

Redaction Guidance for Social Care Documents

Scope of the document

- Court Reports.
- Sending case notes, minutes and social care information to children and/or family members.

Guidance for Social Work staff

Things to consider:

- Decide what to include and what to not include.
- Recipients – think about who is entitled to receive what information.
- Content - check if there is a confidential section and record anything here that should be withheld. Two **different** outputs can be generated, one that excludes the confidential information section and one that includes this. The version you generate will depend on what information you believe is necessary to share.
- Versions – consider that more than one version of a document may need to be created depending on who it is being sent out to. At the point of sending this out, please ensure that you have checked the address details on Eclipse (both postal address and email).

Make sure you communicate the above very clearly to any member of Business Support supporting you.

Some examples:

- Police information where a person is being investigated must be withheld as this may prejudice the investigation.
- Different fathers in a sibling group may require amended/different versions of a document.
- Consider withholding placement details of children placed outside the family.
- Withhold the address of the home or safehouse in a domestic abuse situation.
- When sharing information from partner agencies (including the Police), ensure that confidential information is not accidentally forwarded.
- If you want to directly share a document with a birth family member that has been received from a foster carer or an adoptive family, copy and paste the information in a new Word document. Do not forward the original document as this may contain identifying information in the document properties.

Guidance for Business Support

Follow the instructions that the Social Worker provides.

- Ensure that information from any confidential section is not included before sending out.
- Ensure that for multiple email recipients, the email addresses are added into the blind carbon copy (BCC) field.
- Ensure that the document instructions of the Social Worker are checked (especially with regard to who can receive what information).
- When in doubt, contact the Social Worker for more information.