

ECHOcp (Every Child Has Options, community programme) Sharing Protocol

Information Sharing Agreement

In relation to: < (ECHOcp) *Consultation Meeting*

This individual Agreement is made under the ECHOcp Information Sharing Protocol between:

ECHOcp (ECHO community programme), GP, Health Visitors,

West Yorkshire Police, West Yorkshire Fire, Children First Hub, Education, Gasped, MP's, Knottingley Ward Councillors

Introduction

1.1 Basis for sharing

The (ECHOcp) Consultation Meeting is a meeting where information surrounding any persons are discussed at a multi- agency level. This is to enable the correct outcome for the individual, family or child where all areas of concern can be discussed and actioned accordingly. Any cases that are led at a Social Work/Statutory level will not be discussed.

1.2 Purpose for the sharing

The aim is for a multi- agency panel to meet and discuss current and arising concerns for individuals, families and children within the Knottingley Community. The team can include any of the following partners/stakeholders; GP, Health Visitor, West Yorkshire Police, West Yorkshire Fire, Gasped, Education, Children First Hub and WDH. Meetings will be held monthly

1. An up to date account of the issues, current and arising. This then generates a report that can be prepared for future meetings
2. Consistent briefing notes for Child Protection Conference/Child in Need/CAF/Fair Access Panel/Police Tasking

What it would generate?

Representation from key agencies

What it would mean for ECHOcp/ schools/agencies?

1. Safeguarding concerns that require immediate action from a Designated Senior Practitioner or require an escalation from CFH (Children First Hub) and or SCD (Social Care Direct) can be addressed
2. Anti- Social Behaviour concerns are flagged. All cases will be discussed
3. Children who are excluded from school or at risk of exclusion from school
4. SEND cases requiring additional support/guidance are discussed
5. (CAF) Common Assessment Framework cases that are stuck and require escalating are discussed

1.3

Length of agreement

This agreement will commence at midnight on 7th March 2019 This agreement will remain in place for (10 year indefinitely) and will end on 7th March 2020 or until terminated by either party.

1.4 Key Contacts

Annette Jones Managing Director ECHO/Safeguarding Lead
Carole Williams Managing Director ECHO/Counsellor/Holistic Therapist
Charlie Banks Behaviour Specialist ECHO
Beverley Whitham Parent Support ECHO
GP
Health Visitor
Sally Evans Gapsed
West Yorkshire Police
West Yorkshire Fire
Representative Children First Hub

Information Sharing

2.1 Type of information that may be shared

Name
Address
Date of Birth
Criminal Offences
Relationship
Medical
Housing
Any other related issues

2.2 How the information will be shared

The information will be shared every 6/8 weeks in response to the (CM) Consultation Meeting.

The information sharing can be terminated by either party on written notice of 1 working week. The terms of this agreement remain binding on any information shared and retained throughout its lifecycle to this agreement.

Transfer of information

*(Only by Secure password protected File) **Information will be shared on a strict need to know basis only** and the data will only be processed by staff in order for them to perform their duties in accordance with one or more of the defined purposes.*

Safeguarding Concern

School Attendance Concern

Housing Concern

Criminal Act

Medical Concern

Under no circumstances should personal data be processed in any way that is insecure or left unattended. It is the responsibility of the sender to ensure that the method is secure and that they have the correct contact details for the receiver.

2.3 Recipients and other organisations that the information may be shared with
*Information can be shared with **Police, Fire, GP, Health Visitor, Education, Gasped, WDH and Children's First Hub** and can only be shared once agreed with the Chair. Further information sharing involving other agencies would need to be discussed at the ECHOcp consultation meeting with all members present*

2.4 Data Quality.
Information that is shared will be current and up to date. It will be relevant to the discussion and for purpose to enhance or safeguard individuals, families and their children.

2.5 Retention and destruction
Information collated should be returned to the Chair or should be destroyed and the Chair informed of this. Any documentation retained will remain with the Chair for a period of 6 years (electronically)

2.6 Data Security
All information to be discussed will be done so with permission from the involved subject/party unless there is a significant risk posed.

3.1 Signatures

Signed for and on behalf of
ECHOcp (ECHO community programme).....
GP Practice
Health Visitor.....
West Yorkshire Police.....
West Yorkshire Fire.....
Childrens First Hub.....
Gasped.....
Education.....
WDH