

Your Rights

At any time you or your child have the right to refuse to have information shared. However, this may cause delays in getting services organised and means that you or your child could be asked for the same information repeatedly by different people.

You have the right to request access to information held about your child.

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



Contacts

Named Person:

Lead Professional:

Further contacts

Child Law Centre
(0800 328 8970)

Family Law Centre
(0131 667 6333)

**If you require this leaflet in a different format,
please contact your child's Named Person
or Lead Professional.**



**getting
it right**
for every child

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In Ayrshire



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

Introduction

In Ayrshire & 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 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 an 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 as far as possible
- 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 co-ordinating all services required to meet your child's needs

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
- Integrated assessment information, this includes information that will be 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.

In most circumstances you will be asked for your consent to share this information. Where there is a concern about harm to your child's wellbeing people do not have to seek your consent before sharing information.

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.

Who gives consent?

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

Where a child is over 12 but does not have the capacity to make an informed decision, consent will be sought from the person with legal authority to act on the child's behalf. This could be a parent, guardian or other person with parental rights.

You can decide not to share your child's information

If you do not wish this information to be shared in the way described in this leaflet, make this clear to your child's Named Person or Lead Professional.

Very sensitive information may not be shared in some circumstances.

If we feel that a child's wellbeing is at risk, we can share their information without consent, enabling us to act in the best interest of the child to improve their wellbeing and outcomes.