

North Lanarkshire Council

Report

Education and Families Committee

approval noting

Ref DB/GMcL

Date 19/05/20

GIRFEC Update

From Gerard McLaughlin, Head of Education, (North), Education and Families

Email mclaughling@northlan.gov.uk **Telephone** 01236 812269

Executive Summary

Getting it Right for Every Child (GIRFEC) is the national policy framework for supporting children and their families in Scotland. GIRFEC processes have existed in North Lanarkshire for over 10 years, but the formation of the Education and Families Service required the redevelopment of existing GIRFEC pathways to fit with revised operating arrangements.

This report seeks approval for the implementation of the refreshed GIRFEC pathway. This pathway is built on the recognition that most children have all their needs met by their immediate families or carers and core universal services. It does however encompass multi-professional arrangements to ensure identification, assessment, planning and implementation of interventions are in place for those children and young people who need more assistance. This is based on a model of early intervention ensuring that the right services are provided at the right time, set within current legislative boundaries of information sharing.

Education and Families is providing continued care and support to vulnerable children and families during COVID-19 underpinned by GIRFEC principles and processes.

Recommendations

It is recommended that the Education and Families Committee:

- (1) Note the content of this report,
- (2) Note the progress of the GIRFEC refresh,
- (3) Agree the Education and Families refreshed GIRFEC planning pathway and delivery of staff development required to embed practice, set within the context of safe information sharing.
- (4) Note procedures followed by Education and Families during the COVID-19 period for vulnerable children and families in the categories identified by the Scottish Government.
- (5) Note that a subsequent review will take place in September 2020 in line with updated Covid-19 arrangements.

The Plan for North Lanarkshire

Priority	Improve the health and wellbeing of our communities
Ambition statement	(7) Enhance collaborative working to maximise support and ensure all our children and young people are included, supported, and safe

1. Background

- 1.1 Getting it Right for Every Child is the National approach in Scotland designed to improve outcomes and support the wellbeing of all children and young people by offering the right help at the right time from the right people for any child or young person who needs it. Previous reports on the ASN Review and the Mental Health, Wellbeing and Resilience Delivery Plan reference GIRFEC pathways as the means by which children, young people and their families receive the supports they need.
- 1.2 Most children and young people get the support and help they need from parent(s), wider family and local community in partnership with universal services like health and education. When extra support is needed the GIRFEC approach aims to make it easy to access that support seamlessly, keeping the child at the centre of all planning and actions.
- 1.3 GIRFEC starts with the universal services of health and education available to all and focusses on early intervention, support and advice, building support around children rather than approaches based on referring on.
- 1.4 GIRFEC is underpinned by certain principles.
- Child focused with children and their families at the centre of decision making with support available to them
 - Centred around the wellbeing of children and young people within their communities
 - Based on identifying and addressing needs (including developmental needs) early to ensure the right support is implemented and later difficulties avoided
 - Focused on joined-up working with services working in a coordinated way alongside families to meet needs and improve wellbeing
 - Focused on intervention approaches based on clearly planned outcomes
- 1.5 In North Lanarkshire we have been embedding the GIRFEC approach for a number of years and practice continues to develop as we sharpen our vision to get it right for all of our children. Development of the new Education and Families Service, in addition to developments around the provision of ASN supports and Mental Health, Wellbeing and Resilience of our children and young people, required the redevelopment of the existing GIRFEC pathways.
- 1.6 A key element of GIRFEC is the wellbeing indicators. These are based on every child being safe, healthy, achieving, nurtured, active, respected, responsible and included. Wellbeing is described by these eight indicators to help make sure that a common understanding exists of what wellbeing means. It is everyone's responsibility to work together to promote, support and safeguard the wellbeing of all children and young people and allows progress to be measured against these wellbeing indicators.
- 1.7 The GIRFEC approach ensures every pupil has a dedicated adult in school, called their named person, who they can talk to and ask for help, advice or support. Their

named person is usually their pupil support/pastoral support teacher. GIRFEC ensures children and young people get consistent and effective support for their wellbeing wherever they live or learn.

1.8 Local Authorities are required to provide continued care and support for vulnerable children during the COVID-19 context. Scottish Government guidance issued to education staff on 26 March 2020 defines vulnerability as:

1. Those on the child protection register, those who are looked after, and those on the edge of care.
2. Children and young people affected by poverty and deprivation, including those who are eligible for Free School Meals.
3. Children and young people who have complex additional support needs.

Existing child protection and GIRFEC processes provide a vehicle through which care and support for vulnerable children and families can be provided.

2. Report

2.1 GIRFEC Pathway for Planning and Support

- 2.1.1 The Scottish Government believe that the National GIRFEC policy is already delivering benefits and they have committed to an upcoming refresh of the GIRFEC policy and practice guidance. North Lanarkshire continues to strengthen planning and assessment around wellbeing. Key to this is working in partnership.
- 2.1.2 As part of the GIRFEC refresh and the creation of Education and Families. The NLC staged approach to planning contained within *Policy into Practice 2* has been realigned. A new planning document, *GIRFEC Pathway for Planning and Support for Education and Families*, now reflects three stages of support – Universal, Additional and Intensive. This document is Appendix 1 to this report.
- 2.1.3 This refresh builds on and develops existing planning for children with the intention of improving the integration of services. Planning for children follows GIRFEC principles of early identification and early interventions using the GIRFEC core components (core record, single agency and integrated assessments and child's plan). These core components remain at the heart of what we do to improve outcomes for children and young people.
- 2.1.4 As part of the work to update and refresh the GIRFEC Pathway for Planning and Support, consultation took place e.g. a multi-agency consultation session at the Health and Wellbeing Conference on the 1st October 2019, and focus groups with a range of practitioners. The updated pathway and proposed accompanying workforce development was also endorsed at the Improving Children's Services Group and the Improving Relationships Group.
- 2.1.5 The pathway is based around three levels of intervention to enable appropriate supports to be provided for children and young people. Within the universal stage, intervention is provided from the core provision of the services which are available to all children for example, NHS health visiting and schools. Additional supports can then be introduced, for example, from third sector agencies, to reinforce the universal service, which may provide additional intervention. At intensive level, interventions

would be integrated and tailored to the young person with input from more than one service, for example Education, Social Work, Health and third sector. At this level, services are provided through a multi-agency team (the child's network of support) with a lead professional. The network of support should integrate the assessment and chronology to inform the child's plan and the lead professional coordinates the delivery of the plan. The lead professional acts as a coordinator rather than a manager. It is crucial to the multi-agency nature of this work that the management arrangements in each agency are respected but the work around each child's plan is coordinated.

- 2.1.6 A key element within the pathway is the multi-agency planning groups that decide on the level of service that each child will receive. Currently within schools, the HART (Health and Wellbeing Resource Team) is used to support assessment and planning; in the preschool age group, MAST (Multi-agency Support Team) takes on the same function.
- 2.1.7 A full multiagency review of MAST has been undertaken. The findings highlighted a number of strengths. It recommended that a process which captured the positive work being done to support the wellbeing of the unborn baby and its mother should remain for this highly vulnerable group. For preschool children it was identified that there was not the same level of need to support planning through a MAST, as robust networks of support had been developed over time. It was agreed that the Named Person and Lead Professional would lead on multi agency GIRFEC meetings to support child's planning and this will be able to be supported by the GIRFEC Pathway for Planning and Support.
- 2.1.8 Within Education and Families a review of HART has taken place, with its value as a process which supports early intervention and improved outcomes for children being highlighted. Key strengths identified include the partnership and multiagency planning and signposting through the HART forum.
- 2.1.9 Work will continue with partners to realign the HART process with current changes to service delivery (i.e. empowering clusters work and the review of the Additional Support Needs Review). The changes to HART and MAST along with the cluster work will further strengthen the GIRFEC planning pathway.
- 2.1.10 The role of the named person has been part of the GIRFEC developments in North Lanarkshire for some years. In this context the named person is a first point of contact available to families and not in any way forced upon them. A health visitor or promoted member of staff in the school will be available to all children and families if they need to consider additional support services. As we know that most children do not require such supports it is envisaged that this service will be used by a minority of families. All of this will be governed by the information sharing guidance found in Appendix 2.

2.2 **Workforce development**

- 2.2.1 The pathway will be used as a route to assessment and planning for all children and young people. It will provide a shared understanding of processes and language between practitioners, families and young people. Staff should be supported to develop good practice in relation to using the GIRFEC core components within the pathway, to support and improve the wellbeing of all children and young people. Everyone has a shared responsibility to promote a child's wellbeing, however named persons and lead professionals have a key role in supporting planning for those

children who need it and coordinating the delivery of a child's plan by the team round the child.

- 2.2.2 In order to aid implementation, a multi-agency GIRFEC workforce development programme has been developed to assist with the pathway refresh. This will include training to Education and Families Cluster Chairs and Cluster Improvement and Integration Leads.

2.3 **Information Sharing**

- 2.3.1 GIRFEC requires that all assessment and planning sits within the legal framework of Information Sharing. There is draft Information Sharing guidance currently agreed by the Lanarkshire Data Sharing Partnership Board available for all staff (see Appendix 2).
- 2.3.2 This interim guidance will be revised once full guidance is provide by the ICO and Scottish Government around information sharing and GIRFEC.

2.4 **Health and Wellbeing for Pupils**

- 2.4.1 Wellbeing of children and young people is the key measure for the success of the GIRFEC approach and the implementation of a culture and ethos of nurture within our schools and establishments remains key to meeting the wellbeing needs of all children and particularly those most vulnerable. Schools and establishments continue to adopt a self-evaluation approach to further embedding nurture as part of an improving schools agenda.
- 2.4.2 The range of health and wellbeing (HWB) interventions incorporated within the Scottish Attainment Challenge model align with staged intervention and GIRFEC planning pathways and are aimed at providing a holistic approach to meeting the health and wellbeing needs of children and young people affected by poverty to enable enhanced engagement with learning.
- 2.4.3 The 'Healthy Schools' online resource created by the Health Promotion Team in NHS Lanarkshire provides nurseries and primary schools with a planning, delivery and evaluation framework for the full health and wellbeing (HWB) curriculum. It brings together all of the Health and Wellbeing Experiences and Outcomes into groups and aligns them with the SHANARRI wellbeing indicators: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.
- 2.4.4 In partnership with NHS, the development of the Healthy Schools framework has now been extended to include Third and Fourth Level. New material has been piloted in secondary schools and the online resource will be launched in August 2020.
- 2.4.5 The COVID-19 pandemic has illustrated the need to have resilient staff and processes to continue to meet the needs of children and young people, when faced with significant and unforeseen challenges. North Lanarkshire is committed to ensuring that our children and young people continue to be provided with HWB learning experiences. The contagious nature of COVID-19 requires a new approach to ensuring continuity in learning with increased use of digital learning platforms. We are contributing to health and wellbeing by providing support within key areas i.e. Early Years, children/young people, families and practitioners.

- 2.4.6 A HWB Folder has been established in the NL Learning Continuity Resources and is currently being populated with learning activities and advice and support for teachers and parents. In addition, identified Educational Psychologists, Additional Support Managers and Research Development Officers are providing materials to support children's health and wellbeing focusing on areas such as anxiety. Included in this section is specific advice for parents/carers who have children with Additional Support Needs e.g. Social Stories.
- 2.4.7 Communication has been sent to our Health and Wellbeing Champions to promote these resources within schools and to encourage colleagues to join the NL Learning Continuity Resource Team. The North Lanarkshire website has a page dedicated to providing 'Advice for Parents/Carers', <https://www.northlanarkshire.gov.uk/index.aspx?articleid=34931>
- 2.4.8 Learning together home resources, advice for parents and carers are also available on NL social media platforms e.g. @nlc_health, and support for staff can be found in NL Life, in the section Workwell NL.
- 2.4.9 The support package will continue to evolve in response to the changing climate and needs of service users within the GIRFEC pathway.

2.5 Child Protection and Vulnerable Families - Response of Education & Families during the COVID-19 period.

- 2.5.1 Education and Families is providing continued care and support to vulnerable children and families during COVID-19. Our current GIRFEC and Child Protection pathways have continued to be used during the school closures; responsibilities remain the same in relation to child protection and vulnerable children

2.6 Vulnerable Children and families

- 2.6.1 Staff are prioritising continued care and support for vulnerable pupils during the period of school closure. The named person and lead professional continue to operate a coordinating role and all other services continue to find creative ways to support the team around the child model. Head Teachers, Head of Centers and senior officers are maintaining weekly contact with vulnerable families and partner agencies (e.g. Social Work, Educational Psychology, Community Learning and Development or Health) who may be supporting the family. Staff continue to undertake assessment and planning using the GIRFEC core components and appropriate interventions are planned with partner agencies.

2.6.2 Child Protection

The Child Protection pathway sits separate to GIRFEC but is also integrated within it. The National Guidance for Child Protection in Scotland (Scottish Government 2014) states:

"Where children and families are particularly vulnerable and/or have complex needs, services must work together to take a collective and coordinated approach within the Getting it Right for Every Child framework".

2.6.3 Child protection is located within the wider context of meeting families and children's needs through GIRFEC. Children and young people who are at risk of significant harm will be supported through the multi-agency Child Protection procedures currently in place in North Lanarkshire which are based on the Scottish Government Child Protection guidance. The implementation of the new GIRFEC pathway will strengthen the position of vulnerable children and continue to keep them safe.

2.6.4 **Child Protection during COVID-19**

During school closures, responsibilities remain the same in relation to child protection and looked after/accommodated/vulnerable children. North Lanarkshire's child and adult protection procedures and guidance and the national child protection guidance remain relevant

If there is an immediate child protection concern then police or social work should be contacted without delay. The CP Development Officer is available by phone or email to offer advice. Multi-agency processes are critical and continue, with multi-agency meetings being held by tele or video conference. This includes Initial Referral Discussions, Child Protection Case Conferences and MARAC (Multi-Agency Risk Assessment Conference) which focuses on our most vulnerable families with respect to domestic abuse. All of this illustrates the strength and adaptability of current processes in dealing with extreme and unexpected circumstances.

2.6.5 **Community Hubs**

There are 10 community hubs across North Lanarkshire which are for children of parents who are key workers and vulnerable families who require additional support. The hubs offer extended wrap around care for children from birth to 16 years. All children attending the community hubs are monitored and supported appropriately. Community Learning have also volunteered for Community Resilience roles. Education staff will continue to work closely with multi-agency colleagues in particular Social Work in order to support our vulnerable children and families.

2.6.6 **Children and young people affected by poverty and deprivation, including those who are eligible for Free School Meals.**

"The Scottish Government expects that local authorities and schools will continue to provide for children and young people, including those in ELC, who are eligible to receive free school meals even when they are unable to attend school as a result of the COVID-19 outbreak".

In North Lanarkshire the following provision has been made for children who are entitled to Free School Meals. This includes children who receive the universal provision in P1 to P3.

Pupils attending the Community Hubs receive a meal/packed lunch. Pupils with specific needs have been directly supported and our pupils attending Social Emotional Behavioural Needs (SEBN) provisions are now in receipt of a hamper with a supply of food for 4 weeks. The hampers were sent out to pupils from Willowbank, Portland & Fallside (including Community Alternatives).

A new payment system has now been set up for pupils who receive free school meals. It started on Friday 27 March and will run throughout the current health crisis. Parents and carers of pupils who receive free school meals will be sent a message twice a

week from North Lanarkshire Council. It will include a voucher code for £10 (total of £20 per child per week). The message will be sent either as a text message to a mobile phone, by email or as a printed copy if individuals don't have internet access. This system is supported by a helpline.

2.6.7 Digital learning

The Scottish Government announced on 28th April 2020 this policy which highlights the digital gap that exists i.e. young people who have devices and those who don't. Education and Families has initiated planning to ensure that as many of our young people as possible have access to devices, internet connectivity and consistently high quality digital learning experiences. This planning will continue to be developed as we move into recovery of education, supporting the learning experience of our young people and developing digital skills of staff. Developments will be built on innovative practices demonstrated across the council.

2.6.8 Additional Support Needs

In North Lanarkshire, three Additional Support Needs schools are currently open and available to provide support for children with complex additional support needs and who are the children of key workers or identified as particularly vulnerable.

Families with children with complex additional support needs are firstly supported to be in their homes, but identified or self-referred families who require further support for their children with complex additional support needs are offered a programme of support that includes time in school. This is risk assessed and with appropriate plans in place to mitigate against identified risks.

3. Equality and Diversity

- 3.1 The GIRFEC pathway is designed to facilitate planning for children that will allow the provision of appropriate services when they are needed. This will assist in addressing issues of poverty experienced by families and the poverty related attainment gap. As such this pathway will assist in meeting the authority's Fairer Scotland Duty.
- 3.2 Equality Impact Assessment
Getting it Right for Every Child will be a positive step towards greater equality for children and young people using our services. As such, the delivery of this plan will support the wider equality agenda.

4. Implications

- 4.1 Financial Impact
 - 4.1.1 As highlighted above the Service has introduced a number of specific measures to support vulnerable children. These activities include an alternate FSM voucher system and the establishment of Schools Hubs.
 - 4.1.2 The school meal voucher system will cost a maximum of £0.367m per week based on 18,371 pupils. Funding to support the FSM programme will be aggregated from the Food Fund, Service underspends and unused grant in areas such as Early Years Expansion, PEF and SAC.

- 4.1.3 The full cost and funding package will be reported in future Service monitoring reports. In respect of the School Hubs the majority of activity can be supported from existing Service budgets. There will be requirement for some staff to incur overtime payments, similarly these costs will be reported through the normal budget monitoring process.
- 4.1.4 It is anticipated the majority of costs that will be incurred by the Education and Families Service for the establishment and running of the School Hubs can be funded from within existing resources.
- 4.2 HR/Policy/Legislative Impact
The delivery of this plan will meet our legislative requirements in the broad areas of responsibilities to ASL, equalities, disability and Children and Young People (Scotland) Act. The implementation of the pathway will require staff development already discussed but will have no other HR implications.
- 4.3 Environmental Impact
The improvement of the health and wellbeing of children makes a key contribution to the environment of North Lanarkshire.
- 4.4 Risk Impact
Developing and delivering GIRFEC will improve outcomes for children and young people and should reduce risk of poor mental health and wellbeing in the future.
-

5. Measures of success

- 5.1 A knowledgeable workforce delivering GIRFEC which will result in improvement in school attendance, wellbeing of children and young people and attainment.

There should be a reduction in the number of children and young people being excluded, seeking support from CAMHS, seeking specialist ASN provision and in seeking out of authority provision.

6. Supporting documents

- 6.1 Appendix 1 – GIRFEC pathway for planning and support
- 6.2 Appendix 2 – Interim information sharing guidance for staff



Gerard McLaughlin
Head of Education (North)

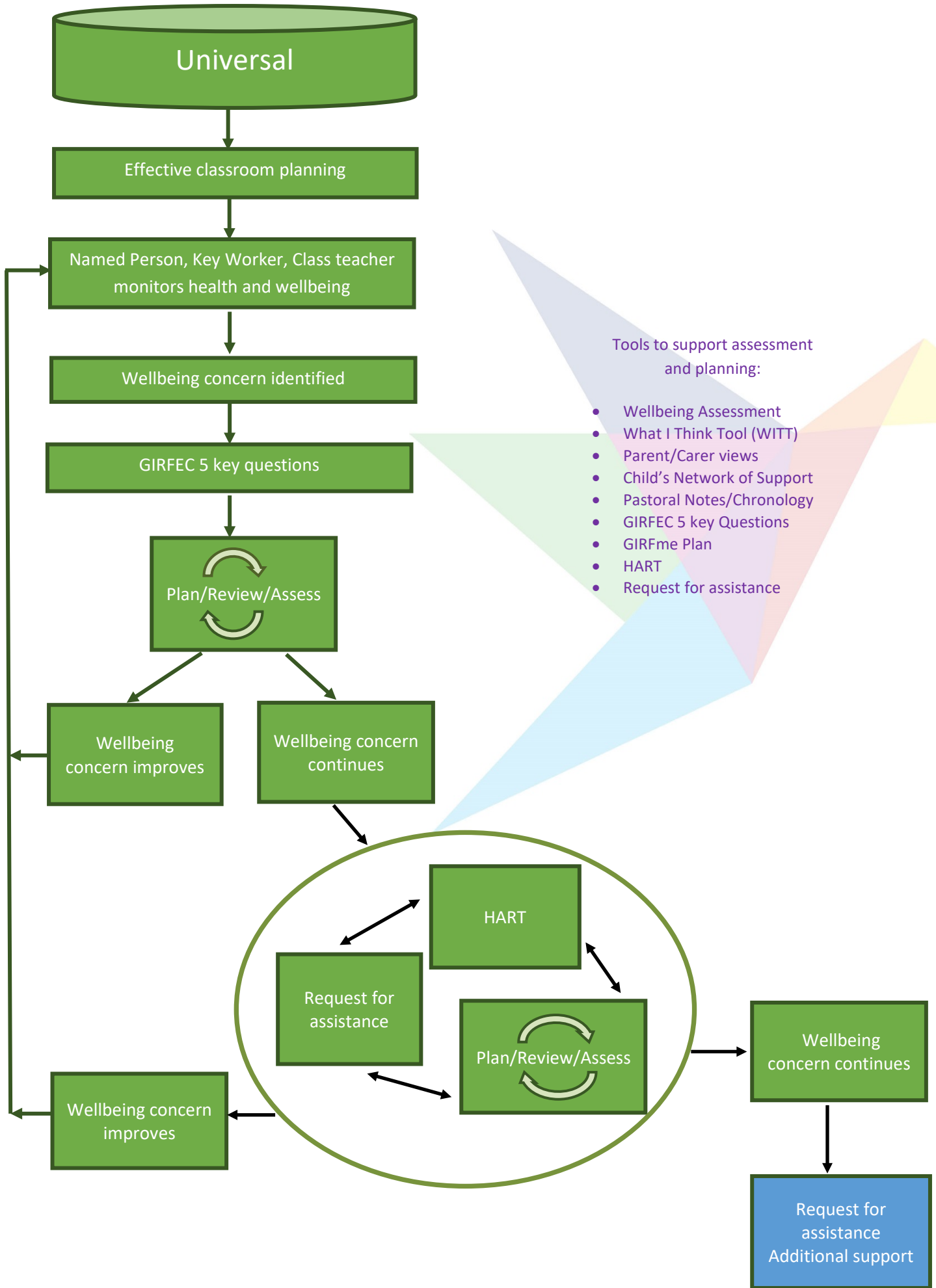


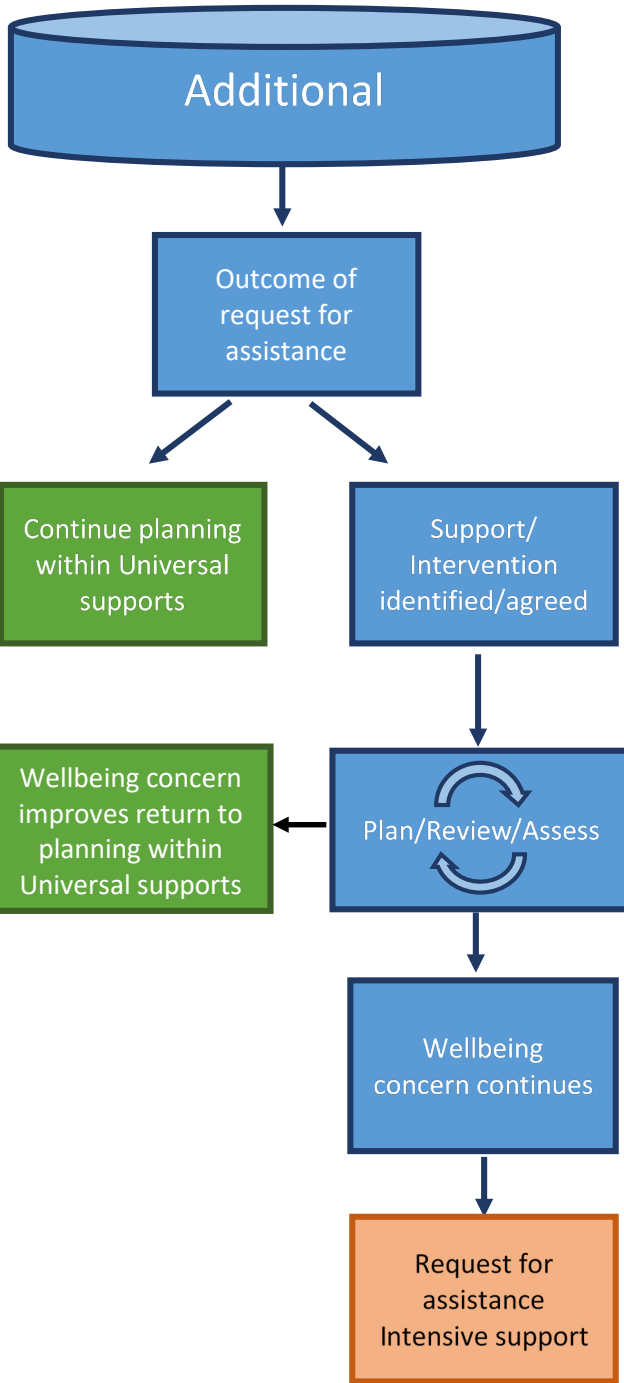
getting
it right
for every child
in North Lanarkshire

GIRFEC Pathway for
Planning and Support

Education and Families
March 2020

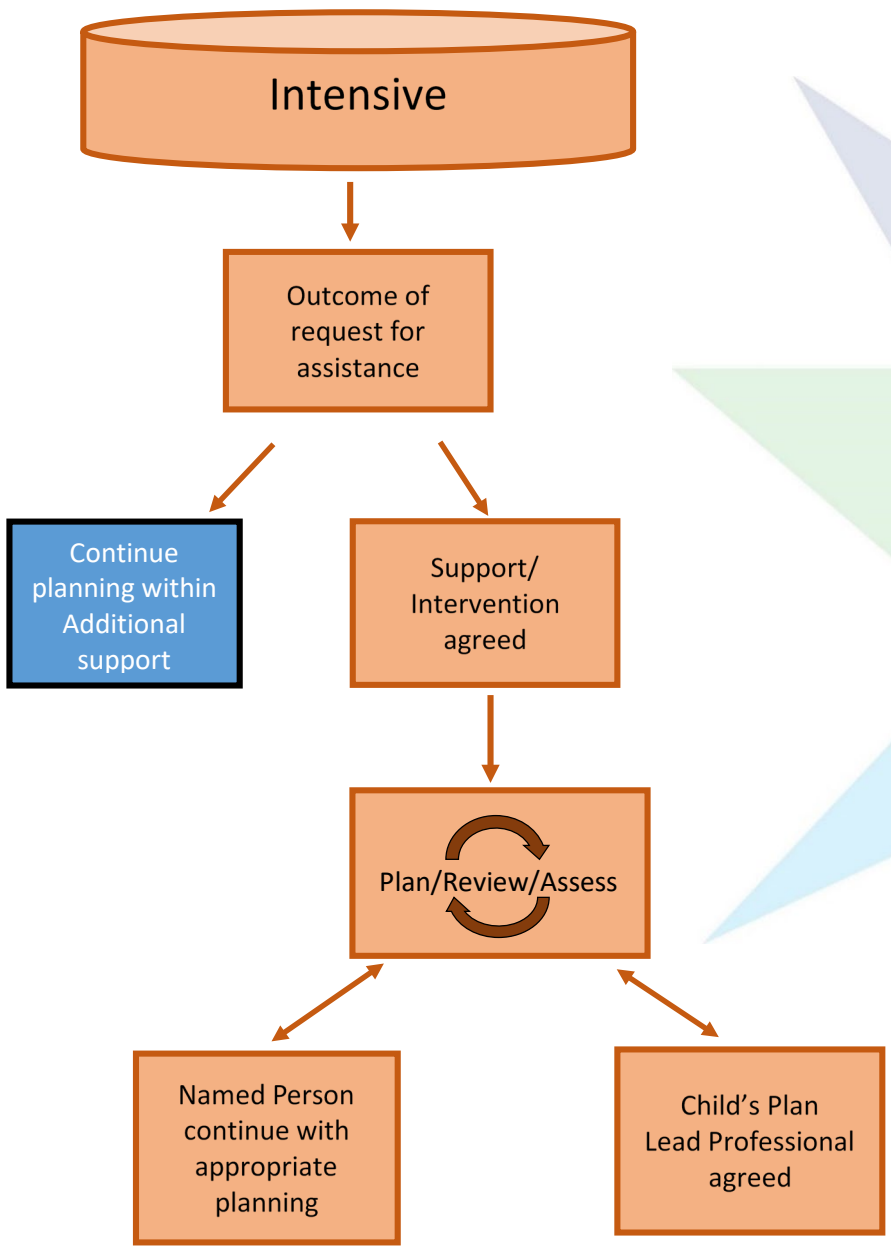






Tools to support assessment and planning:

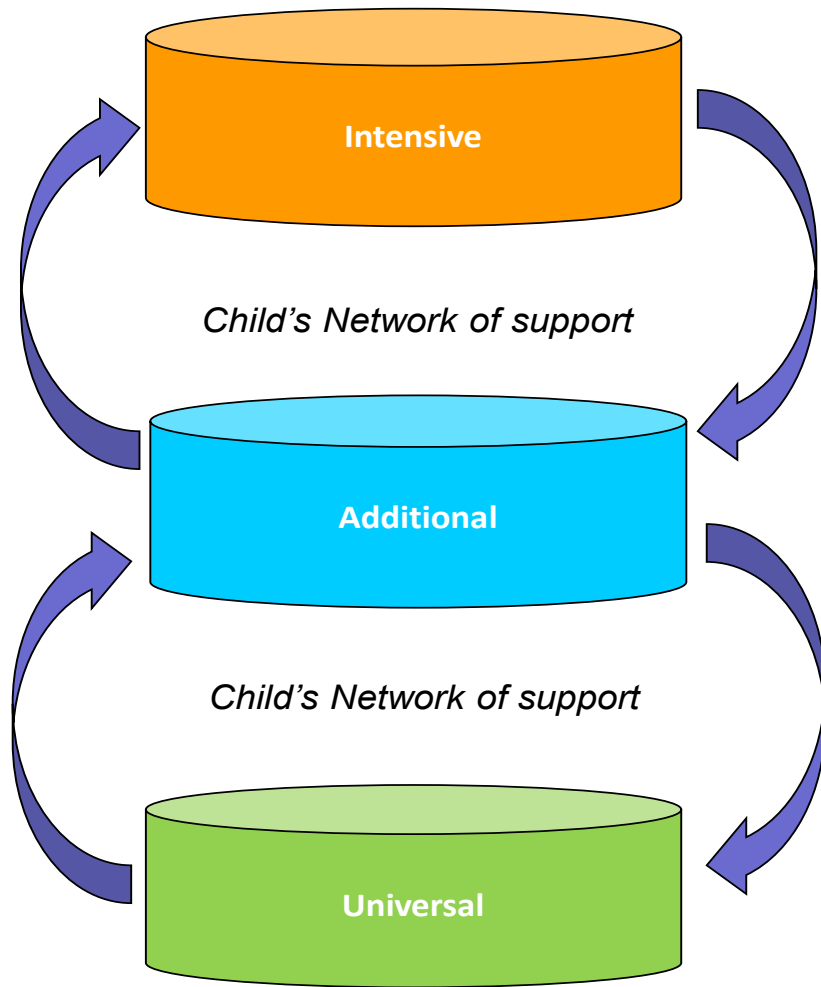
- My World Triangle assessment
- Resilience Matrix
- What I Think Tool (WITT)
- Parent/Carer views
- Child's Network of Support
- Pastoral Notes/Chronology single, integrated as appropriate
- GIRFEC 5 key Questions
- GIRFme, CSP, Health Care Plan
- Child's Plan/Lead professional
- Request for assistance



Tools to support assessment and planning:

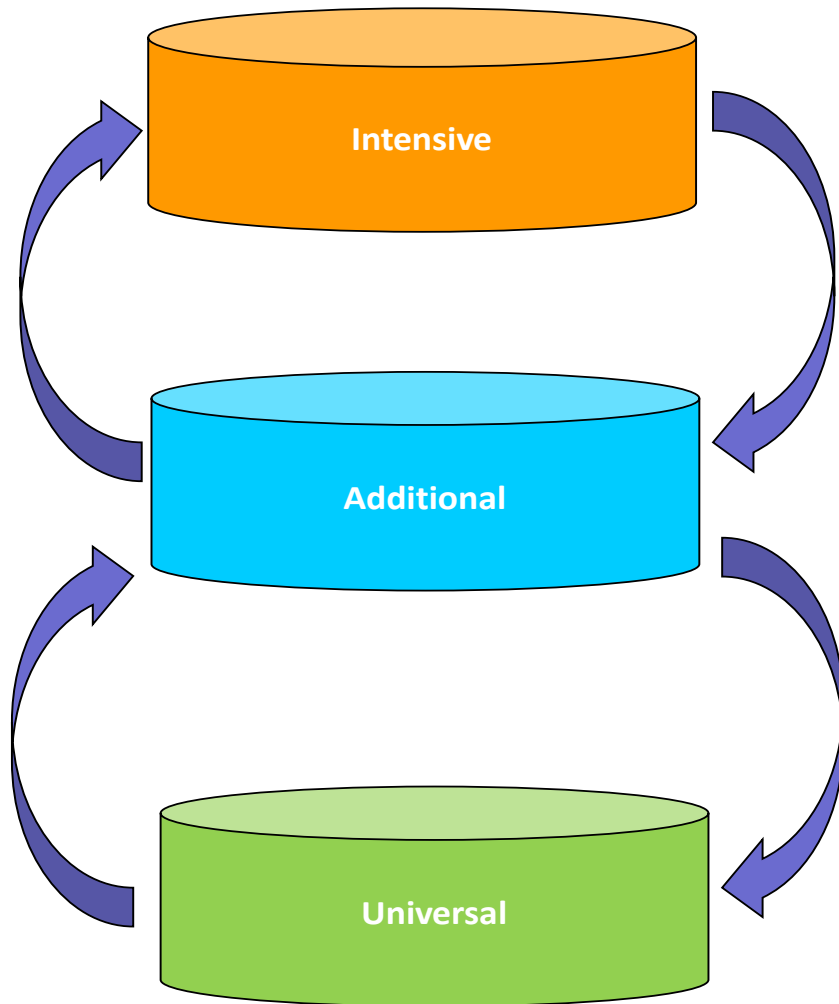
- Integrated Assessment
- Resilience Matrix
- Integrated Chronology
- What I Think Tool (WITT)
- Parent/Carer views
- Child's Network of Support
- GIRFEC 5 key Questions
- Child's Plan, GIRFme, CSP, Health Care Plan
- Lead Professional

GIRFEC pathway for planning and support (Core Components)



- *Child's Plan, Lead Professional*
 - *Co-ordinated Support Plan (CSP)*
 - *Getting It Right For Me Plan*
 - *Integrated Assessment*
 - *Integrated Chronology*
 - *What I Think Tool*
 - *Named Person*
- *Request for Assistance*
 - *Child's Plan, Lead Professional*
 - *Co-ordinated Support Plan (CSP)*
 - *Getting It Right For Me Plan*
 - *Chronology (Single/Integrated as appropriate)*
 - *My World Triangle Assessment*
 - *What I Think Tool*
 - *Named Person*
- *HART*
 - *Request for Assistance (within education and to partner agencies)*
 - *Named Person*
 - *Getting It Right For Me Plan*
 - *Single Agency Chronology*
 - *What I Think Tool (WITT), GIRFEC APP*
 - *Wellbeing Assessment*
 - *Classroom Planning*

GIRFEC pathway for planning and support (Interventions)



- *Further resources accessed by JCG*
- *ASN school / ASN base*
- *Bespoke packages/flexible support - Virtual School*
- *Package of support (coordinated/ intensive)*
- *Additional resources from within area*
- *In reach/outreach from ASN sector*
- *Consultancy, interventions - Social Work*
- *Planning support - Virtual School*
- *Partnership working – Psychological Services, Health, 3rd Sector, Skills Development Scotland, etc.*
- *Directory of supports*
- *Advice, sign posting, low level intervention –Social Work*
- *Advice, staff training, pupil support - 3rd Sector*
- *Advice, resources, staff training - Health staff*
- *Advice, signposting, website - Virtual School*
- *Consultancy, training - Educational Psychology*
- *In-house school resources, supports*
- *Nurturing environment*
- *Robust classroom planning*
- *High quality learning and teaching*
- *Curriculum rationale*

GIRFEC Pathway Guidance

1. Child Protection

If at any time a child/young person is considered to be at risk of significant harm, existing Child Protection processes and guidance should be followed.

<https://www.northlanarkshire.gov.uk/index.aspx?articleid=10132>

(link to National Child Protection Guidance)

2. Named Person

Within North Lanarkshire, every child has an identified Named Person who will help to ensure that a child or young person's needs are fully supported.

From birth to primary school entry: Health Visitor or Family Nurse.

Primary School: In most cases, the Named Person will be the Head Teacher or Depute Head Teacher

Secondary school: Principal Teacher usually from the Pupil Support department or a Depute Head Teacher.

The Named Person has a responsibility to help promote, safeguard and support a child or young person's wellbeing. Wellbeing is defined within the eight indicators, safe, healthy, achieving, nurtured, active, respected, responsible and included.

The Named Person is also responsible for co-ordinating the assessment of wellbeing and supporting planning to address identified concerns or need.

3. Children/Young People and their Parents / Carers

Every child and young person has the right to have their voice heard and professionals should listen to what they think and feel in order for plans to be effective.

Children and young people should be encouraged and supported to express and record their own views about their well-being, what help they might need and what they would like to change (What I think tool/ Wellbeing Web).

Parents/carers can often provide valuable information and their views should also be taken into account.

Practitioners should speak to children and young people and their families, provided it does not put the child's wellbeing at further risk, to discuss with them what information they would like to share, for what purpose and with whom.

The views of the child or young person and parent/carer are considered as part of the decision by all practitioners when deciding to share or not to share the information.

4. Wellbeing assessment

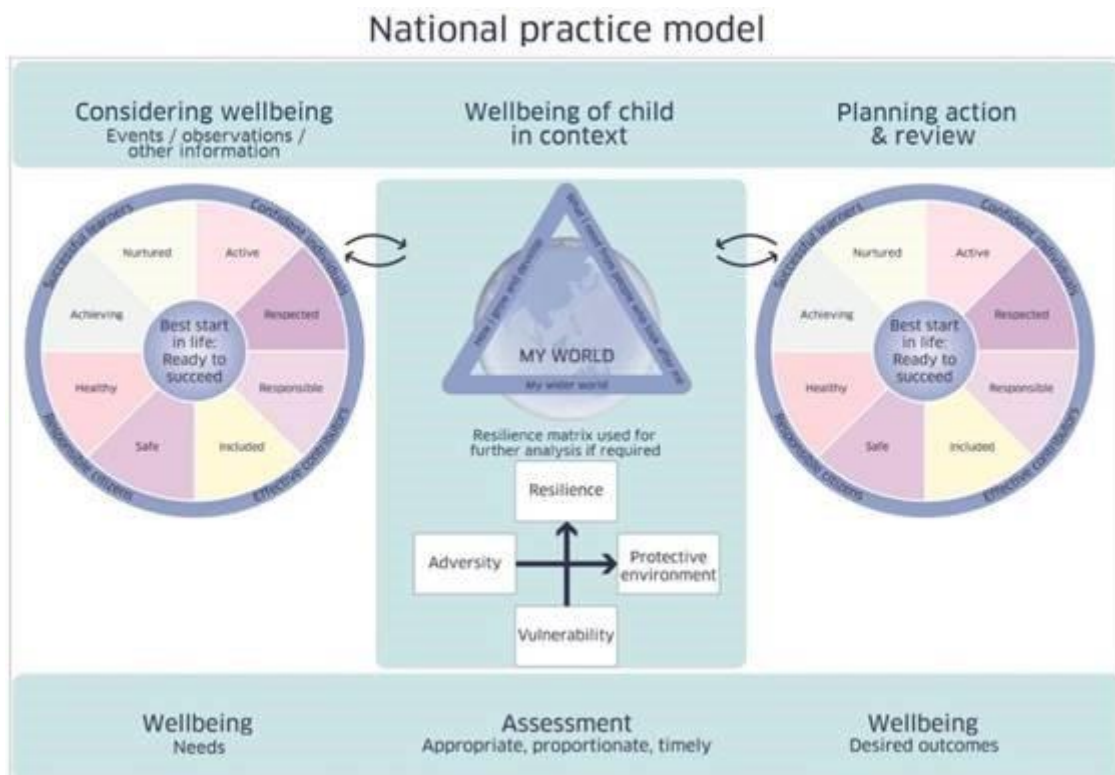
In line with the national practice model of GIRFEC, the questions below should be asked to help inform how to support a child or young person.

GIRFEC 5 key questions:

- What's getting in the way of this child or young person's wellbeing?
- Do I have all the information I need to help this child or young person?
- What can I do now to help this child or young person?
- What can my agency do to help this child or young person?
- What additional help, if any, may be needed from others?

There are three main tools to help practitioners answer the key questions:

1. The wellbeing indicators
2. The My World Assessment Triangle
3. The Resilience Matrix



5. Planning

GIRFEC ensures that everyone is working to a single planning framework and that a Child's Plan is available whenever a child or young person needs one.

Child's Plan

When a wellbeing assessment identifies that a child or young person might need support, appropriate planning should be put in place. Currently health use their single agency Wellbeing plan and education their Getting it right for me plan (GIRFme plan) to support planning and improve outcomes for children and young people. These plans are overseen by named persons in health or education and can contribute to a fully developed Child's Plan when required.

The 'What I think tool' is used at this stage to seek the views of the child or young person. A single agency chronology can be used to help track and monitor wellbeing.

The Named Person is responsible for co-ordinating, monitoring and reviewing planning as well as ensuring that the supports in place are meeting the needs of the child or young person.

On some occasions the child's Network of Support may suggest, following an integrated assessment that a Child's Plan should be prepared and a Lead Professional identified to manage the multiagency Child's Plan.

Coordinated Support Plan

Additional Support for Learning (Scotland) Act 2004, 2009 states that where coordination of support (provided by at least one agency other than education) for a child or young person is required to enable them to access learning, and that support is likely to last for a year or more, then a Coordinated Support Plan (CSP) should be considered for the child and put in place if the criteria is met.

The CSP is a legal document and guidance on its use can be found in Policy into Practice 2, appendix 2 (Management Circular C4) and should be referred to in any Child's plan.

Health Care Plan

For children and young people with complex health care needs, colleagues in health provide a Health Care Plan for education staff when the child or young person is in nursery or school. The Health Care Plan can only be written by health staff and should be referred to in any Child's Plan.

6. Health and Wellbeing Resource Team (HART)

The HART is the multiagency support team with a focus on early intervention and prevention. The team reviews information about a child or young person for whom further analysis of their wellbeing is required to support the planning process. It is usually co-ordinated by the depute head teacher with responsibility for pupil support, who will provide information about the process to parents and young people. In their role as Named Person, a principal teacher of pupil support may request assistance from the HART.

Prior to requesting assistance from the HART the following should be completed:

- assessment and analysis of wellbeing
- the views of the child or young person
- evidence of planning
- chronology when appropriate

The child or young person and parents should be made aware prior to the HART meeting what information is likely to be shared, the purpose of sharing and with whom the information is likely to be shared. The views of the child or young person and parents should be recorded.

Core Membership

Head Teacher/Depute Head Teacher, Named Person (Principal Teacher Pupil Support), Educational Psychologist, Social Worker, School Nurse, Home School Partnership Officer and Additional Support Manager. Other partners may be invited as and when required such as Police or a representative from Housing.

Frequency of meetings

HART meetings will generally be held on a regular basis, every 4 to 6 weeks. (Frequency will be dependent on the specific needs of the school population.)

Outcomes from the HART may include:

- Additional information, advice, signposting to enhance planning
- Request for Assistance to seek support from other agencies

These outcomes are subject to an ongoing cycle of assessment and review with the child or young person and their family to ensure that planning continues to be appropriate and effective.

The operation of the HART takes place in the context of the guiding principle on the basis that earlier intervention for children and young people with wellbeing concerns can be a significant factor in preventing the development of more complex and entrenched difficulties.

Whilst discussion at HART may not necessarily result in direct service delivery from one or more agency, the value of consultation and advice from professional colleagues is well demonstrated and can lead to more focused planning and support.

7. Multiagency working

Request for Assistance is an agreed format which should be used to ask for help for a child from health, social work, education, The Children's Reporter, adult services or the third sector. The aim is that this will improve the consistency and quality of information used to take decisions about what help children or young people may need and to establish a focus on improving outcomes for children and young people.

Prior to a Request for Assistance being made the Named Person or Lead Professional should ensure the following information is collated:

- Views of the Child/Young Person
- Evidence of planning (e.g. GIRFme plan, Child's Plan)
- Chronology

Where the development of a child's wellbeing depends on a network of support who bring shared skills and expertise, the Integrated Assessment and Child's Plan should be used. The purpose is for all relevant information to be pulled together into one format allowing all participants, including children/young people and their parent/carers to fully understand decisions and plans and to contribute to regular reviews of progress.

The network of support will consider the level of planning for the child and if a Child's Plan is deemed appropriate a Lead Professional will be identified to manage the Child's Plan.

The Lead Professional will:

- make sure the child and their family understand what is happening so that they can all be involved in all the decisions that affect the child
- will co-ordinate the plan and check whether all the things that people said they would do are being done
- ensure the information in the Child's Plan is accurate and up-to-date and is being shared with the child and all the people involved in the Child's Plan
- ensure that the plan is regularly reviewed to make sure it is continuing to support the child's needs.

8. Information Sharing

GIRFEC is about making sure children, young people and their families get the help they need, when they need it. So when staff from different agencies are working together to support planning for a child or young person, they may need to share information.

Staff should be mindful of General Data Protection Regulations 2018, the United Nations Convention on Human Rights (UNCHR) and the Data Protection Act 2018 when considering what information to share. Information should always be proportionate, up to date and relate directly to the wellbeing needs of the child or young person when seeking support, advice or resources.

Staff should usually inform parents, carers and in some cases children and young people that they intend to share information about the child or the family, so that outcomes for the child or young person can be improved.

Staff will **not inform** a parent or carer if there is **a risk to the child or young person** (i.e. that discussing with the parent or carer what is being shared may put the child or young person at greater risk) usually in child protection cases.

Staff should explain to parents, carers, children and young people **what** information is to be shared, with **whom** and **why** the information is being shared and what hopes to be achieved by sharing the information?

Information sharing decisions should be recorded within the child/young person's record. A brief overview is contained in the next section of this document.

Full interim guidelines produced by the Lanarkshire Data Sharing Partnership Board '*Interim Information Sharing Guidance for practitioners working with Children, young people and families in North Lanarkshire*' can be downloaded from www.girfecinnl.com

Summary Interim Information Sharing Guidance for practitioners working with children, young people and families in North Lanarkshire [not NHS staff]

Context

The Scottish Government remains fully committed to Getting it right for every child as the way to support and promote children and young people's wellbeing. Appropriate sharing of relevant and proportionate information is a vital part of making the right support available to families at the earliest opportunity and prevents a need from becoming more acute and difficult to meet.

It is important that we are open and transparent and make people aware that we will share information to ensure that they or their child gets the right help at the right time in order to improve wellbeing. As we move away from seeking explicit consent, it is crucial that existing good practice developing positive relationships with parents is maintained and strengthened. The age of capacity for children in Scotland is 12 years of age, and as such they should be included in decisions that affect them from this age unless they lack capacity to do so.

It is also important that we **accurately record** our decisions to share information. This will always include why we want to share the information and the expected outcomes (the purpose); what specific information will be shared and who it will be shared with.

Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately. Relevant personal information can be shared lawfully if it is to keep a child or individual at risk, safe from neglect or physical, emotional or mental harm; or if it is protecting their physical, mental or emotional wellbeing.

Public Task is a condition of GDPR which will usually be used as the lawful basis for sharing. This allows us to share information as part of the functions and duties we perform to support children, young people and their families to improve their wellbeing and improve outcomes. At times we may need to share information about family life where this is crucial to access support that improves wellbeing or meets outcomes for the child. If this information is **not** crucial to achieve the purpose of sharing, then you cannot share as you would be in breach of European Convention on Human Rights (ECHR) Article 8- the right to a private family life.

Child/Adult Protection guidelines should always be followed where you consider the individual to be at significant risk of harm.

Skilled practitioners are in the best position to use their professional judgment about when to share information with colleagues within the same organisation, as well as those working within other organisations, in order to provide effective early help to promote wellbeing and to keep children safe from harm.

The following guidance has been developed to support you when considering what to share.

Important points to remember: -

- The individual should be given a copy of Appendix A: **Privacy Notice - Sharing your information, for children, young people and families**
- If you have detailed which information you are going to share, and for what purpose, it does not give you the power to share that personal information for a completely different purpose. Nor does it give you the power to share any additional personal information at a later stage. If either situation arises, a discussion must take place with the individual before any further sharing takes place
- Each time the '**purpose of sharing information**' changes a discussion must take place with the individual before any further sharing takes place. e.g. If your **purpose** of sharing is '*to inform decision making at multiagency review meeting, identifying support required and monitoring progress*'. A fresh discussion must be had with the individual before a Request for Assistance to CAMHS can be made to '*access support to improve emotional/mental wellbeing*' with the information to be shared discussed and recorded in the child or young person's pastoral notes/chronology/records.

Points to consider when deciding whether to share information: -

- What is the **purpose of sharing** and what do you hope the **outcome** will be for the child/young person or family?
- What are the **risks** if you don't share the information?
- What **specific information** are you intending to share e.g. assessment information, planning documents, progress reports, attendance etc.? Take time to fully consider this aspect and **record** each piece of information that you decide to share in the child or young person's pastoral notes/chronology/records
- Is the information to be shared **accurate and up to date**? You must distinguish between personal data which is **fact** from that which is **opinion**. Any historical data should be clearly marked as such and should only be included if it has specific relevance to the **purpose of sharing**
- Is it **proportionate and relevant**? You should only share enough information to allow you to achieve the desired outcome for the child, young person or family. Avoid sharing excessive or irrelevant information about people.
- Who you want to **share** this information with?

If, in your professional judgment, the benefits of sharing information outweigh the risks then you can go ahead and share. Contact should be made with the individuals concerned and arrangements made to discuss your intentions **prior** to sharing. You must discuss everything you are going to share; what, with whom and the purpose. If you chose not to share, you should record your decision in pastoral notes/ child or young person's records.

Full interim information sharing guidance can be downloaded from www.girfecinnl.com

Appendix A

Privacy Notice - Sharing your information, for children, young people and families.



Introduction

From time to time some children, young people or families may need help from other Council services or organisations to help them improve their wellbeing. To ensure that you or your child gets the right help, at the right time, we may need to share some of your information.

Partners work together to ensure that the services you receive are of good quality, effective and are delivered to meet your individual needs.

We will always tell you what information is to be shared, why it needs to be shared and who it is going to be shared with.

If anything changes with your circumstances or if we need to share additional information we will discuss this with you before we share it.

Using your personal information

In line with the General Data Protection Regulation (GDPR) we have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as Education and Families.

The Council has a legal obligation to deliver effective education services to children, young people and adult learners in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

The Council is a “controller” of the personal information you provide when enrolling for a nursery or school, applying for an education service or participating in groups or activities provided by Education and Families.

How do we share information?

We may share your information either through face to face discussions, over the telephone, by text, letter or email.

Information we collect from you about you and your child

We may ask for the following information:

- yours and your child’s name, address, date of birth, gender and your family contact details
- information about medical conditions, additional support needs, religion, ethnicity and other any information you may wish to provide about your family circumstances.

We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information when there are changes to your circumstances.

Why do we need this information?

- to keep children and young people safe and to provide appropriate pastoral care to support health and wellbeing of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to allow us to process Education Maintenance Allowance (EMA) applications
- to make appropriate transport arrangements for children and young people
- to process placing requests
- to improve the wellbeing of children, young people or families by requesting help from other Council services or organisations
- to help us develop and improve education services provided for children and young people
- In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

Your rights

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object.

For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from your school.

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.

Data Protection Officer

Civic Centre,

Windmillhill Street,

Motherwell ML1 1AB

or by email to

AITeam@northlan.gov.uk





getting
it right
for every child
in North Lanarkshire



getting
it right
for every child
in North Lanarkshire

Information Sharing
Summary Interim Guidance

Education and Families
December 2019



Summary Interim Information Sharing Guidance for practitioners working with children, young people and families in North Lanarkshire [not NHS staff]

Context

The Scottish Government remains fully committed to Getting it right for every child as the way to support and promote children and young people's wellbeing. Appropriate sharing of relevant and proportionate information is a vital part of making the right support available to families at the earliest opportunity and prevents a need from becoming more acute and difficult to meet.

It is important that we are open and transparent and make people aware that we will share information to ensure that they or their child gets the right help at the right time in order to improve wellbeing. As we move away from seeking explicit consent, it is crucial that existing good practice developing positive relationships with parents is maintained and strengthened. The age of capacity for children in Scotland is 12 years of age, and as such they should be included in decisions that affect them from this age unless they lack capacity to do so.

It is also important that we accurately record our decisions to share information. This will always include why we want to share the information and the expected outcomes (the purpose); what specific information will be shared and who it will be shared with.

Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately. Relevant personal information can be shared lawfully if it is to keep a child or individual at risk, safe from neglect or physical, emotional or mental harm; or if it is protecting their physical, mental or emotional wellbeing.

Public Task is a condition of GDPR which will usually be used as the lawful basis for sharing. This allows us to share information as part of the functions and duties we perform to support children, young people and their families to improve their wellbeing and improve outcomes. At times we may need to share information about family life where this is crucial to access support that improves wellbeing or meets outcomes for the child. If this information is **not** crucial to achieve the purpose of sharing, then you cannot share as you would be in breach of European Convention on Human Rights (ECHR) Article 8- the right to a private family life.

Child/Adult Protection guidelines should always be followed where you consider the individual to be at significant risk of harm.

Skilled practitioners are in the best position to use their professional judgment about when to share information with colleagues within the same organisation, as well as those working within other organisations, in order to provide effective early help to promote wellbeing and to keep children safe from harm.

The following guidance has been developed to support you when considering what to share.

Important points to remember: -

- The individual should be given a copy of Appendix A: **Privacy Notice - Sharing your information, for children, young people and families**
- If you have detailed which information you are going to share, and for what purpose, it does not give you the power to share that personal information for a completely different purpose. Nor does it give you the power to share any additional personal information at a later stage. If either situation arises, a discussion must take place with the individual before any further sharing takes place
- Each time the '**purpose of sharing information**' changes a discussion must take place with the individual before any further sharing takes place. e.g. If your **purpose** of sharing is '*to inform decision making at multiagency review meeting, identifying support required and monitoring progress*'. A fresh discussion must be had with the individual before a Request for Assistance to CAMHS can be made to '*access support to improve emotional/mental wellbeing*' with the information to be shared discussed and recorded in the child or young person's pastoral notes/chronology/records.

Points to consider when deciding whether to share information: -

- What is the **purpose of sharing** and what do you hope the **outcome** will be for the child/young person or family?
- What are the **risks** if you don't share the information?
- What **specific information** are you intending to share e.g. assessment information, planning documents, progress reports, attendance etc.? Take time to fully consider this aspect and **record** each piece of information that you decide to share in the child or young person's pastoral notes/chronology/records
- Is the information to be shared **accurate and up to date**? You must distinguish between personal data which is **fact** from that which is **opinion**. Any historical data should be clearly marked as such and should only be included if it has specific relevance to the **purpose of sharing**
- Is it **proportionate and relevant**? You should only share enough information to allow you to achieve the desired outcome for the child, young person or family. Avoid sharing excessive or irrelevant information about people.
- Who do you want to **share** this information with?

If, in your professional judgment, the benefits of sharing information outweigh the risks then you can go ahead and share. Contact should be made with the individuals concerned and arrangements made to discuss your intentions **prior** to sharing. You must discuss everything you are going to share; what, with whom and the purpose. If you chose not to share, you should record your decision in pastoral notes/ child or young person's records.

Full interim information sharing guidance can be downloaded from www.girfecinnl.com

Appendix A

Privacy Notice - Sharing your information, for children, young people and families.



Introduction

From time to time some children, young people or families may need help from other Council services or organisations to help them improve their wellbeing. To ensure that you or your child gets the right help, at the right time, we may need to share some of your information.

Partners work together to ensure that the services you receive are of good quality, effective and are delivered to meet your individual needs.

We will always tell you what information is to be shared, why it needs to be shared and who it is going to be shared with.

If anything changes with your circumstances or if we need to share additional information we will discuss this with you before we share it.

Using your personal information

In line with the General Data Protection Regulation (GDPR) we have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as Education and Families.

The Council has a legal obligation to deliver effective education services to children, young people and adult learners in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

The Council is a “controller” of the personal information you provide when enrolling for a nursery or school, applying for an education service or participating in groups or activities provided by Education and Families.

How do we share information?

We may share your information either through face to face discussions, over the telephone, by text, letter or email.

Information we collect from you about you and your child

We may ask for the following information:

- yours and your child’s name, address, date of birth, gender and your family contact details
- information about medical conditions, additional support needs, religion, ethnicity and other any information you may wish to provide about your family circumstances.

We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information when there are changes to your circumstances.

Why do we need this information?

- to keep children and young people safe and to provide appropriate pastoral care to support health and wellbeing of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to allow us to process Education Maintenance Allowance (EMA) applications
- to make appropriate transport arrangements for children and young people
- to process placing requests
- to improve the wellbeing of children, young people or families by requesting help from other Council services or organisations
- to help us develop and improve education services provided for children and young people
- In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

Your rights

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object.

For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from your school.

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.

Data Protection Officer

Civic Centre,

Windmillhill Street,

Motherwell ML1 1AB

or by email to

AITeam@northlan.gov.uk





getting
it right
for every child
in North Lanarkshire