

Dear Parent or Carer

November 2016

We are writing to let you know that, as part of our commitment to providing a better service for children with SEND, Castlebar School has signed up to an information sharing agreement. This letter aims to explain how your information is managed by us as a result of this information sharing agreement. It is also to help you understand your rights under current UK law and what you should do if you have any concerns.

Some general points:

- Information you give will be shared with those who provide service(s) directly to you **on a need to-know basis**, so that they can understand your needs and meet them effectively.
- If it is necessary to share information with services who are not part of this agreement, you will be consulted wherever possible.
- You have a right to request restrictions on what information can be shared about you, and with whom.
- We may need to share information for reasons other than the provision of a service to you (e.g. for the prevention of a crime).

What is an information sharing agreement, and why is information about my child being shared?

To ensure that children and young people with disabilities get the services they require, it is important that staff understand when, why and how they should share information and that they can do so confidently and appropriately as part of their day-to-day practice. The purpose of this agreement is to establish a clear framework under which services can share information.

Working Together

Research and experience has shown that getting the best possible outcomes for children in need requires professionals and others to share information about:

- child's health and development
- Any external factors that may affect the child's needs

Often it is only when information from a number of sources has been shared that it becomes clear what the child's needs are and what services can do in partnership to provide for those needs. Staff from various organisations need to work together to provide you and your family with the services/care best suited to your needs. This means that it might be necessary to share information about you with other services, but only on a need-to-know basis.

Who might my information be shared with?

Staff working within the main agencies that currently provide services for children and young people with disabilities can share information as part of this agreement; but only on a need-to-know basis.

These currently are:

- services currently operating within the Ealing Service for Children with Additional Needs: Community Paediatricians; Paediatric Occupational Therapy; Paediatric Physiotherapy; Paediatric Speech and Language Therapy; Paediatric Occupational Therapy; Paediatric Audiology; Paediatric Dietetics; Specialist Health Visiting; CDT Administration; School Nursing Team; Educational Psychology; Special Educational Needs Service (SENS) Team; SEN Administration; SEN Transport; Social Services Children with Disabilities (CWD) Team; Social Services Occupational Therapy Team; Early Years Support Keywork Manager and Keyworkers
- the following Teams in Ealing Council Fostering and Adoption: Ealing Family Link /Sitting Service; Heller House;

Head Teacher:
Mr Paul Adair

Deputy Headteacher:
Miss Melanie Hogan

Assistant Headteachers:
Mr Alan Guy
Miss Dawn Murphy



- the following special schools and units in the borough of Ealing and three specialist children's centres in the borough of Ealing: Mandeville School; Castlebar School; St Ann's School; Belvue School; Springhallow School; John Chilton School; Allenby Primary School SLD Unit; Coston Primary School primary support base; Drayton Green Primary School special units; Gifford Primary School, unit for deaf pupils; St John's Primary School, speech and language unit; Windmill Children's Centre; South Acton Children's Centre.

What information can they access?

Information such as your child's name, address and date of birth; and the name and contact details of any person providing services to you will be available to all staff working for the above services.

Any other sensitive information including personal records will be available only to staff working directly with you, and on a need-to-know basis.

What is done with my information?

The service(s) working with you use it to understand your circumstances and provide the best help available. This may sometimes require your information to be shared with other services. Once you have given us information, and you want to get help from another service, they can share the information they already have about you. This means that you don't have to give all the information again.

When will information be shared about me?

The professional working with you may need to share information with others who can help your child. **They will only pass on information if it is genuinely needed for the provision of care.** Please note that there might be exceptional circumstances when your information will be passed on to another agency without your consent. This will only happen if there is a legal requirement or duty, eg possibility of serious harm or a threat to someone's life.

How long is information kept?

Each agency will only keep information for as long as it is necessary. In some cases organisations are required by law to keep information for specified periods.

How will I know who my information is being passed on to?

Unless you specifically request not to, we will share information with other services for the specific purpose of providing an effective service.

We will always let you know what agencies they will be contacting and what information is to be shared.

What if I don't want certain details passed on?

You can ask us not to share certain information with other services, however there are some exceptional circumstances where this request cannot be met. You have the right to change your mind at any time by telling the us. **If you choose not to give consent to the sharing of information please do be aware that this may result in limiting the services available to you.**

How can I trust that the organisations my information is passed on to on to will not to pass it on again to other people?

The Data Protection Act 1998 strictly controls the sharing of sensitive personal information. Anyone under receipt of your information is also under legal obligation to keep it confidential. All exchanges of information are carried out under relevant legislation.

Can I see all the information that is held about my child and family?

The Data Protection Act 1998 allows you to find out if anybody holds any information about you and allows you to request access to your records.

If you have any questions about your personal information, please ask the Headteacher, who will be able to advise you. For more information on the Data Protection Act please go to

www.informationcommissioner.gov.uk