

Information Sharing, Confidentiality and Consent

A Guide for Parents and Carers in Inverclyde



This leaflet is for all parents and carers living in Inverclyde. It has been provided by the Inverclyde GIRFEC Strategic Group / Child Protection Committee (ICPC) and adapted from material provided by Perth and

What is this leaflet about?

This leaflet is about information sharing. It will help you understand what we do with information about you and your child and how we share certain information about with other people or organisations.

The person giving you this leaflet will explain it to you and will make sure you understand it. It is important that you understand this leaflet.

Why have I been given this leaflet?

This information leaflet has been given to you because there is a worry or concern about the wellbeing of your child. We want to make sure you and your child get the help you need. We want to make sure you and your child get the help you need, when you need it. We also want to make sure you get the right help, at the right time.

This leaflet has also been given to you because people working with you and your child need to know more about you and your family. These workers need to keep information about you and your child. Sometimes they have to share that information with other people to keep your child safe. This leaflet tells you a bit more about how they do that.

Sharing my information

What information do you need to know about me and my child?

People working with you and your child need information about you and your child if they are to provide you with the help you need to keep your child safe. .

They need to know things like your child's name; age and date of birth; where he/she lives and who he/she lives with; what school he/she goes to; what he/she likes and dislikes; how well he/she is and his/her medical history; and if he/she is safe. There may be other things they need to know, other things they will ask you.

What will you do with that information?

People working with you and your child will need to ask some questions. The information will be used to help you and your child. They will normally write down what you tell them. This will stop you having to repeat it again and again to other people.

They will keep this information on a computer and in a paper file. This information will be kept safe and secure at all times. **Sometimes they will need to share this information with other people working with you.** *This sentence is not in parents leaflet but in c/yp, there is no reason for it not to be. MMK*

Why do you need to share that information?

Sometimes, people working with you and your child will need to share information with other people or other organisations. This is to make sure you and your child get the help and support you need quickly. Information is only shared with other people when there is a need to share it.

What information will be shared?

People working with you and your child will only share information about you and your child when they have to. They will only share this information with other people who can help you.

They will share information about your and your child, where you live and who you live with, important people in your child's life and any other information which is considered to be relevant to getting you and your child the help you need. Some of this information will be included in reports and assessments of you and your child.

Who will you share information with?

People working with you – Teachers; Nurses; Midwives; Health Visitors; Doctors; Social Workers; Police Officers; Psychologists; Psychiatrists; Children's Reporters will share information with each other only if they need to.

How will you share information about me?

People working with you and your child will share information by speaking to each other face to face or on the telephone. Sometimes they will share information about you and your child at meetings. Sometimes you and/or your child might be at these meetings. Sometimes they will write to each other or provide a report on you and your child. It varies.

Confidentiality

Will my information be kept confidential?

Yes. Personal information about you and your child is confidential and will be kept safe on a computer or in a file. You have a right to know about the information they keep about you and your child and what they do with it.

Do people working with me and my child have to keep my information confidential?

Yes. Normally they will keep information about you and your child private and to themselves. This is called confidentiality.

If people working with you and your child are worried or concerned about the wellbeing of your child, they will have to share information about you and your child with other people or organisations. They do this to make sure you and your child get the help you need, when you need it and to keep your child safe. They will only share information about you and your child that they need to.

Normally they will tell you why they need to share information about you and your child; what information they will share about you and your child and who they will share information with.

It is important that you understand this and people working with you will tell you more about this.

Consent

In Scotland, children and young people over the age of 12 years are presumed to have sufficient understanding and capacity to give consent to information sharing, assessment and treatment.

This means that children and young people over the age of 12, who have the capacity, can be involved in the decision making and can consent to information sharing in their own right.

On some occasions, children younger than 12 years of age can also be given these rights, subject to their age, development, capacity and level of understanding.

Do you need my consent to share information about me and my child?

If people working with you and your child are worried or concerned about the wellbeing of your child then they do not need to seek your consent to share information about you and your child. They have a duty to keep your child safe. To do that, they will need to share information about you and your child with other people.

Normally they will tell you why they need to share information about you and your child; what information they will share about you and your child and who they will share information with.

If people working with you and your child are **not worried or concerned** about the wellbeing of your child, then they will not share information about you and your child, without asking you first. This is called consent.

If people working with you and your child ask you to give your consent, they will explain to you why they need your consent. It is important that you fully understand what you are being asked to do and that you give your consent freely. People working with you will tell you more about this.

If your child is old enough and has the capacity to understand, people working with you and your child will also ask them and seek their consent too.

Can I refuse to give you consent?

Yes. If people working with you ask you and your child ask you to give your consent, they will explain to you why they need your consent. It is important that you fully understand what you are being asked to do and that you give your consent freely. People working with you will tell you more about this.

If there is some information you do not want to share with other people, then you should talk to the people working with you and your child and tell them why. If you do not give your consent, this could cause a delay in getting you the help you need.

Remember, if people working with you and your child are worried or concerned about your child's wellbeing, they can share information with other people without permission. If your child has capacity, then he/she has rights too and can consent or refuse to information about them being shared.

It is important that you understand this and people working with you will tell you more about this.

Working Together

What are my rights as a parent/carer?

It is always better if we work with you and your child together. Where we are worried or concerned about the wellbeing of your child, we will share information with other people to ensure you and your child, get the help you need. We have a duty to do this and to keep your child safe.

Where we are **not worried or concerned** about the wellbeing of your child, we will not share information about you and your child, we will not share information about you and your child, without asking you, and if appropriate, your child first.

Where we do seek your consent, we will ensure that it is fully explained to you, that you fully understand what is being asked and that you give your consent freely.

Where there is some information you want to share and some information you so not want to share, it is important that you tell us beforehand.

You have the right:

- *to know what information we hold about you and your child;*
- *to have access to the information we hold about you and your child;*
- *to know how we are storing that information about you and your child;*
- *to know how we are using that information about you and your child;*
- *to know who we are sharing that information about you and your child with;*
- *to know why we are sharing that information about you and child;*
- *to withdraw your consent to us sharing information about you and your child; and*
- *to complain if you think information we hold about you and your child is not accurate or is being improperly used.*

Further information and advice

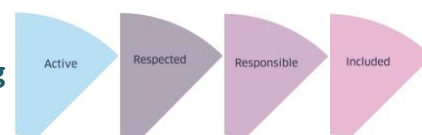
getting it right
for every child
in Inverclyde

Inverclyde Children's Rights and Information Officer Inverclyde Health and Social Care Partnership (HSCP) Hector McNeil House, 7-8 Clyde Square, GREENOCK PA15 1NB	 01475 715365  @CROInverclyde
Inverclyde Child Protection Committee (ICPC) HSCP 7-8 Clyde Square, GREENOCK PA15 1NB	 01475 715365
Children 1st	 0131 446 2300
ChildLine	 0800 1111
Who Cares? Scotland National Office, 5 Oswald Street, GLASGOW G1 4QR	 01475 715365  enquiries@whocaresScotland.org  www.whocaresScotland.org
Scotland's Commissioner for Children and Young People 85 Holyrood Road, EDINBURGH EH8 8AU	 0131 558 3733  scotland@ico.org.uk  www.sccyp.org.uk
Govan Law Centre 18-20 Orkney Street, GLASGOW G51 2BZ	 0141 440 2503  m@govanlc.com  www.govanlc.com
Information Commissioner's Office Scotland 45 Melville Street, EDINBURGH EH3 7HL	 0131 244 9001  scotland@ico.gov.uk  www.ico.gov.uk

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on **01475 717171**



www.inverclyde.gov.uk
www.inverclyde.childprotection.org



Consent Form

(please tick as apply) which explains how information about my child and myself is used.

- I give my consent** to the sharing of personal information about my child and myself for the purposes explained to me.
- I give restricted consent** to the sharing of personal information about my child and myself for the purposes explained to me.
- I do not give my consent** to the sharing of personal information about my child and myself for the purposes explained to me and I understand that this may limit any assessment and therefore our ability to identify appropriate supports. These restrictions have been explained to me.

I have read this leaflet

I have not read this leaflet

Please specify what restricted consent is, to whom, and for what purpose:

Signed:

Date:

Status: (if not client) e.g. carer, parent, representative, power of attorney, guardian

Child/Young Person's Name:

