

Consent form

Common Assessment Framework for children and young people



**WOKINGHAM
BOROUGH COUNCIL**

Notes for use:

If you have any Child Protection concerns, follow your local Safeguarding procedures without delay. Contact the Referral and Assessment Team and complete a Multi Agency Referral Form (MARF).

Completed forms contain personal data, which must be protected and only shared in line with the Data Protection Act 1998

Identifying Details of the Child / Young Person

If the child is unborn, give the forename as 'unborn baby of...' plus the mother's forename.

Sex : Male Female Unknown

Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Previous / aka forename	<input type="text"/>	Previous / aka surname	<input type="text"/>
EDD if unborn	<input type="text"/>	Date of birth	<input type="text"/>

Consent To Share Personal Information

You are asked to consent to personal information about you / your child being shared with other organisations where it is appropriate to do so.

Information obtained during an assessment and subsequently, and any information already held, may be shared with others directly involved in caring for you / your child.

The purpose of sharing information is to enable suitable services to be provided, through a better understanding of strengths and needs. Access to the information will only be given to staff who have a reason to see it. Information can be shared without permission where there might be a child at risk or has been harmed, or where a serious crime has or may be committed.

Your information is protected by the Data Protection Act 1998. This means that the information will only be used for the reasons we have stated. It will be kept safe and secure and you have the right to see what information is being kept about you – please refer to our Information Sharing Notice at the back of this form.

I give my consent for information about me / my child to be shared with any appropriate agency in order to help me / my child receive a better service.

I understand that by signing this form I will not affect my rights under Data Protection or Human Rights law. I understand that at any time I can change or withdraw my consent by notifying the person who has completed this Assessment with me.

Signature of young person* where appropriate	<input type="text"/>	Date	<input type="text"/>
Signature of person with parental responsibility where appropriate	<input type="text"/>	Date	<input type="text"/>

** Children aged 12 or above may generally be expected to have sufficient understanding. When assessing a child's understanding you should explain the issues to the child in a way that is suitable for their age, language and likely understanding. Please check The Fraser Guidelines for further information via the above link.*

When this form has been completed and signed, the practitioner is to retain the original for their records and is to provide a copy to those who have signed the form.

Information Sharing Notice

Wokingham Borough Council Children's Services has brought together a number of support agencies in one place, in order to provide a joined-up service for vulnerable children, young people, and their families. Our aim is to support or intervene at an earlier stage, where possible, to try to avoid potential problems before they become more serious.

The agencies include Wokingham Borough Council, Berkshire West NHS Primary Care Trust and Connexions Berkshire. Where applicable, other participating agencies may include Wokingham Youth Offending Service, Wokingham police plus any relevant voluntary organisations through the umbrella organisation Voluntary Action Wokingham Borough.

Our Neighbourhood Teams and CAF Panels include:

- Children's Centres
- Connexions Intensive Personal Advisors
- Educational Psychologists
- Education Welfare Officers
- ASSIST (ASC)
- Parenting & Family Support
- CAMHS
- Social Workers
- Disabled Children's Team
- Health Partners
- Early Years Service
- Youth Service
- Foundry College

If a child or young person is having difficulties that affect school and/or health and/or family life, we can offer help and support. We will work with the family to gather all the information we need to offer appropriate services. We might also ask for input from other people who know the child or young person or who have worked with the family in the past. **All agencies or professionals based in our Neighbourhood Teams will have access to this information unless you explicitly request they do not.**

Confidentiality

We do collect information from the child / young person and from the parents. We may also gather information from other people/agencies who are involved with the child / young person, but we always ensure that we have consent to do so from the parents and/or the young person.

In exceptional circumstances we may share information without consent, but this is only ever done where there is a legal power, duty or court order to do so – for example, in order to prevent serious harm to a child / young person.

Information we hold

We try to keep our records to a minimum and will try to make sure that individuals know what information we hold about them. We will always give them a copy of any assessments or plans that we make with them.

A young person or the parents of a child / young person can ask at any time to see any information we have on file about them. This may need to be done by formal application, after seeking advice from a practitioner.

If any personal information is thought to be incorrect, the young person or the parents can ask to have it amended or to have their views recorded.

Wokingham Borough Council acts as the Data Controller for Wokingham Children's Services and the Neighbourhood Area Teams to make sure that personal information is kept secure and up-to-date.