MULTI-AGENCY FLOWCHART – SHARING WELLBEING INFORMATION

Wellbeing Information (Need/Concern) Identified

Is a child or young person at risk of harm?

Follow Child Protection Procedures immediately. Consent is not required to share Child Protection information. Record decisions as per agency procedure.

Is this information likely to promote, support or safeguard the wellbeing of a child or young person, and is it assessed as necessary, proportionate and relevant to share that information?

Is sharing this information likely to prejudice a criminal investigation/prosecution?

Consult with Police Scotland before proceeding

Have you discussed the wellbeing need/concern and any information sharing with the parent/carer/child/young person/others? (what, why, when, how and with whom)

Record discussion of wellbeing need/information-sharing as per agency procedure, ensuring the parent/carer/child/young person/others views are documented

Does professional judgment and available information suggest that a legal basis allows you to share this information without consent (ie statutory requirement, public task, legitimate interest)? Seek Line Manager/ Agency Legal/Data Protection advice where required

Consent to share information is not required and should not be sought. Record this decision and reason for sharing information without consent, discussing this with the child/young person/parent/carer/other.

Share wellbeing information with relevant professional, recording this discussion and any decisions. Update the child/young person/parent/carer/other and discuss any agreed action. Where necessary, ensure a privacy notice has been provided in order to be transparent about the legal basis and type of information being shared/collected/processed

If you are not the Named Person, is this information relevant to the Named Person functions? (Provide of advice, providing/accessing support to address a wellbeing need)

Is the Named Person Known?

No requirement to share information with Named Person. Record decision. Monitor situation and agree date to reassess.

Record reason and decision not to share information as per agency procedure

Discuss wellbeing need/concern with the parent/carer/child/young person, including any sharing of wellbeing information with Named Persons and/or other Professionals (as relevant)

Has explicit and informed consent to share this information been given? (Remember, consent should only be sought where a child/young person/parent/carer/other has a real choice over the matter)

Record the wellbeing need/concern as per agency procedure. Monitor situation and agree date to reassess.

No

Yes

Pre-school child
Share wellbeing information with the Named Person via the single point of contact in Health for Aberdeen, Aberdeenshire or Moray, using agreed agency format (see guidance below)

School age child
Share wellbeing information with the Named Person via the single point of contact in Education for Aberdeen, Aberdeenshire or Moray, using agreed agency format (see guidance below)

For more information, please visit
Aberdeen City: https://www.aberdeengettingitright.org.uk/for-practitioners/
Aberdeenshire: http://www.girfec-aberdeenshire.org/practitioners/girfec-approach-toolkit/
Moray: http://www.moray.gov.uk/moray_standard/page_56873.html