

## Your rights

You and your child have the right to request access to information that has been gathered or used during GIRFEC.

## For more information...

For more information you should speak to the person named on the back page of this leaflet.

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**Information Sharing  
and  
GIRFEC  
for  
Children  
and  
Young People**

## Useful Contacts

Name and Contact Details of person asking for your consent:

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## GIRFEC Project

Email: [girfec@shetland.gov.uk](mailto:girfec@shetland.gov.uk)

Telephone: 01595 744000

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**A Guide for Parents  
and  
Carers**

## Introduction

We believe that your child might be better supported by adults working closely together and sharing important information with each other about your child.

In Shetland, this process is called **Getting it right for every child (GIRFEC)**.

Any information held about your child is kept securely. The staff asking permission will explain more about what this means.

## What is GIRFEC?

Through GIRFEC, a Child or Young Person's Plan is created which sets out who has to do what to support the child to achieve positive outcomes.

## Why do we need to share your child's information?

- to ensure that your child receives co-ordinated support and care.
- to deliver services in a joined up manner.
- so that neither you nor your child will be asked the same basic questions over and over again.

## What information about your child will we share?

- general information - e.g. name, date of birth, address, etc.
- information about your child's strengths and needs.

## Who will this information be shared with?

The people directly involved in your child's care and who have a genuine need to be informed, e.g. nurses, GPs, social care staff, occupational therapy, physiotherapy and other professionals from a range of agencies who work with your child.

## How do we share information?

- by telephone.
- sending e-mails.
- writing letters.
- meetings.

## Who gives consent?

- for children over 12 years of age, consent will usually be sought from them.
- for children under 12 years of age, if they understand the nature and consequences, consent will be sought from them. If not, consent will be sought from a parent or carer.
- when a child is over 12, but does not have the capacity to make the decision, consent will be sought from the person with legal authority to act on the child's behalf.

## You can say no!

If you do not wish a Child's Plan to be used and information about your child to be shared in the way described in this leaflet, you can say no. Please make this clear to the person who is asking you for consent.

If you say **no**, but we feel that a child's immediate safety is at risk, we can share their information without consent.