**Guidance: Consent to disclose addresses/contact numbers within Viability and Special Guardianship assessments**

**Guidance for Social Workers:**

When you undertake any assessment of an extended family member and **always** when you do a Viability Assessment or a Special Guardianship Report, (SGO) you must check with the families/individuals that they consent to their contact details appearing on the reports or assessment that will be produced in court and therefore seen by the birth family. The family/individual who is being assessed has the right not to give consent for their address/ contact details to appear on the viability assessment or the SGO report. Where an individual or family give consent, in order to evidence that you have discussed consent you are required to:

* Record the detail of your discussion on the child’s ICS record
* Ensure that the family/individual sign the consent form (available via ICS ) and if consent is not given, record why not
* Copy the signed consent form, give the family a copy and scan a copy into the child’s ICS record in the legal section

**Guidance for Team Managers:**

Record on the child’s file in the supervision record that the social worker is aware of the need to obtain consent.

When you quality assure the completed assessment/report for court you should check

* that there are signed consent forms in place, and
* that the report does not disclose any personal contact information that the family/individual have not agreed to

**Good practice**

Social workers should always share their completed reports with the family being assessed prior to submission to court.

**Consent for addresses/contact numbers to be available within assessments or reports**

We are currently assessing you and your family to be potential long term carers for

………………………………………………………………………………………………(child’s name)

Part of this will involve the social worker preparing reports for the courts. We need to know from you whether the social worker can include your address and telephone contact details in their reports. Note these are available to the court and will be seen by the birth family.

Please read and sign below:

I agree that **my address** can appear in any reports that the birth family will see

Signed……………………………………………………………………………dated……………….

I agree that **my phone numbers** can appear in any reports that the birth family will see

Signed…………………………………………………………………………..dated……………….

I do not give my consent for my personal details to appear on the reports.

Please tell us why you don’t want the birth family to see your address and/or phone numbers

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Signed…………………………………………………………………………..dated……………….