Appendix B

Service Specific Protocol –x xx

1 Aim

To provide clear guidance for partner organisations to help them share information safely, in compliance with the law while respecting an individuals right to privacy and confidentiality whilst supporting the development of a new Best Start Service for families with pre and post birth children under five.

2 Pre Requisites

All organisations MUST commit to the Rotherham Overarching Information Sharing Protocol.

All Best Start team members are required to see this agreement alongside organisational policies for:

- Information Governance including Email use, use of moveable media devices
- Records Management including Safe Transfer of Paper Records, Electronic Records Guidance
- Safeguarding Children Policies

3 Why do we need to share information?

- To ensure that children and parents/carers receive the best possible service
- To ensure that the service children and parents/carers is both coordinated and complimentary
- To ensure all services have a **complete** cohort of young people for whom they should be providing a service
- To fulfil Ofsted data requirements for the 'Best Start' service.
- To analyse and identify strategic needs and baseline analysis for each locality/reach area

There are shared cross Governmental target that Children & Young People's Services these are:

- Increase the prevalence of breastfeeding at 6 – 8 weeks from birtt
- Reduce obesity among primary school age children in Reception Year
- Reduce hospital admissions caused by unintentional and deliberate injuries to children and young people
- Reduction of Teenage Conceptions
- Reduce the proportion of children in poverty
- Increase the take up of early education places by low-income/vulnerable families
- Increase early access for women to maternity services
- Reduce the numbers smoking during pregnancy
- Increase access to family and adult training and increase employability
- Improve attainment in relation to the % achieving a good level of development by the end of the Early Years Foundation Stage and narrow the attainment gap

The sharing of appropriate information is a key step for these joint targets to be met.

This protocol is intended to cover the sharing of information relating to children and parents who are entitled to the following services which are provided via the 'Best Start' Service team.

- Access to antenatal advice and support for parents / carers
- Child health promotion programme
- Information and guidance on breast-feeding, hygiene, nutrition and safety
- Promoting positive mental health and emotional wellbeing including identification, support and care for those suffering from maternal depression
- Access to parenting programmes
- Early identification of children with special needs and disabilities
- Access to speech and language and other specialist support
- Support for Healthy lifestyles
- Help to stop smoking
- Access to free early education provision
- Access to childcare provision
- Access to early childhood services
- Access to training to improve personal skills, education and employability

4 Legal basis

Children's Centres are multi-disciplinary teams to provide services to individuals and families relating to health care, social care and educational development, the provision of such information to partner bodies is within the scope of Section 2 of the NHS Act 1977 which permits things calculated to facilitate or conducive or incidental to, the discharge of duty to provide a health service.

Section 22 of the same act also places a specific duty on NHS bodies and local authorities to co-operate with one another in order to secure and advance the health and welfare of the people of England and Wales.

In addition NHS bodies and Local Authorities have a clear responsibility to be proactive in the sharing of information with Children's Centres. This is set out in the Department of Health Priorities and Planning Framework and through the Department of Health Public Service agreement objective of working together to improve the life chances of children.

This means that NHS bodies and local government can and should share basic personal information as long as confidentiality and data protection requirements are met. This protocol sets out the procedures to be followed to ensure these requirements are met.

As such the legal basis for the sharing between L.A., NHS organisations, Voluntary/Community sector, JCP/DWP, Maintained Schools and Academies for the 'Best Start' Service is to enable the exercise of statutory functions. As such, the applicable fair processing conditions in the Data Protection Act are Condition 5(b) in Schedule 2 for personal data and Condition 7(b) in Schedule 3 for sensitive personal data. The relevant statutory duties which the Council is required to comply with are set out in sections 1 to 4 of the Childcare Act 2006 which relate to the Council's duty to improve the wellbeing (definition which includes physical and mental health and emotional wellbeing; protection from harm and neglect; education, training and recreation) of young children in its area and to reduce inequalities between young children in its area. Of importance is the fact that the LA is under a duty to make

arrangements to secure that early childhood services in their area are provided in an integrated manner which is calculated to facilitate access to those services, and maximise the benefit of those services to parents, prospective parents and young children.

4 What information is to be shared?

Data Flow A – GP data is required for all under 5's in the Rotherham area in order to establish an initial baseline of the shared cohort. This data will need to be supplied on a quarterly basis. Personal designated data fields required are:

- Name
- Address
- Postcode
- DOB
- Ethnicity

This data will be used to identify all children not registered at a Children's Centres
Data will be collected via GP's and sent to LA Central contact

Data Flow B1 – The following data is required on a weekly basis for all Pregnancies in the Rotherham area:

- Name
- Address
- Postcode
- DOB
- Health Worker Name

Data Flow B2 – The following data is required on a weekly basis for all new Births in the Rotherham area

- Name
- Address
- Postcode
- DOB
- Health Worker Name

This data will be used provide services both pre and post birth.
Data will be collected by Midwifery Service/HV and sent to CC's

Data Flow C – The following data is required quarterly(Adult and Family Learning in SES) for those who have attended training, the training attended, qualifications gained and the numbers of any who have gone onto further training or into work

- Name
- Address
- Postcode
- DOB

This data will be used to provide services to those who are unemployed, require training or re-training or wish to improve personal skills
The data will be collected by SES and sent to LA central contact

Data Flow D - The following data is required annually (Public Health Outcomes)

- breastfeeding, smoking cessation, obesity figures in F2, immunisations, hospital admissions/accidents, teenage pregnancies
- aggregated into Children's Centre reach areas/postcodes

Data will be collected by the Public Health Team and sent to the individual CC's

Data Flow E – The following data is required Quarterly (Midwifery and HV universal coverage)

- % of contacts made by midwives
- % of contacts by HV's (through healthy child programme)

Data will be collected through System 1 and sent to LA central contact

Data Flow F – The following data is required annually (LA Performance and Management Team) from schools and academies

- EYFSP data for those children who have accessed Children's Centres services

Data will be collected by the LA Performance and Management Team and sent to a LA central contact

Data Flow G – The following data is required quarterly (Troubled Families)

- % or number of families with under 5's who are participating in the families for change programme

Data will be collected by ……. And sent to LA central contact

Data Flow H – the following data is required quarterly (Job Centre Plus)

- Number of adults referred by the Children's Centre to DWP
- Numbers of the above who have been supported into secure employment

Data will be collected by Job Centre Plus and sent to individual Children's Centres

6 How and when will data be shared?

The appropriate data flows will be transmitted via a secure electronic mechanism (to be defined – presumable GC mail to NHS.Net) and loaded onto the e-start database. This database is subject to RMBC password and Information security procedures. An agreed person will acknowledge receipt.

7 Retention of information

The data received will be subject to RMBC Security and Archiving procedures.

8 Quality Assurance.

RMBC and all Partner Agencies will be responsible for the quality and accuracy of the information they provide to each other.

9 Renewal of the service specific protocol

The service specific protocol will be reviewed every 24 months unless any specific operational changes dictate otherwise

Signed ..... Date: .....

Rotherham Metropolitan Borough Council

Signed ..... Date: .....

NHS Organisations

Signed ..... Date: .....

D.W.P .....

A.N. Other .....