

Who will see the information?

Bolton Council will be working with Bolton Primary Care Trust and other agencies involved in providing services to children and young people. This information will only be accessible by those professionals within these agencies who have been approved to have access to such information. All professionals with access will have had relevant training and will have undergone strict and appropriate security checks. The system will be secure and monitored to ensure that it is used appropriately.

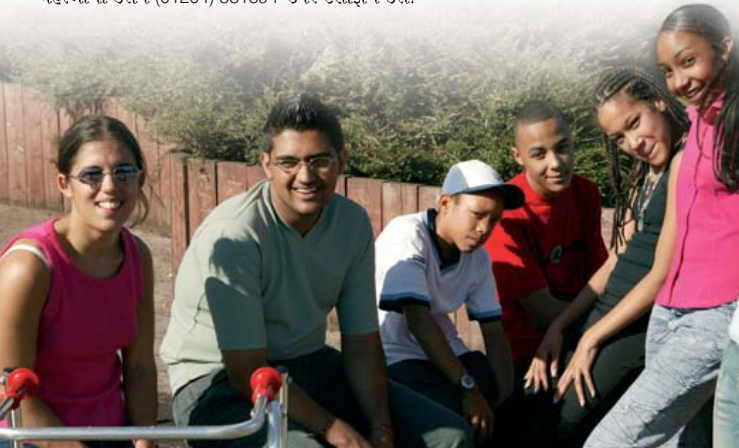
We want to make sure that where possible we maintain accurate and consistent name and address information across the range of services the Council provides to children and young people. Where the child is already known to a service (e.g. has a library card) we may share solely name and address information with such services.

Any information shared between Council services and agencies outside of the Council (for example Health Visitors) will be done so in accordance with the Data Protection Act 1998 and any other relevant legislation. Bolton Council will only share information when the law permits it to.

Haddii ay dhib kugu tahay fahmida dokumentigan, faclan dir telefoon (01204) 331394 si aad u heshid nusqad iyadoo Soomaali ah.

اگر آپ کو اس دستاویز کے کچھ حصے میں مشکل درپیش ہو تو براہ مہربانی اردو میں ایک کاپی حاصل کرنے کیلئے اس نمبر (01204) 331394 پر فون کریں۔

જો તમને આ દસ્તાવેજ સમજવામાં મુશ્કેલી જણાય તો ગુજરાતીમાં એક નકલ મેળવવા માટે મહેરબાની કરીને (01204) 331394 ઉપર ટેલીફોન કરો.



How can I find out more?

It is possible for individuals to see their own details which are held on this system under the Data Protection Act 1998. Applications need to be sent to the address below. A child aged 12 years or under would normally make an application through their parent or carer. Those aged 13 or above are normally entitled to make their own application. Application forms for this information, called Subject Access Requests, are available via Bolton Council's website: www.bolton.gov.uk or write to our Corporate Information Manager c/o Bolton Council, Room 208 Town Hall, Bolton, BL1 1RU.

If you have any questions about this service or wish to find out more then you can visit our website at www.boltoninformationsharingassessment.org.uk or alternatively you can write to us at this address:

**Bolton Information Sharing & Assessment,
Unit 32 Queensbrook Technology Park,
Spa Road, Bolton
BL1 4AY
Telephone: 01204 331394
E-mail: boltonisa@bolton.gov.uk**

Alternatively you may wish to contact the Information Commissioner's Office;
Information Commissioner's Office
Wycliffe House, Water Lane,
Wilmslow, Cheshire.
SK9 5AF
Helpline Telephone Number: 01625 545 745
E-mail: mail@ico.gsi.gov.uk

**Bolton
Council**

Bolton Council



Information Sharing and Assessment

Dear Resident,

I am writing to tell you about an improvement to the way we work with children and young people in Bolton. This service is called Information Sharing and Assessment and we would like to take this opportunity to highlight some of the features and benefits and tell you where you can find out more.



Bolton's Information Sharing & Assessment service aims to improve the way professionals involved with children and young people work together, by making it easier for them to communicate with each other. We have developed a computer system to help us do this.

Our Information Sharing System brings together basic information about all children and young people in Bolton. This allows authorised professionals, such as health visitors, to add their own involvement on the system, allowing other professionals to see exactly who is working with each child or young person in Bolton.

This information will enable authorised professionals to easily identify what services a child or young person is receiving and who is working with them. This will improve communications between professionals and will mean improved access to services for Bolton's children and young people.



Why do we need Information Sharing and Assessment?

All children have the right to services such as education and health care. Our Information Sharing System will ensure we have an up to date record for professionals to refer to, and will show whether or not basic services are being received by all children, triggering local action, if necessary, to ensure they do receive them. Sometimes additional services are required and any child or young person could require the support of these services at any time in their childhood. It is not possible to predict in advance when a child will have a need for additional services, but our system will also allow for more improved communication to ensure children and young people receive all of the services appropriate to their needs. This will help to ensure our children are healthy, safe and achieving their full potential.



Currently, all services working with children and young people hold information about them in different places. Any updates to information about a child or young person, such as a change in address, are not automatically passed on to other agencies who are working with the same person. In the past this has resulted in some children and young people being missed out, sometimes with tragic results.

What information will be held?

We will hold the following information on Bolton's Children and Young People (0-18 year olds):

- Name
- Address
- Date of birth
- Gender
- Educational setting (e.g. school, nursery etc)
- Registered GP
- Name and contact details for parents or carers
- Name and contact details of professionals providing services
- A unique identifying number for the child or young person
- There will also be a facility for professionals to record that they have undertaken an assessment, although this will only be an indicator and will not include assessment information or details
- Professionals may also record that they are the lead professional working with the child or young person or that they have some information to share

This information is already held by agencies working with children and young people, we are simply making it more accessible to professionals who are working with children and young people to try and ensure we always have accurate and up to date information.

Every child matters in the Bolton family