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1. Introduction to this ISP

- 1.1 This Information Sharing Protocol (ISP) is supplementary to the Wales Accord on the Sharing of Personal Information (WASPI), and has been agreed between the participating partner organisations. Partners have given consideration to its contents when drawing up this document.
- 1.2 This ISP has been prepared to support the regular sharing of personal information for The Flying Start Programme, Neath Port Talbot.
- 1.3 One of the Welsh Government's aims for children and young people, based on the UN Convention of Human Rights of the Child, is a commitment to ensure that all children have a "flying start" in life. Therefore the Flying Start programme is Welsh Government's programme of investment aimed at giving children in disadvantaged areas a better start in life both in preparation for school and longer term.
Flying Start compliments Families First funded projects, Early Years and the Foundation Phase and contributes to achieving the standards in the National Service Framework for Children, Young People and the Maternity Services.
Flying Start reports to the Think Family Board (previously known as Children and Young People's Partnership Board)
The aims of the Flying Start Programme are:
 - To make a decisive difference to the life chances of children aged 0-4 years in the areas in which it is operational; this ISP helps this by ensuring more effective joint-working.
 - To share information to support effective care and well being of the children and their families and carers.
- 1.4 This ISP covers the exchange of information between the health board, social care, education, statutory and independent child care providers in Neath Port Talbot Local Authority area.
- 1.5 It supports the information sharing partner organisations involved and the groups of service users it impacts upon. It details the specific purposes for sharing and the personal information being shared, the required operational procedures, consent processes, and legal justification.
- 1.6 For the purpose of this ISP, explicit consent is required from service users.
- 1.7 Partners may only use the information disclosed to them under this ISP for the specific purpose(s) set out in this document or to support the effective administration, audit, monitoring, inspection of services and reporting requirements.
- 1.8 A glossary of terms for this ISP is contained within Appendix A.

Please note: Staff should not hesitate to share personal information in order to prevent abuse or serious harm, in an emergency or in life-or-death situations. If there are concerns relating to child or adult protection issues, the relevant organisational procedures must be followed.

2. The information sharing partner organisations

- 2.1 This ISP covers the exchange of information between practitioners of the following organisations:

Information Sharing Partner Organisations	Responsible Manager
1. Abertawe Bro Morgannwg University Health Board	<ul style="list-style-type: none"> • Locality Nurse Director • Head of Midwifery • Head of Speech and Language Therapy • GP Locality Lead
2. Neath Port Talbot Local Authority <ul style="list-style-type: none"> • Flying Start • Educational Psychology 	<ul style="list-style-type: none"> • Flying Start Co-ordinator • Educational Psychology Lead
3. Independent Child Care Providers	<ul style="list-style-type: none"> • Child Care Managers/Proprietors
4. Schools	<ul style="list-style-type: none"> • Head teacher

- 2.2 The responsible managers detailed above have overall responsibility for this ISP within their own organisations, and must therefore ensure the ISP is disseminated, understood and acted upon by relevant practitioners.

- 2.3 The responsible manager from each partner organisation will regularly monitor and audit access to information shared under this ISP to ensure appropriate access is maintained.

3. Benefits of sharing

- 3.1 By sharing personal information under this ISP, it is envisaged that the following benefits will be achieved:
 - Co-ordinated assessments across agencies to promote a more seamless response to Service Users
 - Service Users will become active partners in the assessment of their needs
 - Children will be safeguarded from abuse and neglect
 - Enhances the ability of service providers to ensure that service users benefit from the range of interventions and services available
 - Avoids duplication of effort by partner organisations

4. Legislative / statutory powers

- 4.1 Disclosure of information will be conducted within the legal framework of the Data Protection Act 1998 (DPA), the Human Rights Act 1998 and in compliance with the common law duty of confidence.
- 4.2 The conditions set out in Schedule 2 and 3 of the DPA are known as the "conditions for processing". Organisations processing personal data need to be able to satisfy one or more of these conditions. For the purpose of this ISP, the condition that will be allowed upon for both Schedules (where required) is **explicit consent**. Therefore no further conditions need to be met.
- 4.3 In addition to relying on consent as a Schedule condition, public bodies may have statutory requirements to share some types of personal data. In the absence of a statutory requirement, a public sector body should be able to explain the legal power it has to enable it to share. Other organisations may not need statutory powers to share.
- 4.4 Section 25 of the Children Act 2004 places a duty on each children's services authority to make arrangements to promote co-operation between itself and relevant partner agencies to improve the well-being of children in their area. This provides an implied power to share information with other statutory services and the independent sector.
- 4.5 Section 47 of the NHS and Community Care Act 1990 provides for social services authorities to involve staff of health and housing agencies in order to prepare comprehensive assessments of need. It can be implied from this duty that there is a power to share information with other statutory services and the independent sector.
- 4.6 Section 2 of the Local Government Act 2000 provides Local Authorities with the powers to promote or improve the social wellbeing of their area. This provides an implied power to share information with other statutory services and the independent sector.
- 4.7 Section 82 of the National Health Service Act 2006 provides for a general duty on NHS bodies and local authorities to cooperate with one another in order to secure and advance the health and welfare of the people of England and Wales. This general duty implies a power to share information between NHS bodies and local authorities.
- 4.8 Paragraph 16 of Schedule 2 to the National Health Service and Community Care Act 1990 provides that NHS Trusts have general powers to do anything which is necessary or expedient for the purposes of or in connection with the provision of goods and services for the health service and similarly will give rise to an implied power to share information.

5. Details of personal information being shared

- 5.1 Personal information shared for the purpose of this ISP includes a range of information and might therefore include:

- **Demographic details** (including relevant details of parents, siblings and other family members)
 - DOB
 - Address

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- Aliases
 - **Risks**
 - Concerns
 - Health risks
 - Social Risks
 - Environmental Risks
 - Risks to Staff
 - Vulnerability
 - Personal Care
 - **Assessments**
 - Needs assessment
 - Health Assessment
 - Financial Assessment
 - Resilience factors
 - Current Housing Situation
 - **Developmental Factors**
 - Family and wider community relationships
 - Speech, language and communication Health and Development
 - Cognitive Health and Development
 - Social & Emotional Health and Development
 - Physical/Mental Health and Development
- 5.2 The information is used to detail how services will be provided, how needs will be met, who will be involved, whether any needs will remain unmet and how the Service User's ongoing care will be managed and reviewed.
 - 5.3 Only the **minimum necessary** personal information consistent with the purposes set out in this document can be shared.
 - 5.4 Information provided by partner organisations will not generally be released to any third party without prior consultation with the owning partner organisation.
 - 5.5 An information reference table within Appendix B and Appendix C provides a comprehensive list of the personal information to be shared between the partner organisations, including with whom in each partner organisation it will be shared with, why it will be shared and the methods of how it will be shared.

6. Identifying the service user

- 6.1 In order to ensure that all partner organisations, when sharing information, are referring to the same service user, the following personal identifiers must be included:

- Name(s) of (child, parent/carer and siblings including aliases)
- Dates of birth (child, parent/carer and siblings)
- Address of (child, parent/carer and siblings)

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- Service Reference Numbers of (child, parent/carer and siblings)

7. Informing the service user

- 7.1 It is necessary to communicate with the service user or their lawful representatives about the need for information sharing at the earliest appropriate opportunity, preferably at first contact unless by doing so would risk harm to others or hinder any investigation or legal proceedings.
- 7.2 Therefore in most cases practitioners will clearly inform service users or their lawful representatives about what personal information is to be shared, and for what purposes it will be used. Partner organisations should also ensure that service users are provided with any information they need to fully understand the way in which their personal data will be handled in any specific circumstance, including the names of any persons or organisations with whom their data may be shared.
- 7.3 Where appropriate, agreed methods of providing this information are:
- Neath Port Talbot Flying Start Registration and Consent Form
 - Verbal Communication
 - Family Information Service Website: fs@npt.gov.uk

8. Obtaining consent

- 8.1 The approach to obtaining consent should be transparent and respect the rights of the service user.
- 8.2 Consent is given by a service user agreeing actively, to a particular use or disclosure of information. It can be expressed either verbally or in writing, although written consent is preferable since that reduces the scope for subsequent dispute. For the purposes of this ISP, **explicit consent** will be required from service users.
- 8.3 Consent must not be secured through coercion or inferred from a lack of response to a request for consent. Practitioners must be satisfied that the service user has understood the information sharing arrangements and the consequences of providing or withholding consent.
- 8.4 Where a service user is a child or young person, the practitioner should consider whether the child or young person has the capacity to understand the implications of giving their consent in the particular circumstance. Where the practitioner is confident that the child or young person can understand their rights, then consent should be sought from them rather than a parent. It is important that a child or young person is able to understand (in broad terms) what it means to give their consent.
- 8.5 Consent should not be regarded as a permanent state. Opportunities to review the service user's continuing consent to information sharing should arise during the course of the service provision. Practitioners should exercise professional judgement in determining whether it would be appropriate to re-visit a service user's continued consent at any given juncture. Ideally it should take place in the context of a review or re-assessment.
- 8.6 Consent obtained from service users for the purposes of this ISP will only be used to support the delivery of the purposes and functions set out in this document. Once

the provision of this specific ISP concludes or the purpose changes, then consent obtained for it will also end.

- 8.7 In some exceptional circumstances, personal information can be lawfully shared without consent where there is a legal requirement or where an appropriate professional of sufficient seniority within the partner organisation, has taken the view that the duty of confidentiality can be breached where there is a substantial overriding 'public interest'. Such situations where information might be shared without consent include:

- 'life and death' situations, for example, where information is shared in an emergency in order to preserve life;
- where a person's condition indicates they may be a risk to the public or may inflict self-harm;
- in order to prevent abuse or serious harm to others;
- on a case-by-case basis, to prevent serious crime and support detection, investigation and punishment of serious crime.

This is not an exhaustive list and each situation should be considered on a case by case basis.

- 8.8 Where decisions are made to share personal information without the service user's consent, as detailed above in 8.7, this must be fully documented in the service user's record.

- 8.9 Where it is not appropriate to defer the sharing of information, then it will not be appropriate to defer consent, as consent cannot be obtained retrospectively. Therefore, only where deemed necessary, may information be shared without consent.

- 8.10 If there are any concerns relating to child or adult protection issues, practitioners must follow the relevant organisational procedures.

9. Obtaining consent where a service user lacks mental capacity

- 9.1 The Mental Capacity Act 2005 Code of Practice defines the term 'a person who lacks capacity' as a person who lacks capacity to make a particular decision or take a particular action for themselves, at the time the decision or action needs to be taken.
- 9.2 Whenever dealing with issues of capacity to consent, local rules and procedures should be followed and these must be in compliance with the Mental Capacity Act 2005 and its Code of Practice.
- 9.3 Where a person has a temporary loss of capacity consent will be deferred, if appropriate, until such time as consent can be obtained. Consent to share information will be sought when capacity is regained.

10. Recording consent

- 10.1 Decisions regarding service users' consent of how and when it was obtained and whether it was provided in verbal or in written form, must be stored or recorded in the service user's record.

11. Refused and withdrawn consent

- 11.1 A service user has the right to refuse their consent to have information about them shared. They also have the right to withdraw previously granted consent at any point, to the sharing of their information. Further personal information should not then be shared under this ISP.
 - 11.2 Where the service user has refused or withdrawn consent, the implications of withholding consent will be clearly explained to them and this dialogue will be recorded in the service user's record. If a service user withdraws consent to share personal information it will also be explained that information already shared cannot be recalled.
12. **Information security**
 - 12.1 Practitioners carrying out the functions outlined in this ISP should make themselves aware of, and adhere to, their organisation's information security policies and procedures.
 - 12.2 Where practitioners are unable to comply with their organisation's policies regarding the safe and secure transfer of information they must ensure that a risk assessment is undertaken by their Information Security/Governance department at the earliest opportunity. Alternative secure methods, as identified within the organisation's policy, must be used until such time as the risk assessment has been undertaken.
 - 12.3 A list of agreed methods for the safe and secure transfer of personal information is documented within Appendix B.
 - 12.4 Any breaches of security, confidentiality and other violations of this ISP must be reported in line with each partner organisation's incident reporting procedures. Consideration should be given to share, where appropriate, the outcome of any investigation with the partner organisations involved.

13. Records management

- 13.1 Practitioners carrying out the functions outlined in this ISP should make themselves aware of, and adhere to, their organisation's records management procedures, specifically in relation to collecting, processing and disclosing of personal information.
- 13.2 All information, whether held on paper or in electronic format must be stored and disposed of in line with each partner organisation's retention and disposal schedule.
- 13.3 Personal information will only be collected using the agreed collection methods, ensuring the required information is complete and up-to-date.
- 13.4 Practitioners will ensure where practical, that records are maintained of when information is shared with a partner organisation, and to whom.
- 13.5 Decisions about service users should never be made by referring to inaccurate, incomplete or out of date information.
- 13.6 If information is found to be inaccurate, practitioners will ensure that their records and systems are corrected accordingly. Consideration must also be given to advising partner organisations where practical.

14. Data Protection Act and Freedom of Information Act requests

- 14.1 Where requests are received for information relating to this ISP or any individual service user(s) then each request will be dealt with in accordance with each partner organisation's relevant policies and procedures.

15. Complaints

- 15.1 Each partner organisation has a formal procedure by which service users, partner organisations and practitioners can direct, their complaints regarding the application of this ISP.

16. Review of this ISP

- 16.1 This ISP will be reviewed January 2017 and 2 years thereafter or sooner if appropriate.

17. Appendix A – Glossary of Terms

Term	Definition
Consent	An informed indication by which the service user signifies agreement and understanding of how personal information relating to them is processed.
Personal Information	Information which relates to an individual, including their image or voice, which enables them to be uniquely identified from that information on its own or from that and / or other information available to that organisation. It includes personal data within the meaning of Section 1 of the Data Protection Act 1998 and information relating to the deceased.
Sensitive personal information	Personal information as to: the racial or ethnic origin of an individual; their political opinions; their religious beliefs or other beliefs of a similar nature, whether they are a member of a trade union, their physical or mental health or condition, their sexual life, the commission or alleged commission by them of any offence, or any proceedings for an offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court in such proceedings.
Personal identifiers	A set of basic personal details that allow partner organisations to identify exactly who is being referred to. For example, name, address, date of birth, post code.
Processing personal information	Broadly describes the collecting, using, disclosing, retaining or disposing, of personal information. If any aspects of processing are found to be unfair, then the Data Protection Act 1998 is likely to be breached.
Service user	An inclusive term to describe those people who have contact with service providing organisations within Wales and have information recorded about them. For example: Individual organisations may refer to these people as data subjects, patients, clients, lawful representatives, child, parent, carer, sibling, relatives etc.
Practitioner	An inclusive term to describe any staff working for the partner organisations involved in the care of or provision of services for the service user. For example: police officer, health professional, social worker, volunteer etc.
Responsible Manager	A senior manager within an organisation who has overall responsibility for the area of work related to a specific ISP. It will be their responsibility to ensure that ISPs are disseminated, understood and acted upon by relevant practitioners and that access to personal information is regularly monitored and audited to ensure appropriate access is maintained.
ABMUHB	Abertawe Bro Morgannwg University Health Board
GP	General Practitioner
NPT LA	Neath Port Talbot Local Authority

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WASPI

Information Sharing Protocol for Flying Start:Neath Port Talbot

18. Appendix B Information Reference Table – Ante-Natal

The sharing of personal information to support the provision of Flying Start, Neath Port Talbot				
Description	001	002	003	004
1 Information exchange General description of the process or stage to which the information exchange relates.	<u>Ante-Natal</u> Referral into Flying Start by ABMUHB Midwifery service identifying pregnant women at booking who live within Flying Start boundaries.	<u>Ante-Natal</u> The Service User(s) are registered and offered home visit by Flying Start Health team for ongoing support and advice during antenatal period	<u>Ante-Natal</u> Referral within the Flying Start NPT LA programme for ongoing support and access to group and individual activities.	<u>Ante-Natal</u> Information surrounding the support that has been offered is reported back to the referrer to ensure appropriate consistency of information throughout the service.
2 What information will be shared? Description of the information to be provided. Please note: Only the minimum and relevant personal information is to be shared and strictly on a case by case basis.	See Section 5.1 for full details. Will include: <ul style="list-style-type: none">Demographic informationRisksAssessmentsDevelopmental factors	See Section 5.1 for full details. Will include: <ul style="list-style-type: none">Demographic informationRisksAssessmentsDevelopmental factors	See Section 5.1 for full details. Will include: <ul style="list-style-type: none">Demographic informationRisksAssessmentsDevelopmental factors	See Section 5.1 for full details. Will include: <ul style="list-style-type: none">Demographic informationRisksAssessmentsDevelopmental factors
Description	001	002	003	004
3 Consent to share Details of when and how consent will be sought.	Consent is gained at the first meeting with the Service User in order to continue the process Once identified, consent will be obtained from the Service User via the NPT Flying Start Registration Consent Form. In the event the Service User refuses consent then information sharing shall cease.	Consent is ongoing	Consent is ongoing	Consent is ongoing

4 Partner Organisation(s)	Who by	Who to	Who by	Who to	Who by	Who to	Who by	Who to	
a Details of provider and recipient organisation(s).	1. ABMUHB 2. GP	1. ABMUHB	1. ABMUHB	3, NPT LA	3, NPT LA	1. ABMUHB	1. ABMUHB 3, NPT LA	1. ABMUHB 2. GP	
b Role(s) of staff responsible for providing and receiving the information.	1.1 ABMUHB Midwife 2.1 GP	1.1 ABMUHB Flying Start HV 1.2 ABMUHB Flying Start Midwife	1.1 ABMUHB Flying Start HV 1.3 ABMUHB Flying Start Midwife	3.1 NPT Flying Start Admin	1.1 ABMUHB Flying Start HV 1.2 ABMUHB Flying Start Midwife 3.1 NPT Flying Start Admin	1.1 ABMUHB Midwife 1.2 ABMUHB Flying Start HV 1.3 ABMUHB Flying Start Midwife 1.4 ABMU HB Community Nursery Nurse 1.5 ABMUHB Speech and Language Therapist 3.2 NPT Flying Start Parenting Team worker 3.3 NPT Flying Start Educational Psychologist	1.1 Midwife 1.2 ABMUHB Flying Start HV 1.3 ABMUHB Flying Start Midwife 1.4 ABMU HB Community Nursery Nurse 1.5 ABMUHB Speech and Language Therapist 3.2 NPT Flying Start Parenting Team worker 3.3 NPT Flying Start Educational Psychologist	1.1 Midwife 2.1 GP	

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Description	001	002	003	004
5 Form title and reference number Detail the title and reference number of any form(s) or letter(s) used to collect and / or convey the information.	Neath Port Talbot Flying Start Registration and Consent to Share Information form Myrddin Patient Administration system All Wales Antenatal records Pregnancy Information Sharing Form	Neath Port Talbot Flying Start Registration and Consent to Share Information form Myrddin Patient Administration system Health Visiting records PIMS+ (Patient Information Management system)	Neath Port Talbot Flying Start Registration and Consent to Share Information form Health Visiting records PIMS+ Flying Start Parenting Records	Neath Port Talbot Flying Start Registration and Consent to Share Information form Health visitor Case notes PIMS+ Flying Start Parenting Records
6 How will the information be transferred? Detail all agreed secure methods in which the information can be transferred to the recipient e.g. fax, direct feed from system, verbal transfer at team meeting, telephone call, e-mail.	Written communication via secure e-mail, letter or similar via post Verbal communication via telephone or face to face	Written communication via secure e-mail, letter or similar via post Verbal communication via telephone or face to face	Written communication via secure e-mail, letter or similar via post Verbal communication via telephone or face to face	Written communication via secure e-mail, letter or similar via post Verbal communication via telephone
7 When will it be Details of when the information needs to be exchanged or shared e.g. daily, weekly, monthly, yearly, as and when necessary.	As and when required	As and when required	As and when required	As and when required
8 Additional considerations Issues or comments not included (where appropriate).	Secure methods appropriate to the information being transferred should be used at all times	Secure methods appropriate to the information being transferred should be used at all times	Secure methods appropriate to the information being transferred should be used at all times	Secure methods appropriate to the information being transferred should be used at all times

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Appendix C Information Reference Flow – Post-Natal

The sharing of personal information to support the provision of Flying Start, Neath Port Talbot (Post-Natal)				
	Description	Postnatal- 6 weeks or Movement in at any age	6 weeks to 3years	Age 3-4/ Transition/movement out
1	Information exchange General description of the process or stage to which the information exchange relates.	Notification from Child Health of birth in Flying Start post coded area is received by Flying Start Health visitor. GP or Generic Health Visitor will notify Flying Start Health Visitor of movements into Flying Start post coded area and will transfer information verbally and in writing.	Flying Start Core programme will be offered. This includes: <ul style="list-style-type: none"> Flying Start Parenting team, Educational Psychology, Early language development (SALT and LAP) Child Care provided by Registered Independent Childcare Provider & Flying Start Childcare at age 2-3 Verbal exchange of information takes place on a monthly basis at Flying Start Multi-agency meetings in order to plan ongoing programme of care. 	<ul style="list-style-type: none"> Transition from Flying Start Childcare to Foundation Phase/ nursery Transition from Flying Start HV to School Health Nurse when age appropriate.
2	What information will be shared? Description of the information to be provided. Please Note: Only the minimum and relevant personal information is to be shared and strictly on a case by case basis	See Section 5.1 for full details. Will include: <ul style="list-style-type: none"> Demographic information Risks Assessments Developmental factors 	See Section 5.1 for full details. Will include: <ul style="list-style-type: none"> Demographic information Risks Assessments Developmental factors 	See Section 5.1 for full details. Will include: <ul style="list-style-type: none"> Demographic information Risks Assessments Developmental factors

3	Consent to share Details of when and how consent will be sought	Explicit consent recorded on NPT Flying Start Registration Consent to Share Information Form at ANC appointment		Explicit, carried over from Referral stage.		Explicit, carried over from Referral stage.	
4	Partner Organisation(s) Details of provider and recipient organisation(s)	Who by 1. ABMUHB 2. GP	Who to 1. ABMUHB 3. NPT LA	Who by 1. ABMUHB 3. NPT LA 4. Independent childcare providers 5. Schools	Who to 1. ABMUHB 3. NPT LA 4. Independent childcare providers 5. Schools	Who by 1. ABMUHB 3. NPT LA 4. Independent childcare providers 5. Schools	Who to 1. ABMUHB 3. NPT LA 4. Independent childcare providers 5. Schools
4	Role(s) of staff responsible for providing and receiving the information.	1.1 Health Visitor 1.2 Midwife 1.3 Flying Start Health Visitor 1.2 GP 1.3 3.1 independent childcare managers 3.2 Independent childcare workers 4.1 School Head teachers	1.1 Health Visitor 1.2 Midwife 1.3 Flying Start Health Visitor 3.1 Flying Start Admin Officer 3.2 Flying Start Parenting Team worker 3.3 Educational Psychologist 3.4 Advisory Teacher 4.1 independent childcare managers 4.2 Independent childcare workers 5.1 School Head teachers	1.1 Health Visitor 1.2 Midwife 1.3 Flying Start Health Visitor 1.4 Speech and Language Therapist 1.5 Community Nursery Nurses 3.1 Flying Start Admin Officer 3.2 Flying Start Parenting Team worker 3.3 Educational Psychologist 3.4 Advisory Teacher 4.1 independent childcare managers 4.2 Independent childcare workers 5.1 School Head teachers	1.1 Health Visitor 1.2 Midwife 1.3 Flying Start Health Visitor 1.4 Speech and Language Therapist 1.5 Community Nursery Nurses 3.1 Flying Start Admin Officer 3.2 Flying Start Parenting Team worker 3.3 Educational Psychologist 3.4 Advisory Teacher 4.1 independent childcare managers 4.2 Independent childcare workers 5.1 School Head teachers	1.1 Health Visitor 1.2 Midwife 1.3 Flying Start Health Visitor 1.4 Speech and Language Therapist 1.5 Community Nursery Nurses 3.1 Flying Start Admin Officer 3.2 Flying Start Parenting Team worker 3.3 Educational Psychologist 3.4 Advisory Teacher 4.1 independent childcare managers 4.2 Independent childcare workers 5.1 School Head teachers	1.1 Health Visitor 1.2 Midwife 1.3 Flying Start Health Visitor 1.4 Speech and Language Therapist 1.5 Community Nursery Nurses 3.1 Flying Start Admin Officer 3.2 Flying Start Parenting Team worker 3.3 Educational Psychologist 3.4 Advisory Teacher 4.1 independent childcare managers 4.2 Independent childcare workers 5.1 School Head teachers

<p>5 Form title and reference number</p> <p>Detail the title and reference number of any form(s) or letter(s) used to collect and / or convey the information</p>	<p>Birth Notification Neath Port Talbot Flying Start Registration and Consent to Share Information Form Health Visitor Case notes PIMS+ Registration Database Parenting Team records Speech and Language Therapy records</p>	<p>Birth Notification Neath Port Talbot Flying Start Registration and Consent to Share Information Form Health Visitor Case notes PIMS+ Registration Database Parenting Team records Speech and Language Therapy records</p>	<p>Birth Notification Neath Port Talbot Flying Start Registration and Consent to Share Information Form Health Visitor Case notes PIMS+ Registration Database Parenting Team records Speech and Language Therapy records</p>
<p>6 How will the information be transferred?</p> <p>Detail all agreed secure methods in which the information can be transferred to the recipient e.g. fax, direct feed from system, verbal transfer at team meeting, telephone call, e-mail.</p>	<p>Telephone, Face to Face, Email (secure methods only), Manual files, Post</p>	<p>Telephone, Face to Face, Email (secure methods only), Manual files, Post</p>	<p>Telephone, Face to Face, Email (secure methods only), Manual files, Post</p>
<p>7 When will it be shared?</p> <p>Details of when the information needs to be exchanged or shared e.g. daily, weekly, monthly, yearly, as and when necessary.</p>	<p>As and when required</p>	<p>As and when required</p>	<p>As and when required</p>
<p>8 Additional considerations</p> <p>Issues or comments not included (where appropriate)</p>	<p>Secure methods appropriate to the information being transferred should be used at all times</p>	<p>Secure methods appropriate to the information being transferred should be used at all times</p>	<p>Secure methods appropriate to the information being transferred should be used at all times</p>



Appendix D – Flying Start Family Registration Form

Flying Start Registration Form



Child

First name/s of child Surname

Preferred name Gender: Boy / Girl* (delete as appropriate)

Residency Address Postcode

Date of Birth NHS Number

Does this child have a disability? Yes No

If Yes, please give more detail

Playgroup Registration

If you would like your child to be placed on a waiting list for free childcare at 2 yrs old, please state your preferred childcare venue below.

Preferred Childcare Venue: (see list on last page)

Would you like a Welsh Language Childcare Setting? Yes No

If you do **NOT** wish your child to be receive free childcare at 2yrs old, please tick this box.

If you currently claim help towards childcare costs please pick this box.

1.5 I agree for information received from me to be shared with agencies involved with the Flying Start Project. I also give my consent for my information contained in this form to be stored and used in this way.

Print Name:

Parent/Carer* Signature: Date:
 * Please delete as appropriate

1.7 For office use only:
 1.8 Unique Reference No: FS Area:
 1.9 Childcare Provider:

Family Unit Information

Parent/Carer Registering Child
 Name of Parent/Carer:
 Relationship to Child:
 Marital Status:
 Date of Birth: Gender:
Additional Parent/Carer Details
 Name of Parent/Carer:
 Relationship to Child:

Contact Information

Telephone Home: Work:
 Mobile(s):
 Family GP: Social Worker:
 FS Health Visitor: Midwife:

About Your Family

1.20 Do any of the child's parent/carer(s) have a disability? Yes No
 If Yes, please give more detail:
 Is your family's ethnicity below?

White	Black	Asian	Mixed	Other
British <input type="checkbox"/>	African <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	White/African <input type="checkbox"/>	Arab <input type="checkbox"/>
Irish <input type="checkbox"/>	British <input type="checkbox"/>	British <input type="checkbox"/>	White/Arabian <input type="checkbox"/>	Other Ethnic Group <input type="checkbox"/>
Gypsy <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	White/Asian <input type="checkbox"/>	
Irish Traveller <input type="checkbox"/>	Other Black <input type="checkbox"/>	Indian <input type="checkbox"/>	White/Caribbean <input type="checkbox"/>	
Other White Background <input type="checkbox"/>	Background <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Other Multiple <input type="checkbox"/>	
		Other Asian Background <input type="checkbox"/>	Ethnic Background <input type="checkbox"/>	

(British includes English, Northern Irish, Scottish or Welsh you may specify here if you wish)

Is your family's first language Welsh? Yes No
 Is your family's first language English? Yes No

Please specify if other?

js:

Flying Start Parent Contract



Terms and conditions

The playgroups currently taking Flying Start children are:

Neath Areas

- ❖ Brynhfryd Flying Start Playgroup in Brynhfryd Primary School
- ❖ Briton Ferry Childcare in Old Road, Briton Ferry
- ❖ Georgie Porgies in St Catherine's Church Hall, Melin
- ❖ Georgie Porgies, Briton Ferry.
- ❖ Melin Flying Start Playgroup (two sites) in Melin Infants and Melin Junior Schools
- ❖ PALS Daycare, Groll Primary School
- ❖ Cylch Castell Nedd, YMCA, Neath (welsh language playgroup)

Afan Valley/ Talbach Areas

- ❖ Tiddlywinks Talbach in Talbach Education Centre
- ❖ Daisy Chain, St Michael's Church Hall, Cwmanavon
- ❖ Childminders, Various Cwmanavon Area.
- ❖ Croeserw Flying Start Playgroup in Croeserw Primary School
- ❖ Glyncoerwg Flying Start Playgroup in Glyncoerwg Primary School
- ❖ Gwynfi Childcare in Pen Afan Primary, Blaengwynfi.

Sandfields/Aberafan Areas

- ❖ NPT Day Care in Neath Port Talbot Hospital
- ❖ Lots of Tots @ Awel Y Mor Primary School
- ❖ Little Stars Flying Start Playgroup in Traethmeilyn Primary School
- ❖ Georgie Porgie's Tir Morfa - Tir Morfa Marine Drive
- ❖ Sandfields Primary Flying Start Playgroup in Sandfields Primary School, Aberafan
- ❖ Aberafan ICC in Sandfields Primary School, Aberafan
- ❖ Cylch Lots of Tots in Broad Street, Port Talbot (welsh language playgroup)
- ❖ Cylch Aberafan ICC Sandfields Primary School, Aberafan (welsh language playgroup)

Swansea Valley Area

- ❖ Cylch Pontardawe, Cross Community Centre (welsh language playgroup)
- ❖ Georgie Porgies Rhyd Y Fro in Rhyd Y Fro School, Pontardawe.
- ❖ Little People Day Nursery in Skewen.
- ❖ Rompers Nursery in Oldfelloes Street, Glynneath
- ❖ Helping Hands, Cwmnedd Primary School, Glynneath.
- ❖ Tiddlywinks Ystalyfera, Tstalyfera & Godref Graig ICC, Ystalyfera. (bilingual)
- ❖ Meithrinfa Ddydd Y Waun, YGG Gwaun Cae Gurwen (welsh language playgroup)
- ❖ Lots of Tots Canolfan Maerdy, Gwaun Cae Gurwen (bilingual)

Terms and conditions

Please Sign This Page

A list of eligible postcodes is available on request.

To enable families to access the Flying Start Initiative they must reside within the designated postcode areas. The Flying Start Initiative will provide support to families by working with various agencies and professionals.

A child is able to access the Flying Start childcare provision from their second birthday to their third birthday. The facilities are available for 5 days of the week in 2½ hour sessions per day for 42 weeks of the year.

Parents/carers using the Flying Start/childminder/childcare provision will also be required to complete the necessary paperwork of the childcare provider/childminder for example registration forms, permission slips and other forms as and when required. Parents/carers will also be required to read the parents/carers' handbook and sign the parents/carers contract thereby agreeing to abide by the terms and conditions of the childcare provider/childminder.

We would ask parent/carers for their co-operation in notifying the childcare provider/childminder when the child is going to be off sick, on holidays, moving onto school or if you are moving out of the area and terminating their contract with Flying Start.

Signed: Date:

Print Name Parent/Carer* (Please delete as appropriate)

Please return to: The Flying Start Co-ordinator, Flying Start, Ffrwdwyllt House, Commercial Road, Talbach, Port Talbot SA13 1PZ

Appendix E - Childcare Providers



Flying Start Childcare
Contract List - Jan 201

Appendix F - Schools



List of Schools in NPT
LA

Status: