



Cambridgeshire Integrated Working Training Strategy

Module	<h1>Information Sharing in practice</h1>
Description	Information Sharing in practice is one of the key Integrated Working modules that has been developed to provide participants with information about the principles and practice of effective information sharing and an opportunity to share ideas and issues within a multi agency training environment
Intended Audience	Managers, practitioners and information officers, from County Council and Partner organisations, involved in collecting, using and sharing information about children and young people that they work with.
Content Areas	<ul style="list-style-type: none"> ◆ information sharing as a key component of effective integrated working ◆ principles and legislation that govern information sharing ◆ information sharing process flows and checklists and how to apply these to different situations ◆ principles and processes associated with obtaining consent to share information, including when it is not appropriate to seek consent ◆ managing challenging information sharing and consent issues by working through scenarios and case studies ◆ share common issues and challenges regarding IS in practice
Training Formats	<p>Training on Information Sharing in practice is available in two formats:</p> <ul style="list-style-type: none"> ◆ Face-to-face training, facilitated by a OneVision trainer ◆ E-learning training, available online. <p>It is anticipated that most practitioners will attend face-to-face training at one of our training venues across Cambridgeshire. Training sessions last for three hours and provide ample opportunity for questions and discussion.</p> <p>To decide which training format is right for you, please see below...</p>



Information Sharing Training

Dates and Venues: Summer Term 2012

Date	Venue	Location	Time
19 th April 2012	Hereward Hall (Room 5)	March	1.30 – 4.00
8 th May 2012	Stanton Training & Conference Centre	Huntingdon	10 – 12.30
19 th June 2012	Stanton Training & Conference Centre	Huntingdon	10 – 12.30

Session Format

Training sessions are provided **free of charge** and last for 2 ½ hours

How to book: please see above for information on training dates, times and venues then email : onevision@cambridgeshire.gov.uk

or

telephone: **01480 379859** to reserve your place.

Facilitated Training:

Sessions will train practitioners on the key aspects and protocols of information sharing, whilst providing more opportunity for discussion, analysing case studies and asking questions.

E-Learning Training Tool (an alternative to facilitated training):

This package has been developed to familiarise practitioners, managers and administrators with information sharing guidelines. There are many case studies to undertake, comprehensive information on information sharing protocols, and a quiz at the end of the module to test your knowledge.

Information Sharing training by e-learning is designed to both complement the facilitated training, and stand alone as a training tool for those who cannot, or feel they should not, attend the face-to-face training.

E-learning Login:

For those who wish to undertake the e-learning course, please send an e-mail to onevision@cambridgeshire.gov.uk, requesting the log-in details.

You must complete and send the results of the quiz for your completion of the course to be confirmed.



Which training is right for me?

1. Information Sharing Self-Assessment:

This self-assessment is designed to help you to gauge your current knowledge and understanding of Information Sharing. Your ability to answer the following questions should help you to decide whether you need to attend facilitated training or use the e-learning tool:

1. Why should practitioners share information when working with children?
2. What are the possible barriers to sharing information?
3. When is information described as 'confidential'?
4. How can you ensure that information is shared securely?
5. Is it illegal to share out-of-date or inaccurate information? If so, why?
6. Why should you record the reasons for sharing information?
7. Why is 'consent' an important factor in information sharing?
8. Who should you obtain consent from when sharing information, and how should you obtain it?
9. Can you, and if so in what circumstances, share information without consent?
10. What is meant by a child having 'capacity to understand'?



If you can answer these questions confidently, then you may prefer to use the e-learning tool. However, everyone is very welcome to come along to one of our facilitated training sessions.

We strongly recommend that if you have face-to-face contact with children on a regular basis that you attend our facilitated training sessions. This will give you the opportunity to share experiences of information sharing, network with practitioners from other agencies, ask questions and raise any concerns that you have surrounding Integrated Working.

2. Job Roles and Information Sharing Training:

Some people in the Children's Workforce may have limited or no contact with children at all. These people, such as **administrators, managers and telephone advisers**, may prefer to opt for the e-learning tool. However, we welcome **everybody** working with children or child data to come along to our facilitated session, as a complement to e-learning or on its own.