



# Young people and Care leavers

## Access to Records

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# Group Task

1. What is the process for care leavers accessing records in your LA?
2. What effect can accessing records have on CL & why is it important to have support in place?
3. Who provides support to CL around access in your LA?
4. Is there enough training and awareness for staff – Leaving care team and partner organisations – around accessing records?

# Building on from YPBMF

The APPGC panel and expert witnesses focussed on issues raised by YPBMF around:

Access to care records and support to understand them and also - The lack of support to understand care decisions (such as separation of siblings and decisions made about placements)

<http://www.careleavers.com/what-we-do/access-to-records/>

# A-Z Guide Extract

## Files



Files and case records are kept for every young person who is Looked After on the computer electronic system. It stores information about you and is part of your life. If you live in a children's home there will usually be a file there too. Only people with special permission can see your files; this will include your social worker and his or her managers.

Any reports and reviews should be regularly discussed with you by your social worker and you have the right to see information that is kept on you. To see your personal information you will need to apply in writing or by completing the application form at the back of the booklet 'Your information. Your rights'. This is available from all children's social care offices and you can ask your social worker to bring it with them when they come and see you. Your social worker will help you fill the form in or you can ask someone else you trust to help you do this.

You then need to send your request to:

The Data Protection Officer, PO Box 100, County Hall, Preston PR1 0LD

You will not be able to see your personal information straight away but you must have a response from us within 40 days.

When young people have been looked after for a long time social workers often encourage them to put together their own life history describing their life so far, where they have lived, who their relatives are and so on and this is a good opportunity for you to ask them questions that you might have about your file.

*see the entry on ISSIS*

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<https://www.lancashire.gov.uk/council/transparency/access-to-information/access-information-held-by-the-county-council/>  
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# Your info Your rights pdf extract

## Can I see my records?

You are entitled to know what information we hold about you. If any of your details are wrong, tell us and we will correct them.

If you would like access to your information you should apply in writing. You can either send us a letter or complete the request form attached to this document. Applications should be sent to:

**Access to Information Team  
Lancashire County Council  
PO Box 78  
County Hall Preston PR1 8XJ**

We are obliged to reply to your request within 40 days. The Data Protection Act sets out the fees we can charge. However, we believe you should be able to have access to your information free of charge so it will not cost you anything to get your records.

# Next steps

- > How can we improve this system?
- > what training could be put in place?
- > What I would like to see in the future?
  - > tracking of progress for the records, up until receiving.
  - > S/W PPA speaking about Access with confidence/ evidence of knowledge.
  - > 'safety net' support system.