

## **Introduction**

Health, Education, Police and Social Care Staff aim to make sure that the care and support your child receives is planned, tailored and delivered to meet their individual needs. When staff from different practices are working together to arrange the services your child requires they may need to share information. Any information held about your child is kept securely in a file or on electronic information system.

Before this information is shared we may need consent to do so. The staff asking permission will explain what this means before asking for consent.

## **Why do we need to share your child's information?**

- We will share your child's information in order to deliver services in an integrated manner. this is sometimes known as integrated assessment.
- We share your child's information so that neither you nor your child will be asked the same basic questions over and over again by different staff. This reduces the frustration of repeating information.
- It ensures that your child receives co-ordinated

treatment and services, since relevant staff have basic information about your child's circumstances.

- If required, it will make easier and quicker access to equipment and adaptations that assist your child with daily living. It may also reduce delays in the provision of care services
- There may be times when we need to share your child's information to ensure their safety.

## **What information about your child will we share?**

- Integrated assessment information. This includes information that will be gathered during the assessment of your child's needs. The type of information shared will depend upon your child's particular circumstances, although this will include general information such as name, address and other professionals involved in your child's care.
- If your child requires social, educational or health care support, a team of professionals will assess your child's needs and will develop a care plan for your child.

- The care plan records information about your child's needs and areas of difficulty. This will help to decide the most appropriate treatment, care and support needed for your child's care.

## **Who will this information be shared with?**

- Your child's information will be shared with the people directly involved in their care and who have a genuine need to be informed e.g. nurses, GP's, social care services, occupational therapy, physiotherapy and other professionals who work with your child.
- Consent will be sought prior to your child's information being shared with other professionals involved with their care.

## **How do we do this?**

- Your child's information will be shared on paper, verbally or on electronic information systems, subject to consent being given.
- Some of your child's information can be held across health care, social care and education records.
- All staff are required to keep written records of their work.

## Who gives consent?

- For children over the age of twelve, consent will usually be sought from the individual themselves
- For children under twelve, consideration will be given to their age and level of understanding. If your child understands the nature and consequences, consent will be sought from the child. If not, consent will be sought from the person with legal authority to act on the child's behalf.
- Where a child is over twelve but does not have the capacity to make an informed decision, consent will be sought from the person with legal authority to act on the child's behalf. This could be a parent, guardian or other person with parental rights

## You can decide not to share your child's information

- If you do not wish this information to be shared in the way described in this leaflet, make this clear to the person carrying out their care and/or learning plan.
- Very sensitive information may not be shared in some circumstances. You or your child may also choose

not to share this type of information.

- If we feel that there is an immediate risk, we can share their information without consent, enabling us to deal quickly with any potential situation e.g. child protection issues or emergency medical procedures when parents are not present.

## Your rights

At any time you or your child have the right to refuse to have information shared. However, this may cause delays in getting services organised and means that you or your child could be asked for the same information repeatedly by different people.

You have the right to request access to information held about your child.

Your child has a right to the respect for their privacy and all staff involved in their care have a duty of confidentiality governed by:

- The Data Protection Act 1998
- The Human Rights Act 1998
- Contracts of staff employment
- Professional codes of conduct

- Common Law Duty of Confidentiality

## Some ways to find out more

Further information can be accessed from [www.nhshighland.scot.nhs.uk](http://www.nhshighland.scot.nhs.uk) [www.highland.gov.uk](http://www.highland.gov.uk)

Copies of leaflets can be found in libraries and Council Offices.

Should there be an identified need, this leaflet will also be made available in Braille and languages other than English. Information can also be found in the following leaflets:

- How the NHS protects your health information
- How to see your Health Records

Or by contacting:

NHS Highland  
Data Protection  
Assynt House  
Beechwood Park  
Inverness IV2 3HG  
Phone: 01463 717123

Website:

[www.nhshighland.scot.nhs.uk](http://www.nhshighland.scot.nhs.uk)

## Any Queries?

If you have any queries regarding any part of

this leaflet, please feel free to contact your key worker or associated professional.

### **Complaints**

If you wish to make a complaint about how your information is shared or about anything in this leaflet, please contact your key worker or associated professional.

# **INTEGRATED SERVICES FOR CHILDREN & YOUNG PEOPLE A Guide for Parents and Carers**

**The Highland Data Sharing  
Partnership recognises the  
work of the pan-Grampian  
eCare Project**



## **INFORMATION SHARING WITHIN**