

## Children's Social Care Information Sharing Consent Form Checklist

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### Checklist for Staff.

- Please read this document thoroughly before taking copies of the Devon Information Sharing Consent form out to families and children or young people for signing.
- Consent must be sought both to obtain and share information with other agencies and professionals at the earliest opportunity following a new referral into your service. The [Child in Need framework](#) states that:

*'From the first enquiry, those with parental responsibility should be informed of the enquiry (unless it is believed that to do so would place a child or vulnerable adult at risk of harm) and asked for consent to undertake a single assessment including written consent for the social worker to obtain information from other agencies/professionals.'*
- Consent will then need to be reviewed annually, or when there is a significant change in service provision.
- It is your responsibility to ensure people signing the consent form understand why we have their information or need to seek information about them, how we are using their information and who we may share that information with. If there are any concerns that someone does not understand an independent advocate should be considered.
- If parents refuse consent after the social worker has made sure that they have been given full information about the benefits of assessment and support, this refusal should be accepted and recorded. Information about support via the [Early Help](#) system should be given and, if the family accept this offer, the social worker should follow the referral process.
- If it is considered that the child is likely to suffer significant harm without social work intervention, then an assessment should be carried out under Section 47 in accordance with the relevant procedures. Consent is then not required for some information, but parents should be informed of the change of approach and the reasons for the concerns. This should be explained to families, children and young people in a language they will understand.
- Witnesses can sign the consent form where a service user has the capacity to give consent, but is unable to sign the form (physical disability is an example). Where this is the case clearly state the witnesses name and their relationship to the service user.
- When discussing this form with children and young people their wishes and feelings should be listened to and discussed with them. Young people of an age and understanding, particularly those aged 16 or over, should also be asked for their consent. The consent form has been designed with the Gillick competency ruling and Fraser guidelines in mind. The NSPCC have more detail and links on this [webpage](#).
- If the family or child make a request for information not to be shared this should be discussed. If this request is considered appropriate their request can be added to the consent form. If the request is not considered appropriate it must still be listed as a request on the consent form along with the reason/s it was declined, or circumstances where it would not be possible.

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- Where someone wishes to access or make a complaint in relation to their personal information they should be provided with the contact details for the Council's Data Protection Officer, which can be found [here](#). They are also at the bottom of this checklist.
- As part of the General Data Protection Regulation Devon County Council has a responsibility to let people know whether we will be sharing personal data with third parties. The consent form explains this, but workers should reflect on a family's personal circumstances and provide examples of the services that will have access to relevant information whilst we are involved, for context.
- The signed consent form should be copied so there are enough for those involved and for Devon Children's Social Care to scan and hold on file. Before they are signed check that listed names and personal details are correct. Any handwritten information should be clear enough to be scanned.
- As a service we must ensure that we hear the requests or complaints of families and/or children and deal with them appropriately. If you require a discussion with your team manager before the consent form is agreed, explain this to the family or individual and manage their requests in a timely manner.
- Please take some time to look through information governance pages and South West Child Protection Procedures for more detail on how to protect our service user's information.

<https://inside.devon.gov.uk/task/data-protection/>

<https://inside.devon.gov.uk/task/gdpr/getting-ready-for-the-gdpr/>

[http://www.proceduresonline.com/swcpp/devon/p\\_info\\_sharing.html](http://www.proceduresonline.com/swcpp/devon/p_info_sharing.html)

Devon County Council's Data Protection Officer can be contacted using the details below:

Email: [accesstoinformation@devon.gov.uk](mailto:accesstoinformation@devon.gov.uk)

Address: Data Protection Officer,  
Room 120,  
County Hall,  
Topsham Road.  
Exeter. EX2 4QD.

- Families should be given information about how to complain including providing them with a leaflet and directing them to the website:  
<https://new.devon.gov.uk/haveyoursay/feedback-and-complaints/childrens-social-care-complaints-procedure/>