

# **AYRshare 7 minute briefing Guidance Note**

Seven minute briefings are based on research which suggests that seven minutes is an ideal time span in which to concentrate and learn. The technique is widely used in various professions. Learning for seven minutes is manageable in most settings and learning is more memorable if it is simple and not clouded by other issues and pressures.

## **Why it matters**

Increasing pressure on services can make it difficult to release staff for training, but there is still a need to keep learning and developing to maintain a skilled workforce. These short, team based learning events should be a helpful way to support learning.

## **What to do**

Managers should present briefings to their staff on a regular basis. It will be important to make the topic relevant to your service. The briefings should not be mixed in with the ordinary day to day issues of the team, as this will diminish their impact.

## **Delivery**

The briefing should be delivered face to face where possible, to ensure it is not misunderstood, that there can be discussion of the subject and it does not become lost in other paperwork or emails.

## **Timing**

Their brief duration should also mean the briefings hold people's attention, as well as giving managers something to share with their staff. The structure of each briefing is the same, making it easier to find the information.

## **Information and further discussion**

The content is a mixture of new information or a reminder of basic information, with a challenge to think about the application to your service or team.

Each briefing stands alone, even without discussion and also, if time is allowed for conversation, this is likely to enhance learning in the team.

Where possible there is signposting to further information on the topic.

All agencies completing the briefing should record or evidence how they have used the 7 minute briefings via the action plan.

## About the AYRshare 7 minute briefing

- This practice brief provides some useful information and links to resources for professionals and services to assist them to improve their practice using AYRshare.
- This information will be relevant to professionals in Ayrshire working with children, young people and their families.

## Background to this resource

- The Multi-agency File Audit Report from the audit carried out in November 2024 showed that the use of AYRshare requires to be improved.
- Learning Reviews carried out during 2023/2024 showed that the use of AYRshare requires to be improved, particularly in relation to integrated chronologies.

## 1. What is AYRshare?

AYRshare is a sharing platform that was developed based on GIRFEC processes and implemented to support information sharing between practitioners in children's services across Ayrshire from 2013. AYRshare is used to share information on children, young people and their families with all members of the Team with the Family. The main functions of the system are to share the child/young person's plan (My Plan) and produce an integrated chronology of significant events that should be used as a tool in Team with the Family meetings to identify emerging patterns of risk. *The Child's Pathway should be shown and the Practitioner Guide referenced.* All practitioners working with a child/young person should have an AYRshare account and contribute when a child/young person has a plan. There are 6 Quality Assurance Standards to be followed by all members of the Team with the Family. The use of AYRshare is not optional.

## 2. Standard 1 AYRshare Folder Creation And Access Process

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 (Team with the Family members) is up to date and information shared is relevant, and proportionate.

A lead professional must create a folder where one is not in place, to support information sharing with the named person and other services for the purpose of undertaking a wellbeing assessment to develop a child/young person's plan (My Plan). Contacts require to verify their e-mail address to receive e-mail notifications when documents and significant events are added. The plan must be shared in the record and other appropriate documents such as Request For Assistance, Co-ordinated Support Plans, specialist assessments etc can also be shared.

When the named person or lead professional changes it is the responsibility of the outgoing np/lp to update to the incoming practitioner with this role. This includes transition of the named person from Health Visitor to Education and from Primary to Secondary Education. When a member of the Team with the Family is no longer

providing a service they require to remove themselves as a contact on the AYRshare record so that they no longer receive information.

### **3. Standard 2 AYRshare Chronology of Significant Events Process**

AYRshare is where the integrated chronology of significant events is compiled and shared. All members of the Team with the Family are responsible for sharing significant events in the integrated chronology in a timely manner and this requires to be used as a tool to safeguard the child/young person. When a significant event is added to the integrated chronology all the members of the Team with the Family on AYRshare receive an e-mail notification with a link that takes them into the significant event within the chronology so that everyone is receiving the same information in a timely manner and can respond as appropriate.

The integrated chronology should be used to focus discussion in Team with the Family meetings including child protection core groups, LAC reviews, within universal services etc. The integrated chronology should be reviewed and analysed regularly to identify emerging patterns, gaps in provision and a full picture of what is currently happening in the child/young person's life.

Health and Social Work share events from their systems (CarePartner & Liquid Logic) Education add manually as SEEMiS (where they record their single agency chronology in pastoral notes) does not connect to AYRshare. If any member does not have an AYRshare account (perhaps because they only working with the family for a very short time or there has not been agreement for them to access information through AYRshare) they provide significant events to the named person or lead professional to be included in the integrated chronology in a timely manner.

Information sharing through the AYRshare chronology must not replace professional discussion in relation to the analysis of needs and risks when assessing a 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 immediate risk of harm, child protection processes should be followed.

Health, Social Work and Education regularly audit integrated chronologies and provide feedback to staff to help improve practice.

### **4. Standard 3 AYRshare Child Protection Process**

AYRshare is used to share information to support child protection processes and the header in the child/young person's AYRshare Record shows the child protection status. This comes from Liquid Logic.

Generally there will be an AYRshare record before child protection processes start as there is likely to be a multi-agency Team with the Family. If this is not the case then social work create the AYRshare record the same day as the child protection investigation commences. The named person, members of the Team with the Family and significant events relating to child protection concerns are added.

A chronology entry within the child protection process is shared from Liquid Logic 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. The child protection plan must be shared in the record.

It is the responsibility of all Team with the Family members to ensure that relevant significant events are added to the child/young person's integrated chronology in a timely manner. The integrated chronology must be printed and reviewed at the first core group meeting and all subsequent core group meetings and child protection reviews for the duration of the registration. When the child/young person is de-registered the Team with the Family should continue to meet and use AYRshare to share information in line with the child/young person's plan ('My Plan').

Where there is no longer a requirement for a lead professional from social work, the social worker as the outgoing lead professional must add the details of the incoming lead professional.

### **5. Standard 4 AYRshare Looked After Children Process**

AYRshare is used to share information to support children and young people who are Looked After at home, away from home or who receive Kinship Care and are Looked After.

If there is not an existing AYRshare Folder then social work require to create the record within 24 hours of the decision being made by the children's hearing. The named person and other members of the Team with the Family added and significant events shared to the integrated chronology. The LAC plan must be shared in the record.

It is the responsibility of all Team with the Family members to ensure that relevant significant events are added to the child/young person's integrated chronology in a timely manner. The integrated chronology must be printed and reviewed at Looked After review meetings for the duration that the child is Looked After.

Where there is no longer a requirement for a lead professional from social work, the social worker as the outgoing lead professional must add the details of the incoming lead professional if there continues to be multi-agency involvement and a plan.

### **6. Standard 5 AYRshare Unborn Child Process**

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.

On completion of a pre-birth assessment report, the Safeguarding Midwife opens an AYRshare record as the lead professional and uploads the report. They add the members of the Unborn Child including the health visitor/family nurse and it is the responsibility of all members including the lead professional to add significant events to the integrated chronology in a timely manner.

Immediately following the multi-agency High Risk Pregnancy Screening Group meeting where a decision is made that child protection measures are required the Safeguarding Midwife must ensure the social worker is added as the incoming lead professional and the Safeguarding Midwife becomes a contact on the record.

## 7. Standard 6 Police Concerns and MARAC

When a police concern form is received by the lead professional they will add the significant event(s) detailed in the form to the integrated chronology. If there is not an existing record one will be created within 48 hours of receipt of the concern form, the named person and members of the Team with the Family added and the significant event(s) detailed in the form will be shared to the integrated chronology.

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. They also require to record relevant significant events in the integrated chronology. The integrated 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.

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. 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 or lead professional. If they don't have a record and information requires to be shared the named person or lead professional creates a record within 48 hours of the MARAC and adds the members of the Team with the Family and share appropriate significant events in the integrated chronology.

Where the parent of a child/young person is a subject of MARAC and they have an open record the named person or lead professional will add any event significant(s) from the MARAC in their integrated chronology. This will be communicated to them from their representative attending MARAC and should be included within 48 hours.

### **Supporting documentation (GIRFEC Website / Help Section of AYRShare):-**

[Team with the Family Guidance](#)

[Child's Pathway](#) and [Practitioner Guidance](#)

[Information Sharing Flowchart](#) and [Information Sharing Charter for Children and](#)

[Young People](#) and [Information Sharing Charter for Parents and Carers](#)

[AYRshare Quick Guide](#) and [AYRshare Quality Assurance Standards](#)

*Identify your AYRshare Champion where there is one for your service.*

*Chronology of Significant Events 7 minute briefing should be delivered within a reasonable timeframe as they go hand in hand.*