



## DATA PROTECTION POLICY

CERA will fully comply with the Data Protection Act 1998 and Data Protection principles, which state that information must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with individuals rights
- Kept secure
- Not transferred without adequate protection

CERA recognise that the above principles relate to both paper and electronic systems of record keeping.

This information will not be disclosed to any other party, unless with specific permission of the person it relates to. Any person may request that their details are removed from our records at any time. Any person may request a copy of their information at any time.

The membership database may not be e-mailed under any circumstances and will be held on a system with encrypted access.

The membership database may only be held by named members of the Management Team or staff who have signed this form.

**I agree to abide to the principles and rules of this policy.**

Signed -----

Position-----

Date-----

**Cycloan Education & Restorative Approaches Ltd**  
**Swallow mill Business Centre, Swallow Street**  
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**Registered in England Number: 8974225**



## Sharing information and working with other agencies

In outlining the key arrangements that organisations should have in place under Section 11 of the Children Act 2004, Working Together 2013 makes it clear that these include:

*...arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board. (p48)*

Working Together 2013 places special emphasis on information sharing, both in order to put children and families in contact with services providing early help, and also in terms of describing the processes for dealing with situations where children may be in need or at risk of protection. The point is made that serious case reviews and public enquiries into the deaths of children failed by the child protection system have repeatedly highlighted poor communication between agencies as a factor:

*...fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children. (p15)*

**In adherence with the above, CERA has**

1. Guidelines and procedures on sharing information that are compatible with LSCB expectations.
2. A written agreement made with families at the start of their involvement with CERA that specifies the nature of the work to be carried out, the reasons for it, and the basis upon which information will be shared with other agencies.
3. Clear guidance for all staff and volunteers on how to identify children who may benefit from early help assessments and how to contribute to such assessments if required.
4. Up-to-date information about local services available to staff, volunteers and families.
5. Staff trained, supported and competent to identify children who may be in need of help, to work with families in a way that measures impact, and to develop and participate in multi-agency responses to children's and families' needs.
6. Staff familiar with their LSCB's threshold document, which clarifies the process for early help assessment, the type of services to be provided, and the criteria for referring a case to their local authority children's social care service.
7. Staff enabled to engage in proactive review of CERA's practice, via the LSCB's learning and improvement framework, in order to identify and embed learning as a single agency and on a multi-agency basis.

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## Recording and Storing Information

Keeping records about the children and families with whom we work is important for several reasons:

- An attendance register, as well as containing essential information about children's care needs and contact details of parents and carers is vital in keeping children and young people safe and promoting their welfare while they take part in activities.
- Keeping written records is often essential in the delivery of what Working Together 2013 describes as "effective, evidence-based services" that involve "regular review" and can "demonstrate the impact they are having on the outcomes for the child" (p13, para 12–13).
- Clear and accurate records are an absolute necessity if Cycloan Education and Restorative Approaches (CERA) are ever in the position of having to make a referral to a child protection agency because they believe that a child may be at risk of abuse or in need.

However, "Respect for your private and family life" is seen as a fundamental right (Article 8) of the Human Rights Act, adopted in the UK in 2000. This includes a stipulation that personal information should be kept securely and should not be shared without consent, except in special circumstances.

In adherence with the above CERA will:

1. Keep a written record of each contact that they have with a child, proportionate to the type of activity run by CERA.
2. Records will clearly distinguish between fact and opinion.
3. Personal information, other than the individual's name, is kept separate from information about other people.
4. Records are signed and dated by the person who makes them.
5. CERA sets and follows time limits, so that records within CERA are completed as soon as possible after the contact.
6. Children and families will be made aware of CERA's intention to keep records and their purpose and use.
7. Children and families will be granted access to these records unless such access would be contrary to the child's best interests, as they have a right to ask to see any records that CERA makes about them.

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8. Hard copies of records and any portable electronic equipment that holds or provides access to personal information will be stored securely in a locked cabinet in CERA's premises. All equipment will be password protected.
9. Unauthorised access to electronically stored personal and sensitive information is prevented by the use of security measures, such as user names, passwords and encryption.
10. Information that may be needed in an emergency (e.g. family contact details) is readily available during group's activities, held by CERA's workers in a secure folder.
11. Concerns that a child may be in need or at risk of abuse will be recorded and placed on the child's file, together with details on how the concerns have been dealt with.
12. Referrals made to a statutory agency about concerns for a child will be confirmed in writing within 48 hours, and a copy placed on the child's file.
13. CERA will retain records for a period of 3 years and will then shred all information/documentation pertaining to young people, including deleting any electronic information held on company computers.
14. Staff and volunteers will be made aware of CERA's expectations regarding recording, storage and carrying of information during induction – and will be supported in meeting these expectations during regular supervision/training

**We are committed to reviewing our policy and good practice annually.**

This policy was last reviewed on: .....

Signed: .....

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