

## **Newham Mental Health Support Team (MHST) Primary School: Parent/Carer Pre-Referral Information Letter For Trainee Practitioners**

### Information Sharing and Confidentiality

Key information from the referral and assessment, brief session summaries, and routine outcome measures will be recorded on RiO, which is a secure, electronic care record system used by East London NHS Foundation Trust (ELFT). Practitioners have undergone extensive IT, RiO, safeguarding and data protection training.

The MHST always works hard to provide a safe, secure and confidential space. It is helpful for information about progress to be shared with the school and your GP. This involves sharing a brief summary of the support at the midpoint and at the point of discharge with the school/GP for their records. You can state your consent/non-consent for this on the referral form.

Safeguarding concerns related to students/parents/carers/others will be shared by the practitioner with:

- Their supervisor
- The school's Designated Safeguarding Lead

In significant and serious cases, the GP, Emergency Services, or Social Services may be contacted.

We try our best to involve students/parents/carers in discussions and decisions related to a safeguarding concern, unless a serious and time sensitive emergency occurs where action must be taken immediately.

We also conduct regular Multi-Agency Collective (MAC) Case Forum Meetings with our mental health partners from local authority and voluntary organisations across the borough (e.g. Youth Zones, Community Links, Newham CAMHS). We review our referrals and discuss which support service might be best suited to support a parent/carer/student's needs. We make an effort to ensure anonymity as much as possible during these meetings (i.e. not using identifiers such as names).

The MHST will not be able to share information if a parent/carer does not give consent for this on the referral form (except in the case of a serious emergency where we may be ethically and legally required to break confidentiality).

## Video Recording

As a part of their training, trainees are required to video record some (but not all) of their one-to-one sessions.

These recordings will only be viewed by a small, confidential group at University and their CAMHS Clinical Supervisor. Recording the sessions will allow the trainees to reflect on their work and receive key feedback from their tutor and supervisor.

The recordings will be stored securely by the trainee and may be submitted as part of their coursework. The recordings will be kept for up to one year and then deleted. It is for training and education purposes only. It will be stored securely on the UCL/King's and NHS ELFT system.

We always ask for consent from parents/carers before recording any session. Without consent, we will still be able to go ahead with the support but will not record. If permission is given, then the recording will be undertaken via integrated laptop cameras or webcam equipment, which will be provided by East London NHS Foundation Trust.

Please note that whether or not you give consent for recording will not affect whether you can access support.

**If you have any questions about the above, please do not hesitate to get in touch with the School Link Ms Edwards or the EMHP for [info@scottwilkie.newham.sch.uk](mailto:info@scottwilkie.newham.sch.uk)**