**Information sharing and consent**

**For the provision of services under S.17 Children Act 1989 (Children in Need)**

**Information sharing**

Information about you and your family is confidential and will not normally be shared with other agencies without your consent. However, in order to provide your child(ren) and your family with the appropriate support; a social worker will need to carry out a child and family assessment. In order to do so, we will need to gather information from and share information relating to your child(ren) with other agencies.

In certain circumstances we may need to share information about you or your family without your consent, such as where we have concerns about a child being at risk of significant harm. Where possible, we will let you know that we have done this and we will process your data to meet with our statutory duties.

**Recording of Information and Access to Records**

Herefordshire’s Children’s Wellbeing Directorate need to collect, record and use information about you and your family in order to be able to work effectively and to deliver our services. We collect and process this information in accordance with the Data Protection Act (2018) and have a duty to ensure that any information we hold is kept securely and is used for the purposes that it is intended. We also have a duty for information stored to be adequate, relevant and not excessive; to be accurate and kept up-to-date and for the information not to be held longer than necessary.

Your relevant personal information will be held in an electronic file. This information may be in the form of correspondence, reports and records of our work with you. Your records are accessible by any worker, manager and senior managers within Herefordshire’s Children’s Well-being Directorate, although they can only access records where they have a legitimate reason for doing so. The Herefordshire’s Children’s Wellbeing Directorate Privacy Notice can be found on the privacy section of our website at <https://www.herefordshire.gov.uk>

You have a number of rights under data protection law including the right to request access to the records we hold about you at any time. For information about your rights under data protection law please see our website.

**Provision of child in need services**

If the assessment identifies support needs in relation to your child(ren), a multi-agency Child in Need (CIN) support plan may be offered to you under Section 17 of the Children Act 1989. This support is only provided in agreement with yourself/selves. However, for this to be effective, we will require your consent for ongoing information sharing with relevant agencies.

**CONSENT FORM**

***(One form to be completed per parent with parental responsibility/carer/significant adult in household)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of parent/carer** |  | **Has parental responsibility?** | **Yes No** |
| **Name of child** |  | **Date Of birth** |  |
| **Name of child** |  | **Date Of birth** |  |
| **Name of child** |  | **Date Of birth** |  |
| **Name of child** |  | **Date Of birth** |  |
| **Address** |  | | |
| **Postcode** |  | | |

**☐ I agree to the Child and Family Assessment taking place and for information about my child(ren) to be gathered and shared with the following agencies. Please tick box if you agree.** E.g. Local authority, police, education, health, GP, child & adolescent mental health services and other services with which your child is engaged.

**☐ I agree to the Child and Family Assessment taking place and for information about myself to be gathered and shared with the following agencies. Please tick box if you agree.** E.g. Local authority, police, health, GP, mental health services and other services with which you are engaged.

|  |  |  |
| --- | --- | --- |
| **Agency** | **Consent given to gather information from** (tick) | **Consent given to share information with** (tick) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**☐ I give consent for Herefordshire’s Children’s Wellbeing Directorate to provide support services under a child in need plan.**

|  |  |
| --- | --- |
| **Parent/carer name** |  |
| **Signature** |  |
| **Date** |  |