



**AYRSHARE STANDARDS**

**VERSION 4 – AUGUST 2023**

**AYRSHARE STANDARD 1**

**AYRSHARE FOLDER CREATION AND ACCESS PROCESS**

**STANDARD**

The Child/Young Person’s named person, unless a lead professional is identified, is responsible for the creation and maintenance of an AYRshare folder. This includes the responsibility to ensure, information is appropriately managed, the contact list is up to date and information shared is relevant, and proportionate.

A lead professional can create a folder where one is not in place, to support information sharing with the named person and another service for the purpose of undertaking a wellbeing assessment to develop a Child/Young Person’s Plan (‘My Plan).

**OPERATIONAL PROCESS**

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| 1. | AYRshare folders can only be created by a named person or lead professional, or an Administrator who has their permission. |
| 2. | It is the responsibility of the named person or lead professional who creates the AYRshare folder to ensure the correct details of the child/young person’s named person and the lead professional where identified, are added. |
| 3. | If the named person changes, the outgoing named person is responsible for entering the name of the incoming named person to ensure continuity of support.  |
| 4. | On occasions where the named person is outwith Ayrshire or the Local Authority (i.e. private sector) the Named person field requires to be populated with “Outwith Local Authority” and the address of the service added in the demographics. |
| 5. | If there is a requirement to share information with the named person in Educational Services when a child/young person is of school age, or when moving from the Health Visitor to school or from Primary to Secondary school, then the outgoing named person is responsible for ensuring that information transferred is appropriate and proportionate.  |
| 6. | When the child/young person is transitioning between sectors or schools within the same authority over a holiday period, the outgoing named person retains the role until after the holiday period. |
| 7. | Where a decision is made not to transfer the AYRshare folder, it is the responsibility of the named person to ensure the information sharing function is switched off. |
| 8. | For young people over 16 years who have left school, are home educated, or gypsy travellers an appropriate named person from Educational services requires to be added by the outgoing named person, once informed consent has been given. For those who leave school before they are 18 years their named person may not change. |
| 9. | It is the responsibility of the lead professional (where identified) and named person to ensure contacts are added to an AYRshare folder, reviewed regularly and kept up to date. |
| 10. | Where a Team with the Family contact is no longer providing a service or support to a child/young person or their family, they must ensure their details are removed from the folder and notify the named person and lead professional. |
| 11. | Information sharing on AYRshare must continue where 2 or more services with access to AYRshare are involved and providing a service.  |

**AYRSHARE STANDARD 2**

**AYRSHARE CHRONOLOGY OF SIGNIFICANT EVENTS PROCESS**

**STANDARD**

AYRshare must be used by all professionals who have access to AYRshare and form the Team with the Family to develop an Integrated Chronology of Significant Events. This is the most effective way of ensuring information is shared timeously and securely and meets the standards set within GIRFEC Briefings for Practitioners Single Agency and Integrated Chronologies (8/8) (Scottish Government, 2013).

Where the child is Looked After or subject to Child Protection procedures, the AYRshare chronology must be used by all contacts.

Information sharing through the AYRshare chronology must not replace professional discussion in relation to the analysis of needs and risks in relation to the child/young person.

Where a risk or concern may require an immediate response this must be communicated directly to the named person or lead professional. In the case of a Child Protection concern this will always be the Lead professional or Initial Response Service within Social Work.

**OPERATIONAL PROCESS**

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| 1. | When an AYRshare folder is created, information on the significant events leading to the requirement for information sharing through AYRshare must be added to the Chronology by the named person or lead professional. |
| 2. | All members of the Team with the Family who are contacts on the child/young person’s AYRshare folder are responsible for entering appropriate significant events from their single agency chronology to the AYRshare integrated Chronology  |
| 3. | It is the responsibility of the named person and lead professional if identified, to manage the Chronology. This includes the requirement for removing duplicate information where appropriate.  |
| 4. | AYRshare chronologies must be reviewed regularly and information analysed to take an account of patterns and the whole picture. Chronologies must be taken to every Team with the Family meeting, Child Protection Planning Meeting, Core group or Looked After review for analysis and consideration of action as part of the Child/Young Person’s Plan (‘My Plan’). |
| 5. | Any agencies involved with the child/young person who contribute to the Chronology and who do not have access to AYRshare must ensure that any events which they consider to be significant are brought to the attention of the lead professional or named person who will make a decision about whether to enter this on AYRshare as a significant event. |
| 6. | Where information is added to the Chronology by the named person or lead professional on behalf of another person who does not have access to AYRshare, the context and significance of the information should be discussed and clarified before entering.  |

**AYRSHARE STANDARD 3**

**AYRSHARE CHILD PROTECTION PROCESS**

**STANDARD**

AYRshare is used to share information to support Child Protection processes. Appropriate documents, reports and assessments submitted to inform decision making and the Child/Young Person’s Plan (‘My Plan’).

When a Child/Young Person is subject to Child Protection, processes must be shared through AYRshare. This includes the responsibility for all Team with the Family contacts to record significant events within the chronology.

**OPERATIONAL PROCESS**

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| 1. | AYRshare folders must be created the same working day by Social Work Services if there is no pre-existing AYRshare Folder for all children/young people where a child protection investigation is commenced. |
| 2. | A lead professional from Social Work must be identified within the folder. |
| 3. | The lead professional must ensure that the correct named person’s details are recorded. |
| 4. | A chronology entry of significant events within the Child Protection process must be recorded by Social Work at every stage of the Child Protection process on the same working day. This includes registration and de-registration, whether a comprehensive medical is undertaken, Joint Investigative Interview and any emergency measures required i.e. Child Protection Order or Child/Young Person’s residence changed. |
| 5. | It is the responsibility of all AYRshare users who are Team with the Family members to ensure that the relevant significant events are added to the child/young person’s AYRshare chronology. |
| 6. | The lead professional is responsible for ensuring significant events provided by services or agencies that do not have access to the AYRshare system are entered into the AYRshare chronology. |
| 7. | The AYRshare chronology must be printed and reviewed at the first Core Group meeting which is held within 15 days of registration and all subsequent Core Group meetings and Child Protection reviews for the duration of the registration. |
| 8. | Recording on AYRshare must continue for each case following de-registration for as long as there is a multi-agency Child/Young Person’s Plan (‘My Plan’) in place. |
| 9. | When the child is de-registered the Team with the Family should continue to meet and use AYRshare to share information in the same way and in line with the Child/Young Person’s Plan (‘My Plan’). |
| 10. | If a new Social Worker becomes the lead professional, the outgoing lead professional must add the details of the incoming Lead professional before removing themselves from the folder. |
| 11. | Where there is no longer a requirement for a lead professional from Social Work, the Social Worker who was the lead professional must add the details of the incoming lead professional where identified as required before removing their own details.  |
| 12. | Following discussion and agreement at the Team with the Family meeting, if a lead professional is not identified as required and a multi-agency Child/Young Person’s Plan (‘My Plan’) remains in place following a child protection episode, it is the responsibility of the named person to manage the AYRshare folder. |
| 13. | Information sharing on AYRshare must continue where 2 or more services with access to AYRshare are involved and providing a service. |
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**AYRSHARE STANDARD 4**

**AYRSHARE LOOKED AFTER CHILDREN PROCESS**

**STANDARD**

AYRshare is used to share information to support children, who are Looked After at home, away from home or who receive Kinship Care and are Looked After. Relevant documents, reports and assessments submitted to inform the Child/Young Person’s Plan (‘My Plan’) when Looked After, including the chronology of significant events must be shared through AYRshare.

**OPERATIONAL PROCESS**

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| 1. | AYRshare folders must be created within 24 hours by Social Work Services when a child/young person becomes Looked After. |
| 2. | A lead professional from Social Work must be identified within the folder. |
| 3. | The lead professional must ensure that the named person’ details are recorded. |
| 4. | A chronology entry must be made within 24 hours when a child/young person becomes Looked After with the placement type, (e.g. Looked After at home, Looked After away from home, or Kinship care and are Looked After) as identified by the child/ young person’s Social Worker. This will ensure timely notification to all Team with the Family members. |
| 5. | All information required to create an AYRshare chronology of significant events must be shared on AYRshare. For children Looked After away from home this must be done prior to the first meeting of the Team with the Family / review meeting. |
| 6. | The AYRshare chronology should be updated and reviewed at each and every Looked After Team with the Family / review meeting. |
| 7. | It is the responsibility of all AYRshare users who are Team with the Family Around the Child/Young Person members to ensure that the relevant significant events are added to the child/young person’s AYRshare chronology. |
| 8. | The lead professional is responsible for ensuring information on significant events provided by services or agencies who do not have access to the AYRshare system are entered into the AYRshare chronology. |
| 9. | The AYRshare Chronology must be reviewed regularly to aid assessment and analysis of changing needs and be printed for review at all Looked After Team with the Family /review meetings**.** |
| 10. | An AYRshare Chronology must always form part of a Child/Young Person’s Plan (‘My Plan’) when presented to review meetings and Children’s Hearings. |
| 11. | If a new Social Worker becomes the lead professional, the outgoing lead professional must add the details of the incoming lead professional before removing themselves from the folder. |
| 12. | Where a lead professional is not identified as required and a Multi-Agency Child/Young Person’s Plan (‘My Plan’) is in place when a child is no longer Looked After (LAC), it is the responsibility of the named person to manage the AYRshare folder, if there is no requirement for a lead professional.  |
| 13. | Information sharing on AYRshare must continue where 2 or more services with access to AYRshare are involved and providing a service. |

**AYRSHARE STANDARD 5**

**AYRSHARE UNBORN CHILD PROCESS**

**STANDARD**

AYRshare is used to share information to support families experiencing a High Risk Pregnancy. The overall aim of sharing information through AYRshare is to ensure families receive the optimum level of support pre and post birth to meet their needs and ensure continuity of care is provided.

**OPERATIONAL PROCESS**

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| 1. | On completion of a pre-birth assessment report, the Safeguarding Midwife, or their Local Admin, must open an AYRshare record as the lead professional, using only the naming convention below, to allow easier searches to be carried out, and to stop duplicate folders being created on AYRshare:- |

***Surname*** SMITH-JONES if not married

SMITH-SMITH if married (or same surname)

SMITH-UNKNOWN if father unknown

 SMITH-UNDISCLOSED if father undisclosed

***Forename*** UNBORN MARY Mother’s forename e.g. Mary

***Date of Birth*** Expected date of birth

***Address*** Mother’s current address

***Gender*** U Unborn

***named person*** Unborn Baby

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| 2. | The Safeguarding Midwife, or their Local Admin, is responsible for adding all members of the Team Around the Unborn Child to the Contact list. |
| 3. | This should include the Health Visitor/ Family Nurse as a contact once identified and prior to 30 weeks gestation. Where this is unknown (for example if there is more than one Health visitor covering a GP Practice) the Health Visiting Clinical Team Leader should be contacted by email who will advise of the arrangements. |
| 4. | Once completed, the Safeguarding Midwife, or their Local Admin, should upload the pre-birth assessment report to the AYRshare folder. |
| 5. | The Safeguarding Midwife as lead professional is responsible for keeping the Contact list up to date.  |
| 6. | All members of the Team Around the Unborn Child ensure significant events are added to the Chronology. |
| 7. | Immediately following the multi-agency High Risk Pregnancy Screening Group meeting where a decision is made regarding the level of support required for the family, where Child Protection measures are agreed and lead professional Social Worker required, the Safeguarding Midwife, or their Local Admin, must ensure the details of the new lead professional Social Worker are recorded within the lead professional field. |
| 8. | Where a new lead professional (Social Worker) is identified, details of the Safeguarding Midwife should be recorded instead within the Contact list. |
| 9. | The lead professional should ensure in all cases that the Health Visitor/Family Nurse as named person is identified within the named person field from 10 days after birth. The Health Visitor/Family Nurse can also contact AYRshare Admin to be amended on the contact list to named person. |
| 10. | The Safeguarding Midwife, or their Local Admin, should ensure that they are completely removed from the AYRshare record when care provision has been completed. |

It should be noted, that, if a Health Visitor requires to add documents or significant events to an existing Unborn Baby record, up until the baby is born, these should be done manually. Following birth, all documents and significant events should be uploaded or sent from Care Partner, as per the normal procedures.

**AYRSHARE QUALITY ASSURANCE STANDARD 6**

**Police Concerns & MARAC**

**STANDARD**

AYRshare is used to share information to support Getting it right for every child processes. The sharing of appropriate information by the Team with the Family, including police concerns, the Child/Young Person’s Plan (‘My Plan’) and significant events, aids decision making to ensure the child/young person is protected and their wellbeing is supported. Multi-Agency Risk Assessment Conference (MARAC) is a process established to protect victims at highest risk of serious harm or death due to domestic abuse, stalking, harassment and honour based violence. Information is shared between representatives of Police Scotland, Social Work, Health, Adult Support & Protection, Children’s Services, Justice Services, Education, Housing Providers (including Homeless Services), Independent Domestic Abuse Advocates (IDAAS), Mental Health, Alcohol and Drug Services and other relevant organisations from the statutory and voluntary sectors. The primary focus of the MARAC is to safeguard the adult victim (16 years and over) and their children. Young people aged 16/17 years may need an integrated response through child protection processes and where there are wellbeing concerns a Team with the Family approach will support the young person including their named person and a Child/Young Person’s Plan (‘My Plan’) being completed or added to as appropriate.

**OPERATIONAL PROCESS**

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| 1. | When a police concern form is received by the lead professional an AYRshare record will be created within 48 hours if there is no existing record. The significant event(s) detailed in the form will be added to the AYRshare chronology. |
| 2. | When a police concern form is received by the named person an AYRshare record will only be created within 48 hours if there is a Team with the Family. The significant event(s) detailed in the form will be added to the AYRshare chronology. |
| 3. | If the child has a record open on AYRshare the named person or lead professional (whoever has received the police concern form) will add the significant event(s) detailed in the form to the AYRshare chronology. |
| 4. | If the lead professional is creating the record or adding to it they will ensure that the correct named person’s details are recorded. |
| 5. | It is the responsibility of the Team with the Family members to ensure that they read and act on any information added to the record appropriately to ensure the child/young person is protected and their wellbeing is supported.  |
| 6. | It is the responsibility of the members of the Team with the Family to ensure they record relevant significant events in the child/young person’s AYRshare chronology. |
| 7. | The AYRshare chronology must be reviewed with the child/young person and their family at Team with the Family meetings where their Child/Young Person’s Plan (‘My Plan’) is being reviewed and updated. |
| 8. | Information sharing on AYRshare must continue where 2 or more agencies are involved and providing a service.  |
| 9. | Where a young person (16 – 17yrs) is a subject of MARAC as a primary victim they should have a record on AYRshare and outcomes from MARAC recorded as a significant event by their named person. If they don’t have a record and information requires to be shared the named person will create a record within 48 hours of the MARAC meeting. |
| 10. | Where the parent of a child/young person is a subject of MARAC and they have an open record the named person will add any event significant(s) to them from the MARAC in their AYRshare chronology. This will be communicated to them from their representative attending MARAC and should be included within 48 hours. |