

## AYRSHARE QUALITY ASSURANCE STANDARD 1

### Creation of folders and access to AYRshare

#### Standard

The Child'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's Plan.

#### Operational Process

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'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.
5. If there is a requirement to share information with the Named Person in Educational Services when a child 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 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 children 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.
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 around the Child (TAC) 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.