

- prejudice the prevention or detection of a serious crime
- put a child's placement at risk (in the case of adoption)

Shielding a record

In the vast majority of cases, requests for shielding will be made by practitioners on behalf of the families they work with. However, parents who are concerned and have reason to believe their child's record should be shielded on ContactPoint can contact their Local Authority. Please see overleaf for contact information.

It is **NOT** appropriate to shield a record if an individual simply objects to ContactPoint in principle.

If you request shielding and it is considered that your children are at risk, under the Local Authority's responsibility for safeguarding the Local Authority may seek advice from partner agencies including the Police and Social Care.

What is the legal basis?

The Information Database Regulations, which came into force on 1st August 2007, provide the legal framework for ContactPoint under section 12 of the Children Act 2004.

Want to know more?

A list of Frequently Asked Questions and further information for young people, parents and carers can be found at www.nottinghamshire.gov.uk/nottscyppartnership/cypppartnershipcontactpoint.htm

Telephone the Customer Service Centre on 08449 808080

or write to the Nottinghamshire ContactPoint management team:

address: Children and Young People's Services, County Hall, West Bridgford, Nottingham NG2 7QP

or contact DCSF:

address: The Department for Children, Schools and Families, Sanctuary Buildings, Great Smith Street, London SW1P 3BT

telephone: 0870 000 2288
email: info@dcsf.gov.uk

To find out more about the Government's Every Child Matters Plan visit:

www.everychildmatters.gov.uk/contactpoint

ContactPoint will be available to services for children, young people and families in Nottinghamshire from October 2009



ContactPoint
because every child matters

Managing sensitive information on ContactPoint

ContactPoint aims to make sure all children get the help and support they need as early as possible; by making it easier for services to contact each other and work together.



ContactPoint will be the quick way for authorised practitioners working in children's services to find out who else is working with the same child or young person, making it easier to deliver more coordinated support. It is a key part of the Every Child Matters programme to improve outcomes for children.

What information will be held on ContactPoint?

ContactPoint will only contain the following information:

- name, address, gender, date of birth and an identifying number of all children in England (aged 0-18);
- name and contact details for:
 - parents or carers;
 - educational setting (e.g. school);
 - primary medical practitioner (e.g. GP practice); and
 - other services working with the child.

ContactPoint will **NOT** contain any case information (such as case notes, details of any medical assessments or exam results).

Explicit consent from children and young people or their parents/carers will be required to record contact details for sensitive services (sexual health, mental health and substance

abuse). Where practitioner contact details for these services are recorded, only an indication of an unspecified service would be visible to the majority of users.

Young people leaving the care of the Local Authority with learning difficulties and/or disabilities can choose to stay on ContactPoint up to the age of 25.

How will you ensure ContactPoint will be secure?

The security of ContactPoint is of paramount importance. Assessment and rigorous testing has been undertaken by independent security experts throughout the development and will continue during live operation of the system. All usage is subject to audit to ensure the system is used by the right people in the right way at all times. ContactPoint information cannot be stored on a laptop or portable memory device.

Who will have access?

Access to ContactPoint will be restricted to authorised users who need it as part of their work. Before they are granted access, all users will have completed mandatory ContactPoint training and other relevant training (such as information sharing). They must have an identity check, security clearance (including enhanced Criminal Records Bureau disclosure) and will need a username, a PIN, a personal security token and a password to access the system.

How will data on vulnerable children be protected?

Children, young people and parents/carers whose circumstances may mean that they are at increased risk of significant harm by having their record visible on ContactPoint, may be able to have some of their details hidden, or **shielded**.

What information will be shown on a shielded record?

Shielded records will show only:

- the child's/young person's name;
- their date of birth;
- their gender; and
- their unique ContactPoint ID number.

Information that could help locate the child/young person or put their parent/carer at risk will not be visible.

When to shield?

The necessity to shield a record on ContactPoint will be assessed on a case-by-case basis. Records will only be shielded if there are strong reasons to believe that by not doing so would:

- place a child or adult at increased risk of significant harm;