**

‘CONFIDENTIAL – once completed this form must be kept securely all the time’

 **ECHO Team**

CONSENT FORM AND INFORMATION

FOR FAMILIES

Young Person:

Parent/Carer:

ECHO Support Worker:

**Working Agreement between**

**Parent/Carer/Young Person:**

**ECHO Support Worker:**

**I agree that…**

1. I will contact my worker on tel: and inform them if I cannot make an appointment and need to change it.
2. We should both be on time and will only wait 15 minutes. If you miss/cancel 3 appointments we will review our involvement with you and may withdraw or escalate our service as a result.
3. The welfare of children and young people is the most important thing and if the worker is concerned about the safety of any child or young person, they will discuss this with social care.
4. Violence and aggression towards anyone during the sessions will not be tolerated.
5. The information you have given will be stored securely in electronic files in a council database.

**Recording of Information and Access to Records**

The ECHO Team needs 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 we have a duty to ensure that any information we hold is kept securely; used appropriately; and that the information is:

* Adequate, relevant and not excessive
* Accurate and kept up to date
* Not held longer than necessary.

In order to comply with the Data Protection Act (2018) we must also inform you that:

1. 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;
2. The information held, for the purposes of the Data Protection Act (2018), is categorised as ‘special category data’ This means it concerns things like your health, and any offences that you have or are alleged to have made. .

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. The request should be made in writing and you may need to provide proof of identity. Your information is processed under our legal obligations as it is necessary for the performance of a task carried out in the public interest and will be kept for 6 years from point of closure. You have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org,uk>.

Your records are accessible by any worker or manager within the ECHO team, and senior managers within Children’s Services.

Records of work are detailed accounts of each session of support completed with you and your family. These records, relevant reports and support plans will be stored on the electronic social care database and will be accessible to social workers, their managers and senior managers.

I, ………………………………….. give my consent for the information as described above being stored within the ECHO Team’s electronic files and electronic social care records.

**Information sharing**

Information about our support to you and your family is confidential and will not be shared with other agencies without your consent. However, in order to provide you with the best possible support, it may be useful for us to share information with other agencies already working with you.

I, …………………………………… give my consent for relevant information to be shared regarding the support I receive from the ECHO team with other agencies already working with me and my family.

In certain circumstances we may need to share information about you or your family without your consent, but where possible we will let you know that we have done this. These circumstances include:

1. Where we have concerns that relate to the protection of a child who we believe may be at risk of significant harm;
2. In relation to any person we believe may pose a risk either to themselves or others;
3. In accordance with the detection or prevention of a crime;
4. Where we have been asked to provide information by courts, tribunals or in line with other similar statutory duties.

**Important health information and consent to emergency medical treatment**

**Emergency Contact Numbers** (Please delete as appropriate)

People that could help contact Parents/Carers quickly in case of emergency.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please provide any information regarding medical conditions that may be relevant, e.g. Allergies, Asthma, Diabetes, Epilepsy, Other.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ None

2. Is your child currently taking any medication? E.g. Antibiotics

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ None

3. Is there anything else you would wish to bring to our attention? E.g. Travel sickness, incontinence, sleepwalker/restless sleeper or any other special needs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ None

GP Surgery Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child NHS No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that I ………………………………… have parental responsibility for ………………………………………………………..and I consent to emergency medical treatment being provided to my child(ren) if I am not present.

**Safeguarding children**

It is the responsibility of everyone to keep children safe. Every child has the right to be protected from harm and we have a legal responsibility to ensure that this over-rides all other responsibilities. Children should not be subjected to neglect or physical, emotional or sexual abuse. If any worker recognises any such safeguarding issues he/she will make you aware of the concern. They will then inform their manager, child’s social worker or make a formal referral under the Herefordshire Safeguarding Children’s Board procedures. If the incident is serious the police will also be informed immediately of the concern.

**Transporting children and/or relatives**

Because of the nature of the support we provide there may be times where we need to transport your child(ren) in a support worker’s car.

Do you consent to your child(ren) being transported by a member of staff for Herefordshire Council?
 YES NO

Will you be providing your own car seat for the transportation, if one is needed?

(Please read the guidelines specified below to ensure that you have the appropriate car seat for your child’s height and weight according to government guidelines.)

 YES NO

If NO, Please discuss this with your Family Support Worker, and Herefordshire Council will supply an appropriate car seat for the purposes of your journeys with Family Support.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Health and Safety rules and regulations around car seats in the UK**Children must [normally use a child car seat](https://www.gov.uk/child-car-seats-the-rules/when-a-child-can-travel-without-a-car-seat) until they’re 12 years old or 135 centimeter tall, whichever comes first.Children over 12 or more than 135cm tall [must wear a seat belt](https://www.gov.uk/seat-belts-law).You can choose a child car seat based on your child’s height or weight.**Height-based seats**Height-based seats are known as ‘i-Size’ seats. They must be rear-facing until your child is over 15 months old. Your child can use a forward-facing child car seat when they’re over 15 months old.You must check the seat to make sure it’s suitable for the height of your child.Only EU-approved height-based child car seats can be used in the UK. These have a label showing a capital ‘E’ in a circle and ‘R129’.**Weight-based seats**The seat your child can use (and the way they must be restrained in it) depends on their weight.Only EU-approved weight-based child car seats can be used in the UK. These have a label showing a capital ‘E’ in a circle and ‘ECE R44’.You may be able to choose from more than one type of seat in the group for your child’s weight.

| **Child’s weight** | **Group** | **Seats** |
| --- | --- | --- |
| 0kg to 10kg | 0 | Lie-flat or ‘lateral’ baby carrier, rear-facing baby carrier, or rear-facing baby seat using a harness |
| 0kg to 13kg | 0+ | Rear-facing baby carrier or rear-facing baby seat using a harness |
| 9kg to 18kg | 1 | Rear- or forward-facing baby seat using a harness or safety shield |
| 15kg to 25kg | 2 | Rear- or forward-facing child car seat (high-backed booster seat or booster cushion) using a seat belt, harness or safety shield |
| 22kg to 36kg | 3 | Rear- or forward-facing child car seat (high-backed booster seat or booster cushion) using a seat belt, harness or safety shield |

Manufacturers can now only make booster cushions approved as group 3. This won’t affect any existing booster cushions in group 2 and you’ll still be able to use them. |

It is a legal requirement for any person travelling in a vehicle to wear a seatbelt at all times. If any person travelling in the vehicle with the Support Worker refuses to wear a seatbelt, or removes their seatbelt whilst travelling then the Support Worker cannot commence or continue the journey until the seatbelt is correctly worn by the passenger.

We would ask parents to ensure that their child(ren) are safely secured in the appropriate car seat for their height and weight according to the EU guidelines above. The Support Worker will then double check that your children are appropriately secured and safe prior to commencing the journey.

We ask that behaviour whilst in the Support Worker’s vehicle is appropriate and safe for the driver and passengers of the vehicle at all times. If any passenger in the vehicle becomes aggressive or unsafe during a journey then the Support Worker will stop the journey at the next safest opportunity and you will be responsible for ensuring that other forms of transport are arranged.

**Complaints, Comments and Compliments**

If you wish to speak to anyone about our service in order to make a complaint, comment or compliment you can find more information about this on the Herefordshire Council website or contact the Children’s Complaints Team 01432 260180.

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**