

Report Title	Providing copies of assessments and plans to young people and their families including minutes or notes of any meetings	Date	23.6.2021
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1.1 Background/Purpose

Case reviews and audits have told us that we cannot always evidence that young people and their families have been given a copy of their assessments and plans and there needs to be a consistent approach if they are to be sent electronically safely.

2.1 Guidance

Assessments and plans should always be recorded on mosaic within the required timescales depending on the type of assessment and plan.

Information relating to third parties should only be included if you have permission to share the information or if it relates to a safeguarding matter that overrides the issue of consent. No Police intelligence should be contained in the documents unless permission to do so has been provided by the police.

Best Practice would be to share these documents with young people and their families personally by handing them physically to them, so they are given an opportunity to talk to you about the content if they have any queries.

If this cannot be done or you agree to amend or change the document and just need to send a final version this can be done safely electronically. The safest way is to send to them by replying to their email. Ask them to send an email to you first and you then reply to that so no mistakes can be made when typing in the email address.

If this is not possible be very careful when typing in the correct email address and double check it before pressing send.

If it must be sent in the post be certain you have the most up to date address, stamp the back of the envelope for addressee only with the return address.

If the document is to be sent by post and it is very sensitive, double envelope it and send recorded delivery.

Copies of assessments and plans should be sent to relevant professionals as appropriate. When sending copies to other agencies and professionals via email be very careful you have chosen the correct email address

Whenever a document has been handed or sent to a young person and or their family as well as other agencies or professionals this must always be recorded in mosaic as a case note detailing exactly what was sent, to whom and when.

Document version control	
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