

Information Sharing Agreement between Leeds Community Healthcare NHS Trust and Leeds Early Help Service [Leeds City Council]

As part of the Early Start Service Implementation



Disclaimer

The contents should not be used as expert opinion, legal or otherwise. Professional advice should be sought where appropriate. Any liability arising from action taken in relation to the contents of the Agreement is excluded.

This Agreement has been drawn up within the framework of the Leeds Inter-Agency Protocol for Sharing Information.

1. Development and scope of the Agreement

1.1 Background

This information sharing agreement has been developed to support the implementation of the new Early Start Service for families with children under five.

All services remain bound by the Information Sharing Protocols for Leeds.

<http://www.leeds.nhs.uk/About-us/Information-sharing.htm> and

<http://www.leedsinitiative.org/children/page.aspx?id=13138>

1.2 Scope of the Agreement

The Agreement covers:

- The sharing of personal information about service users, within and between the partner organisations listed in Section 1.3
- Sharing for any of the purposes listed in Section 2.

All Early Start team members are required to see this agreement alongside organisational policies for:

- Information Governance including Email use, use of moveable media devices
- Records Management including Safe Transfer of Paper Records, Electronic Records Guidance
- Safeguarding Children Policies <http://www.leedsiscb.org.uk/>

For health these are available on: <http://www.inet.leeds.nhs.uk/index.pl?iid=13429>

For Early Help Service these are available from: LCC Information Governance Team

1.3 Parties to the Agreement

The following organisations are parties to this Agreement:

- Leeds Community Healthcare NHS Trust [Child Health Administration and Health Visiting Service]
- Leeds City Council [Early Help Service]

1.4 Approval of the Agreement

The Agreement has been approved by the Early Start Service Implementation Board on behalf of services involved.

2. Purpose for Sharing Information

This Information Sharing Agreement will help to ensure the safe sharing of information by Early Start team members when working with children and families to provide the “family offer” range of services as part of the Leeds Early Start Service.

The “family offer” consists services of the following elements:

- Community
- Universal
- Universal Plus
- Universal Partnership Plus, also know as Targeted

This agreement does not affect the need to share information in order to ensure the safety of a child and is in line with LSCB policy and procedures for sharing information.

The legal basis for the sharing between LCC and LCH for the Early Help Service is to enable the LCC and LCH to exercise their statutory functions. As such, the applicable fair processing conditions in the Data Protection Act are Condition 5(b) in Schedule 2 for personal data and Condition 7(b) in Schedule 3 for sensitive personal data. The relevant statutory duties which the Council is required to comply with are set out in sections 1 to 4 of the Childcare Act 2006 which relate to the Council’s duty to improve the well being (definition which includes physical and

mental health and emotional well being; protection from harm and neglect; education, training and recreation) of young children in its area and to reduce inequalities between young children in its area. Of importance is the fact that the LCC is under a duty to make arrangements to secure that early childhood services in their area are provided in an integrated manner which is calculated to facilitate access to those services, and maximise the benefit of those services to parents, prospective parents and young children (section 3).

3. Information to be shared

Early Start team members will ensure that all children and families receiving a service from the team will ensure that they are aware of:

- The Early Start Service [Service leaflet]
- Membership of the Early Start team and contact details [Parent Held record child health record insert and local Children Centre leaflets]
- What information is kept by the Early Start Team and how it is stored [Service leaflet]
- That information is shared across the Early Start Team [Table 1] to ensure provision of the family offer to the family

Table 1

Information shared within the Early Start team:

- Family make-up and contact information
- History of previous and current interventions
- Presenting issues and concerns
- Other services/agencies involved with the family
- Assessments in place i.e. CAF
- Safeguarding

LCH Child Health Administration will initially provide the Early Help [LCC] details of all families with children under 5 years of age in their respective area. These details will include:

- NHS number
- Name
- Date of Birth
- Sex
- Address

LCH Child Health Administration will subsequently provide the above information about families with new born babies or who have moved into the area with children under 5 years of age on a monthly basis.

Where information is shared with another agency to support the delivery of services to children/families, parents will be asked for their consent. The giving of verbal consent will be documented in the child/family's records.

Where information is shared for service development and research purposes written consent will be required.

Information will be shared by a variety of means according to the circumstances and needs; phone, post, fax safe haven, secure email*, face to face discussion.

Information transferred through email will only be via secure email accounts (@nhs.net or @leeds.gcsx.gov.uk). **Personal addresses and accounts will not be used** to transfer information.

4. **Access to information**

Access by Early Start team members to the information covered by this Agreement is subject to the "need to know".

Team members should have access to information only in relation to particular child/family in order to deliver a specific service/intervention which can not be undertaken without access to the information specified. Care should be taken to ensure that access to personal information is restricted on the basis of these principles.

All paper based information is kept in a secure area of a public building and secured in a locked cupboard/filing unit over night.

There will be more guidance on use of record keeping as part of the development of the Early Start Service, however if Early Help practitioners record information in the current Health Visiting Record they may only make entries if they have entered their details in the signature sheet and the entry complies with LCH record keeping policy. The Health Visiting record remains the property of LCH.

All Early Start team members will have completed their agencies information governance training requirements.

- Health staff this is Introduction to Information Governance every 3 years, evidenced through the staff electronic record and Quality Framework
- Early Help Service staff have completed the mandatory Information Governance Training.

Confidentiality requirements and access arrangements are part of induction procedures for temporary members of staff, volunteers, or students on placement, who need to have access to personal information.

5. Dissemination, monitoring and review of the Agreement

Partner organisations will disseminate copies of the Agreement to all relevant staff and on request to service users and carers. Dissemination will include discussion and training as appropriate.

Partners must report details of any breaches that arise with the implementation of the Agreement. This may relate to information shared inappropriately or to information not being shared where it should be.

The agreement will be reviewed: May 2013

6. Advice and guidance

Samantha Middleton
Head of Service Healthy Child Pathway
Children & Family Services
Leeds Community Healthcare NHS Trust
Middelton Health Centre
Acre Close
Leeds LS10 4HT
Tel: 0113 2077053

Andrea Richardson
Head of Early Help Service
Children Services
Leeds City Council
10th Floor
Merrion House
110 Merrion Way
Leeds LS2 8DR

Dave Lane
Patient Services Manager
Children and Family Services
NHS Leeds Community Healthcare
Child Health
St Mary's Hospital
Green Hill Road
Leeds
LS12 3QE

Tel: 0113 30 55261
Richard Birmingham
Information Governance - Records Manager
Stockdale House
1st Floor, Stockdale House
Headingley Business Park
Victoria Road
Leeds LS6 1PF
Tel: 0113 22 08572

Information Governance Team
Children Services
Leeds City Council
10th Floor
Merrion House
110 Merrion Way
Leeds LS2 8DR
Tel 0113 2474574

7. Formal approval of the Agreement

Approved by: Samantha Prince

Designation: Executive Director of Operations

For: Leeds Community Healthcare NHS Trust

Date:

Signature:

Approved by: Nigel Richardson

Designation: Director Children services

For: Leeds City Council

Date:

.....

Approved by:

Designation:

For:



Date:

Copies of this Agreement should be retained by the named persons above and be made available for inspection.

A copy should be sent to the Data Protection Officer / Caldicott Guardian of each ISA partner.

Appendix 1: Early Start Service Leaflet

Help us to help you	Contact us	Early Start
<p>To ensure that you and your family receive the best possible service from Early Start we will share information with other health visiting and children's centre team members. Only team members involved in your care will have access to your information.</p> <p>We will not share your information with anyone else without your prior consent, unless there is a risk of harm to a child or vulnerable adult; or when we are requested to assist in a serious crime investigation.</p> <p>We continually try to improve our services and if you have a comment, compliment, concern or a complaint, please contact your local children's centre or your named health visitor.</p> <p>If you would rather speak to someone outside of the Leeds Early Start service, you can get confidential help and support from:-</p> <p style="padding-left: 40px;">PALS - Patient advice and liaison service Freephone: 0800 0525 790 www.leedspft.nhs.uk PALS@leedspft.nhs.uk</p> <p>For further advice and regular updates please contact:-</p> <p style="padding-left: 40px;">The Family Hub Leeds Freephone: 0800 731 0640 Tel: 0113 247 4386 family.hub@leeds.gov.uk www.thefamilyhubleeds.org</p>	<p>For further information you can contact:</p> <p style="text-align: center;">Your local children's centre</p> <div style="border: 2px solid #0056b3; height: 100px; width: 100%; background-color: #add8e6; margin: 10px 0;"></div> <p style="text-align: center;">or your named health visitor</p> <div style="border: 2px solid #0056b3; height: 100px; width: 100%; background-color: #add8e6; margin: 10px 0;"></div> <p>We can make this information available in Braille, large print, audio or other languages. We can also provide interpreters for languages or signing at your appointment. Please contact us to find out more.</p>	 <p style="text-align: center; color: white; font-weight: bold; font-size: 1.2em;">Your local children's centre and health visiting services are coming together to form Early Start teams</p> <p style="text-align: center; color: white; font-weight: bold; font-size: 1.1em;">Helping to make Leeds a Child Friendly City</p>

What is Early Start?	What will Early Start do?	Early Start teams will also:
<p>We want to make Leeds the best city for children to grow up in and be recognised as a 'Child Friendly City'. To do this we're changing the way we do things to help the different services that you receive, work more effectively together</p> <p>The new Early Start teams are one of the ways we're doing this, they bring staff from our children's centres and health visiting services together into teams. We know how important it is to give every child the best start in life. This change will make the early support we give to families in their local community more joined up and focused around meeting your needs.</p> <p>Early Start services for children and families will work closely together in your area. This will include a variety of staff such as: health visitors, children's centre staff, community nurses and family outreach workers. They will continue to work with GPs, midwives, schools and youth services amongst others.</p> <p>Early Start will deliver services such as health, childcare, play, early learning and development to meet the needs of children and families from pregnancy up to your child's 5th birthday.</p> <p>We will ensure the right staff deliver the right services which meet the needs of young children and families in Leeds.</p>	<p>It will provide the right services, in the right place, at the right time for all children and families from pregnancy up to your child's 5th birthday.</p> <p>Early Start teams will:</p> <ul style="list-style-type: none"> • Provide all families with a clear point of contact, clear communications and realistic choices. • Work with families and communities to improve health and education outcomes. • Support families to keep children safe from harm. • Deliver additional services for families in greater need. 	<ul style="list-style-type: none"> • Work together with every child and family, providing a range of services in your own home, children's centre, or other local community venues. • Work together with children and families who will benefit from additional support. • Develop family support in partnership with other services where ongoing help is required. • Support your community in developing a range of services that assist you to raise your baby/pre-school child and make sure you know about them. <p>Early Start will ensure these services are simpler, better, local and most importantly, easy to access by every child and family in Leeds.</p>
		



Leeds Early Start Service

Your Early Start Team includes:

- | | | |
|--------------------------|-------------------------|---------------|
| Admin Staff | Family Outreach Workers | Nursery staff |
| Community Nursery nurses | Health Visitors | |
| Community Staff nurses | Nursery Manager | |

Your Health Visitor is

Your Children's Centre is

You can contact your **Early Start Team** via your

Health Visitor ☎ 0113 (xxxxxxx) Add address

Children's Centre ☎ 0113 (xxx xxxx) Add address

You are welcome to come to one of the **Early Start Well Child Clinics** listed below:

Weekday	Location	Time

Please bring your child's 'red book' when you attend clinic

For a full list of groups and services in your area contact a member of your Early Start team