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**LEICESTERSHIRE EDUCATION AND INCLUSION PARTNERSHIPS**

**CONSENT OF PARENTS AND CARERS TO EXCHANGE OF INFORMATION AND ARRANGEMENTS FOR ALTERNATIVE EDUCATION PROGRAMMES**

**REFFERAL BY A SCHOOL TO A PARTNERSHIP PANEL OR A MULTIAGENCY INCLUSION FORUM**

Our Partnership of secondary schools in this area of Leicestershire is called <Loughborough and North Charnwood> Inclusion Partnership. The Partnership works together to help students who may need additional support to engage in their education. The Partnership focuses on those needs that impact on behaviour and attendance at school. You can find a description of who we are and what we do at <https://www.leicsseips.org/parents-and-students>

Academies, Schools and Colleges have opportunities to meet together with colleagues from other schools, from the Partnership and from other agencies working with children and young people in Leicestershire from the County Council, NHS and other sectors. These are invaluable in helping school staff find successful ways to help individuals. Help may come in the form of advice or in the provision of additional support from staff outside the school. These meetings may be:

1. Inclusion Forums – with representatives drawn from LA services such as Educational Psychology, Children and Families wellbeing service, Inclusion Team, from NHS and other local schools.
2. Panel / Core Group Meetings – usually Partnership staff and schools.

Sometimes these meetings discuss anonymous children or young people. In these discussions the school has no need to seek permission from a parent or carer for the discussion to take place. Also, the school does not need permission from a parent to make a referral to other agencies where there are concerns that a child or young person has suffered or may be at risk of significant harm.

Usually schools will prefer to identify the child or young person who they wish to discuss at a meeting. This allows the exchange of information between the school and the other services. Information may include the outlines of work that a service has done or is currently doing with the child or the child’s family. Each service / agency has its own rules about what can and cannot be shared between services and agencies and any exchange between them at our meetings is governed by those rules. This level of information sharing will not take place unless the child / young person’s Parent/Carer has given permission. The sharing may take place “in both directions” – for example an agency may find out something about the child’s attitudes and behaviour in school that might help understand events outside school. The school may gain a better insight into what is causing the child to have difficulties at school by knowing more about the involvement of agencies with the child and his or her family.

**What happens to the information that is shared?**

1. The Academy, School or College will keep the information securely in line with their policy they have published to parents.
2. Agencies and services will keep information they receive in line with their published policies.
3. The Partnership keeps information it receives about children and young people in line with our “Fair Processing and Privacy Statement”. A copy of this is at <https://www.leicsseips.org/safeguarding>

If you are concerned at any time about the information the school holds, please contact the school directly. If you child is being supported directly by the Partnership, please contact the Co-ordinator.

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| *I give permission for my child to be referred to other agencies through the meeting structure described above. I agree to the sharing of information at the meeting and subsequently between services in order to support the progress and wellbeing of my child. I understand that information will be used, stored and deleted in line with the policies set out by my child’s school, the other agencies and as set out in the Partnership’s Fair Processing notice.* |
| *Signature* |
| *Parent / Carer name* |
| *Date* |
| *Student name* |