

**Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools
(Including Academies and Multi Academy Trusts)**

Information Sharing Schedule 9

Temporary Provision Panel- Granicus Web Form

Partners involved in information sharing activity	Derbyshire County Council Derbyshire Schools (Including Academies and Multi Academy Trusts)
Reason of information to be shared	Schools complete an online web form to apply for additional education support for those not able to attend school. Schools will be able to fill in key details about the child to send to the Temporary Provision, who will then process the form through Granicus
Legal basis and Statute of information to be shared	Public Task Art 6(1)e - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller Art 9(2)g (sch.10) - Processing is necessary for reasons of substantial public interest (Special Category Data) Section 19 of the Education Act 1996
Information to be shared	Pupil Forename Pupil Surname Pupil Date of Birth Pupil Gender School DfE number Referring Agency Current Year Group Pupil UPN Reason(s) pupil has been out of school for 15 days or more For referrals based on medical or mental health needs - please attach recent medical evidence by a consultant, the school medical officer or a CAMHS practitioner SEND Code of Practice Child in Care (CIC) Child Protection Plan (CPP) Child in Need (CIN) Free School Meals (FSM) Team Around the Family (TAF) Name of TAF Contact/key worker Telephone number of TAF Contact/key worker Email address of TAF Contact/key worker Safeguarding: Has this pupil been the subject of any safeguarding concerns? Is a current Risk Assessment available? Please attach the risk assessment to the application Parent/Carer First Name

Information to be shared (continued)	Parent/Carer Surname Relationship to Pupil Parent/Carer's Address Mobile Number Landline Number Email Address School Details Name of referring School Name of referring Agency Date pupil has been on roll from Date pupil last attended school Expected date of return to school School or organisation address School/organisation phone number Referring school/organisation cost code/cost centre Purchase Order Number First Name(s) of headteacher Surname of headteacher Email address of headteacher Telephone number of headteacher First Name(s) of SENCO Surname of SENCO Email address of SENCO Telephone number of SENCO First Name(s) of key contact/named teacher Surname of key contact/named teacher Email address of key contact/named teacher Telephone number of key contact/named teacher First Name(s) of Attendance Officer Surname of Attendance Officer Email address of Attendance Officer Telephone number of Attendance Officer Reason for referral and Supporting Information: Please upload a copy of pupil's recent attendance Pupil's attendance % in the last 2 months Assessment Levels – please complete according to pupil's current Key Stage Key Stage 1-3 Maths Date of most recent Maths assessment(s) Science Date of most recent Science assessment(s) English Date of most recent English assessment(s) English reading age English reading age test used Comprehension age Comprehension age test used Spelling age Spelling age test used Cognitive Ability Test (CAT) scores - Verbal Cognitive Ability Test (CAT) scores - Non-Verbal Cognitive Ability Test (CAT) scores - Quantitative Key Stage 4 Maths - Current GCSE grade Maths - Predicted GCSE grade Maths - Exam board user by school English - Current GCSE grade
---	---

Information to be shared (continued)	English - Predicted GCSE grade English - Exam board user by school Science - Current GCSE grade Science - Predicted GSCE grade Science - Exam board user by school Does pupil receive Teaching Assistant (TA) support Does pupil attend any alternative provision (AP) arranged by School or referring agency e.g. Co Courses, work placement? Alternative provision AND Venue Day(s) provision is attended Please attach a copy of the pupil's current school timetable Please provide details of the educational support currently provided or to be provided by the school Please provide details of other Professionals currently involved with the pupil and/or family Name of LSO Telephone number of LSO Email address of LSO Name of Social Worker Telephone number of Social Worker Email address of Social Worker Child and Adolescent Mental Health Services (CAMHS) Name of CAMHS Worker Telephone number of CAMHS Worker Email address of Social CAMHS Educational Psychologist (EP) Name of EP Telephone number of EP Email address of EP Behaviour Support Teacher (BST) Name of BST Telephone number of BST Email address of BST Other Service or Professional Name of Other Service or Professional Telephone number of Other Service or Professional Email address of Other Service or Professional Serious damage to property? Physical assault against pupil? Physical assault against adult? Harm to self? Physical restraint? Professional to Liaise with in order to complete the risk assessment Risk Assessment Reason Please give the name of the most appropriate professional to liaise with to complete the Risk Assessment Name of other service or professional to liaise with (if applicable) Mobile phone number of other service or professional to liaise with (if applicable) Email address of other service or professional to liaise with (if applicable) Are you aware of any reason why a member of staff should not visit the house alone? Does student have internet access at home and a Windows Laptop or Chromebook available for online provision? The Parent/Carer has agreed be present throughout face to face and live online tuition sessions take place in the pupils home Telephone number of Responsible Adult Email address of Responsible Adult Referral completed by Post held School Email Address
---	---

How will data subjects be made aware of data sharing process and their rights	Privacy Notices of partner organisations
Format of information to be shared	Granicus Web Form
Data minimisation control	Information to be shared reviewed on annual basis by CS Digital & Data Service
Data quality controls	Partner organisations will comply with terms of current Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools (including Academies and Multi Academy Trusts)
Security controls on information sharing	Information will be shared via Granicus and in accordance with terms of current Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools (Including Academies and Multi Academy Trusts) Information will be shared via Granicus using a secure online web form.
Retention and Disposal Controls	Partner organisations will comply with terms of current Information Sharing Agreement between Derbyshire County Council and Derbyshire Schools (Including Academies and Multi Academy Trusts)
Timing and Frequency of Data Sharing	Data collected when need is identified for child.
Contact Details of Partners	Contact email address for CS Digital & Data Service: cs.informationenquiries@derbyshire.gov.uk