

Information sharing Code of Practice definitions

Signatory

- 1). this is an agency, discrete service or voluntary organisation, which has signed in its own right. Many teams and departments can be covered by the sign up of the Chief Executive.
- 2). the person who signs on behalf of an organisation

Nominated Representative*

This can be the person who has signed on behalf of the organisation but is normally someone delegated to the task.

The role is best carried out by someone who is involved in data protection, or who works directly with children and families and is aware of the issues around working in a multi-agency way. They need the time to be able to act as the champion within their organisation. *

Champion *

Nominated Representatives have as one of their functions, to champion the Code of Practice and sign up to online training. Individual organisations may find that this is more than one person can take on and may form an internal champions group led by the Nominated Representative with people from a range of teams or departments who oversee implementation of the Code across the organisation.

Core group *

All Nom Reps have some responsibilities in common in relation to information sharing and their organisation but the Core group is made up of members of the Children and Young Peoples Trust Board, key health services and any other organisation that wants to take a greater role in the oversight and updating of the Code of Practice. It is a small working group.

Virtual group*

All Nom Reps have some responsibilities in common in relation to information sharing and their organisation. Some organisations do not have the resources or the wish to be involved in updating the Code and contributing to planning the annual training event. The virtual group is made up of these organisations who have signed up but do not want to be actively engaged. They may still be part of the Core group if they wish but this is not a requirement.

* = Terms of Reference are available