**Request for Parent/Carer Informed Consent**

**Child/Young Person Name: DOB:**

**School:**

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/ carer 1 Full name  |       | Contact number(s) |        |
| Address if different from CYP’s |       | Email address |        |
| Home Language(s) |        |
| Does parent/ carer 1 have parental responsibility? |  Yes [ ]  No [ ]  |
| Parent/ carer 2 Full name  |       | Contact number(s) |       |
| Address if different from CYP’s |       | Email address |       |
| Home Language(s) |       |
| Does parent/ carer 2 have parental responsibility? |  Yes [ ]  No [ ]  |
| If your child has a formal identification, e.g. Autism, Dyslexia etc. are you happy for us to discuss this with them? | Yes [ ]  No [ ]  N/A [ ]  |

|  |  |
| --- | --- |
| Name of GP: |       |
| Name & location of Paediatrician if applicable: |       |

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| Please describe your child’s: |
| Strengths |
| Difficulties |

**Informed Consent**

Pupil and School Support (PSS) and the Communication and Autism Team (CAT) are teams of educational professionals who support children and young people with cognition and learning and/or communication and interaction difficulties, including autism in educational settings as part of Birmingham’s Access to Education (A2E) service.

Your child’s setting have asked a member of PSS and/or CAT to advise them to identify what they need to do in order to further support your child in their educational setting.

A member of the team may:-

* Work outside the classroom with your child individually.
* Observe your child in the educational setting.
* Talk about your child’s needs with staff.
* Talk to your child about how they feel.

After working with your child they will feedback to the setting and provide suggestions of how best to support your child’s needs.

For information about these services please visit:

<https://localoffer.birmingham.gov.uk/advice/parents/services>

We will keep records about your child/young person. We record information so that we can:

* Make sure you get the services you are entitled to.
* Save you having to give us the same information more than once, if you contact us again and speak to a different person.
* Identify and build up anonymous statistics about things that parents/carers, children and young people in general are concerned about and the difficulties you are facing.

The kind of information we keep about you includes: name, address, telephone number.

The kind of information we keep about your child or young person includes: the child/young person’s name, date of birth, gender, ethnicity, school, year group, area of SEN/disability and level of SEN (e.g. School Support or an EHC Plan or Statement of SEN).

As a local authority Birmingham City Council collects, holds and processes a considerable amount of information, including personal data about you, the citizens of Birmingham.  This allows us to provide our services more effectively.

We understand that your personal data is important to you, and we have a responsibility to you regarding the information we hold about you, to ensure that the information we collect and use is done so proportionately, correctly and safely. Your information can be amended or removed at anytime by writing to the Council’s Data Protection Officer at the address below:

Corporate Information Governance Team

PO Box 16366

Birmingham

B2 2YY Or email infogovernance@birmingham.gov.uk

Being transparent with you and providing accessible information about how we use your information demonstrates our commitment to the Data Protection Act 2018 and the General Data Protection Regulations, referred to as ‘GDPR’. All information on BCC privacy statement can be found at: <https://www.birmingham.gov.uk/privacy>.

By signing this form you consent to PSS and/or CAT sharing information with other Local Authority (LA) SEND services, the voluntary sector, health, social care, or staff in relevant educational settings. At times it may be helpful to pass on information from electronic files, e.g. if we are involved in disagreement resolution work or negotiating on behalf of a parent/ carer, child or young person.

The only time we would pass on information without your permission is when the law says we must (for example, when a child’s safety is at risk).

* I consent to the **Communication and Autism Team** working with my child (as outlined above) within his/her school setting. – **Yes/No**
* I consent to **Pupil and School Support** working with my child (as outlined above) within his/her school setting. – **Yes/No**
* I understand that any recommendations will be shared with members of the school setting working with my child and other LA SEND services, educational and health professionals when appropriate.
* I understand that the personal data collected will be stored and managed in line with Birmingham City Council’s Privacy Notice.

If you require this information in another format please inform the schools’ SENCO who will support this to happen.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Parent/ carer 1** |  | **Parent/carer 2** |  |
|  | Signed: |  | Signed: |  |
|  | Printed: |  | Printed: |  |
|  | Date: |  | Date: |  |
|  |  |  |  |  |