

If we need to share this information with anyone outside of Children's Services we will normally ask your permission and tell you where the information is going. But there may be times where we need to share information with others without your permission where this would be lawfully justified, for example, if information comes to light which may suggest a serious risk of harm to your child.

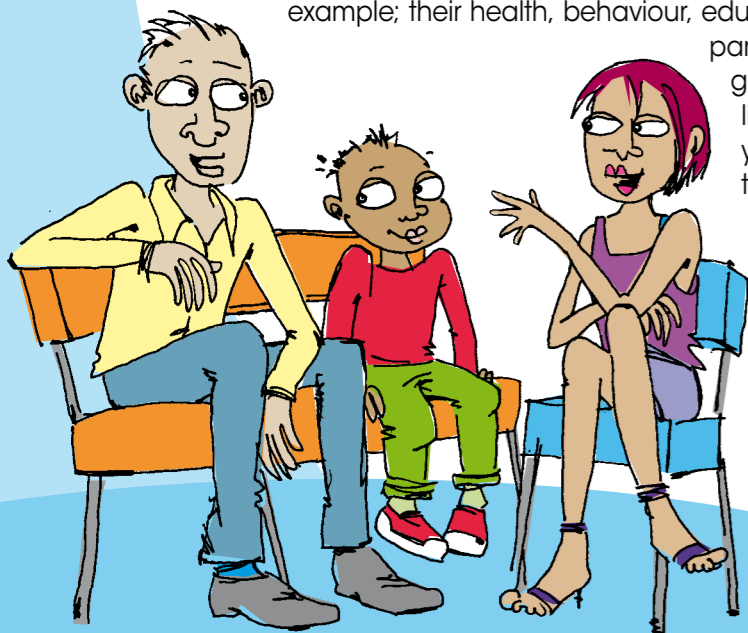


Privacy Notice - Data Protection Act 1998

We are required to pass on some information (but not the names of individual children/young people) to the Department for Education (DfE). This information helps to improve the services of Leeds City Council and the DfE. If you would like to see a copy of the information about how we and the DfE store and use the information we hold and share about you please go to the following website www.teachernet.gov.uk/management/ims/datamanagement/privacynotices Or ask your social worker.

What will happen during the Assessment?

After a request for help is received by Children & Young People's Social Care, a social worker will need to speak to you and maybe other family members one or more times. Your social worker will want to know about your child(ren) - for example; their health, behaviour, education, what issues affect you as a parent, what help and support you get and what support you would like. Where children are old enough, your social worker will also need to talk to them as well. Where children are not old enough to talk to, the social worker may just want to see them, probably at home. Your social worker will also want to talk with those people who already know your family, such as a doctor, health visitor, teacher or nursery worker. We will talk with you about which of these people we want to contact and why.



If you disagree with anything that is said by your social worker or anyone else during the assessment, you will have the opportunity to have this written down and recorded as part of the assessment record. Once all the information has been gathered and everyone concerned has had a chance to contribute, a decision will be taken by the social worker's manager as to what happens next. Some of the things that may happen are:

- We might decide that we can help and a plan of action will be drawn up.
- We might decide that more detailed information is required before we can make a final decision in consultation with yourself, that no further help is needed or that Children & Young People's Social Care is not the best agency to provide that help.

Whatever the outcome of the assessment, you have the right to be informed of it and to state whether you agree or disagree.



How long will it take?



After Children & Young People's Social Care has been contacted about your family, a social worker will make a brief first or **Initial Assessment** that should take no more than 7 working days. If you already have a Common Assessment we shall use this information to start with. After this, if a more detailed assessment is required (called a Core Assessment) we will aim to complete this second stage within 35 working days. If you or your family require help immediately and can't wait for the assessment to be completed, we will try to provide this help before the assessment is finished.

Once the Core Assessment is finished, a plan will be drawn up setting out what help and support will be provided and by whom.

What will I be expected to do?

We try to approach assessments from the perspective that parents want what is best for their children and that children are better off being brought up in their family of origin. We also know that being a parent is a hard job and that sometimes parents need extra help with certain problems. We can help you best if you tell us about your difficulties and are as open and honest as possible. We also want you to recognise and talk about the strengths in your family and tell us about those.

To be detached and retained by Children and Young People's Social Care