

Children's Services  
P.O. Box 73  
Worcester  
WR5 2YA

6 January 2010

Our Ref: GQ/LW

Dear Colleague

**Re: Information Sharing Protocol (ISP) for Worcestershire Children's Trust**

I am writing to request your commitment in signing up to the Information Sharing Protocol (Tier 2) that was commissioned by the Worcestershire Children's Trust. This ISP demonstrates a commitment to multi-agency working and will underpin collaborative working arrangements amongst all Worcestershire Children's Trust agencies including Voluntary and Community Sector organisations.

You may remember that some months ago a draft ISP was circulated for consultation. There were a few minor changes made as a result of comments but essentially the document is unchanged. This has been endorsed by the Children's Trust and the Worcestershire Safeguarding Children's Board.

This tier two ISP empowers those working with children and young people to share appropriate information with those others involved. It recognises that the best outcomes are achieved when there is good communication between those working with the children and young people. It also recognises that there will be some information which agencies will not want to share.

The tier two ISP is about sharing information; all agencies are committing to giving as well as receiving information with those others involved. (There will also need to be a level three protocol in place between the organisations involved which will set out the practical details about how the information is shared to ensure it remains secure).

The ISP now needs to be formally adopted by authorised representatives of each organisation. **I would appreciate if you would inform Luke Willetts by 12 March 2010 of your commitment (or otherwise) along with the contact details of the individual who will oversee the sign-off within your organisation** (i.e. appropriate legal and governance arrangements). Any queries can also be directed to Luke via email ([lwilletts@worcestershire.gov.uk](mailto:lwilletts@worcestershire.gov.uk)).

It is intended that the ISP will be launched in April 2010, along with the new Children's Trust arrangements. Luke will contact your named representative in due course to make the necessary arrangements.

This is an important initiative and I would like to sincerely thank the Voluntary and Community Sector for their support and cooperation with this project to date.

Yours sincerely



**Gail Quinton**

Director of Children's Services  
and

Chair of Joint Commissioning Board for the Children and Young People's Strategic Partnership  
(Children's Trust)

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