better quality services more easily and more quickly.

Your child is a unique individual. For us to deliver services that will make a positive difference to your child's wellbeing, health, education and social care, staff across Ayrshire may share information about your child. This information will allow us to understand your child's needs in the context of their family and community.

Your agreement to let us share information will help us to do this for your child.

How will this help?

- By preventing you having to repeat the same information to different professionals.
- By arranging well planned contacts for you and your child with the different professionals involved.
- By ensuring the information shared leads to a wellbeing assessment.
- By ensuring you and your child's views are recorded as part of an assessment.
- By recording any areas of disagreement and resolving these.
- By ensuring that you and your child (in accordance with their age – usually over 12 years – and level of understanding) receive copies of any assessment and resulting action plan.
- By ensuring any concerns about a child's safety are shared between appropriate agencies and professionals.
- By coordinating all services required to meet your child's needs.

- By the Team Around the Child (TAC) coordinating support.

What information about your child will we share?

Information gathered will be relevant to your child's needs and circumstances. This may include:

- Core information such as name, address and other professionals involved in your child's care.
- Details of known significant events in your child's life, such as birth, change of school, family bereavement etc.
- Information on people who are important to your child.
- Wellbeing information gathered during assessment of your child's needs;
- If your child requires social, educational or health care support, a team of professionals will assess your child's needs and develop a support plan for your child.
- The support plan records information about your child's needs including areas of strengths and areas of difficulty.

Who will information be shared with?

Your child's information will be shared with the people directly involved in their care and who have a genuine need to be informed.

How do we share information?

Your child's information may be shared on paper, verbally, on electronic information systems and on a multi-agency information sharing system, subject to consent, where appropriate by you and your child.

You can decide not to share your child's information

You have a choice about whether or not your child's information is shared in the ways described in this leaflet. If you or your child do not wish information to be shared you can refuse to give your consent.

You should, however be aware that refusing consent may result in delays in organising services and you may have to provide the same information repeatedly to different people.

Who gives consent?

For children over the age of 12, consent will usually be sought from the child. For children under 12, consideration will be given to their age and level of understanding.

Where a child does not understand the nature of consent and its consequences, consent will be sought from a parent, guardian or other person with parental rights.

When we may share information without your consent

If we consider that a child is at risk of harm, we can share their information without consent.

You have the right to request access to information held about your child. Subject access request can be made under section 7 of the Data Protection Act 1998.

Your child has the right to privacy and all staff involved in your child's care have a duty of confidentiality covered by

- The Data Protection Act 1998
- The Human Rights Act 1998
- Professional Codes of Conduct
- Common Law Duty of Confidentiality

To find out more:

<http://www.gov.scot/Topics/People/Young-People/gettingitright/information-sharing>

<http://www.girfec-ayrshire.co.uk/parents-carers/>

<https://www.cypcs.org.uk/>

This information can be made available, on request, in braille, large print or audio formats and can be translated into a range of languages. Contact details are provided below.

درخواست کرنے پر یہ معلومات تیار کیا جاسکتے ہیں اور اسے بڑے حروف یا آڈیو میں تبدیل کیا جاسکتا ہے اور اسے مختلف زبانوں میں ترجمہ بھی کیا جاسکتا ہے۔ رابطہ کی تفصیلات نیچے فراہم کی گئی ہیں۔

本信息可应要求提供盲文，大字印刷或音频格式，以及可翻译成多种语言。以下是详细联系方式。

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ਇਹ ਜਾਣਕਾਰੀ ਮੰਗ ਕੇ ਬਲ, ਵੱਡੇ ਅੱਖਰਾਂ ਅਤੇ ਸੁਣਨ ਵਾਲੇ ਰੂਪ ਵਿਚ ਵੀ ਲਈ ਜਾ ਸਕਦੀ ਹੈ, ਅਤੇ ਇਹਦਾ ਤਰਜਮਾ ਹੋਰ ਬੋਲੀਆਂ ਵਿਚ ਵੀ ਕਰਵਾਇਆ ਜਾ ਸਕਦਾ ਹੈ। ਸੰਪਰਕ ਕਰਨ ਲਈ ਜਾਣਕਾਰੀ ਹੇਠਾਂ ਦਿੱਤੀ ਗਈ ਹੈ।

Niniejsze informacje mogą zostać udostępnione na życzenie, w alfabecie Braille'a, w druku powiększonym lub w formacie audio oraz mogą zostać przetłumaczone na wiele języków obcych. Dane kontaktowe znajdują się poniżej.

Faodar am fiosrachadh seo fhaighinn, le iarrtas, ann am braille, clò mòr no clàr fuaim agus tha e comasach eadar-theangachadh gu grunn chànanan. Tha fiosrachadh gu h-ìosal mu bhith a' cur fios a-steach.