

## Introduction

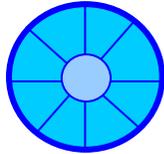
Sometimes things happen in your life which you can't deal with on your own. If this happens, you might need some help. For people to help you they need to know and share information about you.



This leaflet will help you understand more about why and how information is shared.

All Services in Forth Valley are committed to every child and young person being:

Safe  
Healthy  
Achieving  
Nurtured  
Active  
Respected  
Responsible  
Included



These are known as **Wellbeing Indicators**.

## Why does information need to be shared?

- To make sure the right people can give you the right kind of help
- To stop you being asked the same questions over and over again
- To keep you safe and healthy
- To help make your life better.

Sharing appropriate information at the right time improves outcomes for children and their families.

**Agencies will not share information unless they need to.**



## What information will be shared?

Every children, young person and family is different, and the information shared will vary.

Information shared will include:

- general information such as name, address and date of birth
- family background and circumstances
- the reasons you need help
- details of professionals involved in your life
- services you and your family receive.

## Who will this information be shared with?

Information may be shared with people directly involved with you.

It may also be shared with other agencies when trying to access help for your family.

This could include education and health services, as well as other professionals who work with children and young people.

## Who can give permission to share information?

In most cases young people over the age of 12 can normally give permission themselves. Some children under 12 can also give permission if they understand what this means, and in those cases we will ask them directly.

Some young people over 12 might not fully understand what consent means, so we will ask for permission from the person with legal authority to act on their behalf. This could be a parent, guardian or other person with parental rights.

We will also ask your parents or carers for permission to share information if you are under the age of 16 years.

## Can information be shared without your permission?

Information can be shared without your permission if you are at risk. If information is going to be shared without your permission, you will be told, unless it places you or other people at risk of harm.

## Access to information held about you

You have the right to ask for access to information held about you at any time from any Service who holds information about you.



## How do we store and share information?

Your child's information is held in paper and electronic form. Information may be shared in writing, verbally or via secure computer networks



## Named Person

Every child and young person has a Named Person. From birth until a child starts school this will be the **Health Visitor**. Once a child starts school, the named Person will be the **Head Teacher** of the school, or someone else nominated by the Head Teacher.



Your Named Person will help co-ordinate the sharing of any information about you.

## Any Questions?

If you have any queries regarding any part of this leaflet, please contact your Named Person, or an agency that can support you.

If you would like national Getting It Right For Every Child information in another language or format, please access the Scottish Government website by contacting:

[gettingitrightforeverychild@scotland.gsi.gov](mailto:gettingitrightforeverychild@scotland.gsi.gov)

Please then state the specific parts of the website information you would like translated, and into which language and format. If you require assistance with this, please contact any agency who is supporting your family, or contact your Named Person.

# Information sharing between Services for Children and Young People

*A guide for children and young people*



getting  
it right  
for every child  
in Forth Valley