



Information Sharing: a brief guide for *Parents and Carers*

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**West Lothian
Council**



What is C-me?

C-me lets staff from education, health and social work electronically share information about children and young people.

What information does C-me show?

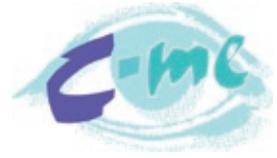
For all children and young people, C-me shows basic information such as name, address and date of birth. C-me also shows contact details of agencies that are involved in a routine way, such as the GP or school.

Consent for sharing this basic information is implied.

Sharing more complex information

When a child or young person is having an assessment of their needs, there is a requirement to seek explicit individual consent to share information and a consent form is provided.

- Children over the age of twelve are presumed to be able to give consent in their own right although some children may be considered able to give their own consent at an earlier age depending on their level of understanding.
- For those under twelve, consideration will be given to their age and level of understanding. If your child understands the nature and consequences of an assessment or treatment, consent will be sought from them. If not, consent will be sought from the person with legal authority to act on the child's behalf – usually this will be their parents or guardians.
- Where a child is over the age of twelve and is considered to be unable to make an informed decision, consent will be sought from the person with legal authority to act on their behalf i.e. a parent or guardian or other person with parental responsibilities and rights.



What are the benefits of C-me?

C-me

- helps improve child safety
- helps children and young people receive co-ordinated care
- avoids parents and carers repeatedly providing the same information.

Who uses C-me?

Education, social work and health work together and when they do this they share relevant information. Police also use C-me, but only for protecting children.

Can I see information held about my children?

Yes, you can ask any of the staff working with your child to let you see the information that would appear on C-me.

Can I alter the information that is recorded?

Factual inaccuracies can be corrected and your comments can be noted.

C-me and protecting children

When there is a reasonable concern that your child is being hurt or is not safe, all services have a legal duty to share information, in order to protect the child or young person. When there is no such concern you have the right to withdraw consent to share information.

If you, or your family wish to know more about how we share information in West Lothian, or about opting out, please contact us:

- Ring **01506 775554** and speak to the senior responsible officer for information sharing
- Speak to any of the staff working with your child such as social worker, health staff or teacher
- Google '**West Lothian Council C-me**'

Information is available in Braille, on tape, in large print and community languages.
Please contact the Interpretation and Translation Service on 0131 242 8181.

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

এই তথ্য আপনি ব্রইল, টেপ, বড় আকারে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রিটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিফোন: 0131 242 8181

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：0131 242 8181

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨਿਬਰੀਨ ਦੇ ਪੜ੍ਹਨ ਵਾਲੀ ਟਿਪੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਈਆਰ ਟੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ। ਸਿੱਖਾ ਕਰਨੇ ਇੰਟਰਪ੍ਰਿਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸੇਵਾਵਾਂ ਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

یہ معلومات بریل (انحصار کے رسم الخط)، ٹیپ، بڑے حرف کی طاعت اور کمیونٹی میں ہونے والی زبانوں میں دستیاب ہے۔
راہو سربراہی اظہار بریلنگ آئیڈز اسٹیبلشمنٹ سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔

Informacje te mogą być przelozone na jezyk Braille'a, dostepne na tasmie magnetofonowej lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych.
Prosimy o kontakt z Uslugami Tlumaczeniowymi pod numerem 0131 242 8181.

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