

## **Fair Processing Notice**

### **Children and Young People's Social Care**

Local Authorities including Leeds City Council need to collect information on children and young people who are in need of services or who are 'Looked After' by the Local Authority. Some of this information is sent to the central government Department for Children, Schools and Families (DCSF) each year in what are called Statutory Returns. This document (called a 'Fair Processing Notice') is to inform you what the information will be used for.

The information will include some personal data and the details of services provided to 'Looked After' children' and children in need. Names are not included in the information provided to the DCSF. The DCSF do not use any identifiable information to take any action in relation to individual children and young people, nor are individuals identified in any reports.

The DCSF will use the information to help improve, monitor progress and develop good practice in the services you receive from the Local Authority.

All information we record and hold is processed securely and in accordance with the Data Protection Act. You have the right to access the data held. For details of how to access your data, please see the [Guide to making a subject access request](#) or the page: [Your right to information from Social Services](#)

A complete list of the information collected for central government can be seen at: <http://www.dcsf.gov.uk/datastats1/guidelines/children/returns.shtml>. or you can read the document attached to this page.

A written copy can also be obtained on request from The Data Development Unit, Data Services Group, Department for Children, School and Families, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT.

### **Looked After Children's Return**

This collects information about children who are looked after by local authorities during the year ending 31<sup>st</sup> March; and for those who have recently left care, information as to their circumstances on their 19<sup>th</sup> birthday.

For children who were looked after during the year, the information relates to all aspects of your time in care. Please see list of items submitted.

The purpose of the return is to provide the Government with the necessary information to evaluate the outcome of policy initiatives, and to monitor objectives on children looked after, both during their time in care, and on reaching adulthood.

The following information (if relevant) is given for each child:

Date of birth  
Gender  
Ethnicity  
Unique Pupil Number  
Dates and type of legal status - care order or accommodated under Section 20 of the Children Act  
Category of need – why the child is in receipt of services from Social Care  
Dates and type of placement – e.g. foster care, family network carer, with parent  
Original home postcode and placement postcode - to establish distance child placed from family  
Reason period of care ceased – e.g. returned home to parents  
Whether child is an unaccompanied asylum seeker  
Dates of each review and whether child participated  
Whether child's health needs assessments are up to date  
Whether child has had a dental check during the year  
Whether child's immunisations are up to date  
Whether child has been identified as having a substance misuse problem and offered an intervention  
The results of any GCSE examinations  
What the child is doing after Year 11 – continued education or employment or training  
If adoption was the plan for the child but this has changed

If child's period of care ceased during the year, the following information (where relevant) is given:

Details of any GCSEs or GNVQs gained  
Whether child is a mother and date of birth of first child  
If child adopted, relevant dates and status of adopters

For children formerly looked after the following information is given about their circumstances around the time of their 19<sup>th</sup> birthday:

What sort of accommodation they are in and whether it is suitable  
Whether they are in education, employment or training

### **Children in Need return**

This return covers children assessed to be in need by Children and Young People's Social Care. By collecting information about the numbers and characteristics of children in need, the Department for Children, Schools and Families can inform budget allocation and identify the causes of growth in spending on children's services. The information is also used to inform policy makers and those who commission services. In future, the collection will help Authorities ensure that they are meeting their duties under the Disability Discrimination Act 2005.

The following information (if relevant) is given for each child:

Date of birth

Gender

Ethnicity

Unique Pupil Number

Postcode

Whether child is an unaccompanied asylum seeker

Whether child is looked after

Whether child is subject to a residence order or special guardianship order

Whether child is disabled and type of disability e.g. mobility, hand function, autism

Date of referral

Category of need - why the child is in receipt of services from Social Care

Type of service received eg aids and adaptations, financial support

Whether child receives short breaks

Whether child is subject to a child protection plan

Reason involvement with child ceased