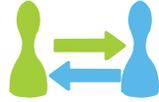


## Introduction

Sometimes things will happen in your family, or your child's life, which you can't deal with on your own. If this happens, you might need some help.

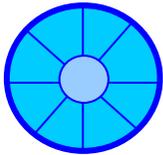
For people to help you they need to know and share information about you and your family.



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**.

Every child and young person will have a **Named Person** who is central to organising any responses required for children and young people.

## Why do we need to share information?

Sharing appropriate information at the right time improves outcomes for children and their families. It helps to:

- make sure the right people can give your family the right kind of help
- stop you being asked the same questions over and over again
- keep your child safe and to improve family life.



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 and your child need help
- details of professionals involved in your family's life
- services you and your family receive.

## Who will this information be shared with?

Information may be shared with people directly involved with your family. 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 the person with parental responsibility or legal authority to act on children's behalf will be consulted when information is being shared.

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 children 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 for your permission to share information if your child is under the age of 16 years.

## Can information be shared without your permission?

Information can be shared without your permission if you or your child 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 your child

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



## 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.

## Find Out More...

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

If you would like national Getting It Right For Every Child information in another language or format, please contact:

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

State the 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 Parents and Carers

*A guide for parents and carers*



getting  
it right  
for every child  
in Forth Valley