**Blackburn with Darwen**

**Special Educational needs & disabilities**

**Information, Advice & Support Service**

**SENDIASS**

**(formerly Parent Partnershiop Service)**

**Impartiality Policy**

The role of Blackburn with Darwen Special Educational Needs & Disabilities Information, Advice & Support Service is to ensure parents/carers/children & young people have access to confidential and impartial information, advice and support so they can make informed decisions about their child’s special educational needs. This is achieved by working in partnership with parents/carers/young people providing information, advice and support, working with relevant agencies and ensuring parents/carers/young people’s views influence local policy and practice.

Blackburn with Darwen SENDIASS publishes leaflets providing information about educational policies, procedures and processes relating to children & young people with special educational needs and disabilities and primary/secondary transition.. Every effort is made to ensure the accuracy of information given.

Any action is only taken with permission of the parents/carers/young people and this might include seeking clarification of facts regarding a child/young person’s situation, liaison with other professionals working with the child/young person and signposting to agencies which might be able to support the family.

SENDIASS will advise parents/carers/young people on the role of an Independent Supporter and how to access the service to support them throughout the Education Health & Care Plan process or transferring statements/IPRAs to EHC Plan.

On request SENDIASS will advise on Mediation, Disagreement Resolution, SEND tribunals and choice advice appeals. We will ensure that parents are informed of other organisations that offer advocacy services.

SENDIASS will offer parents/carers/children/young people independent and impartial information that is in the Local Offer eg groups, organisations & networks, also stakeholders are kept up to date with policies and procedures around issues of special educational needs and disabilities, transitions and exclusions.

Blackburn with Darwen SENDIASS operates an open self- referral service to parents, carers, children & young people. Professionals are also encouraged to pass on contact details of the Service to parents/carers/young people.

Philomena Strickland

January 2015

**DRAFT**

**AWAITING LOGO**

**Blackburn with Darwen**

**Special Educational needs & disabilities**

**Information, Advice & Support Service**

**SENDIASS**

**(formerly Parent Partnershiop Service)**

**Confidentiality & Information Sharing Policy**

Blackburn with Darwen Special Educational Needs & Disabilities Information, Advice & Support Service offers a confidential service to parents, carers, children & young people, as outlined in the Code of Practice 2014. In the event of case notes being requested by parents/carers/young people under the Freedom of Information Act, Blackburn with Darwen SENDIASS will send the requested notes directly to parent/carer or young person.

Any information about a parent/carer/child/young person, who has been in contact with SENDIASS must not be shared with anyone outside the Service unless:

• The parent/carer/young person has given permission for information to be shared

Or

• There are strong public interest concerns, i.e. child protection.

Information is held on a secure database, only accessed by those employed by SENDIASS. Data is only entered once permission has been received. Paper files are held in a locked filing cabinet, to which only those employed by the Service has access.

SENDIASS will obtain consent from parent/carer/young person before consulting with any other organisation, accessing files, or discussing the young person with the Local Authority or school.

Once a case has been closed the file will be retained for a minimum of five years and a maximum of 10 years, and then shredded/deleted from the Database. Files are kept in a locked cabinet, to which only those employed by the Service has access.

The only exception to confidentiality is in regard to information which leads us to believe a child is at risk. We have a legal responsibility to follow the Blackburn with Darwen Safeguarding procedures.

Philomena Strickland

January 2015