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| Name of Policy | Consent Guidance |
| Version Date | 1.1 |
| Approved by  |  |
| Date | Jan 2020 |
| Review Date | Jan 2022 |
| Target Audience | Lighthouse staff employed by UCLH, T&P, NSPCC, Solace, Met Police and LB Camden |
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| Lighthouse Policy Statement:The Lighthouse will provide a coordinated approach to supporting children and young people who have experienced sexual abuse. All medical, advocacy, social care, police, and therapeutic support will be delivered from one place. The aim is that children, young people and their families receive the justice, support and therapy in a timely manner meaning that they can move forward towards recovering from the abuse.NHS England (London region) in conjunction with MOPAC has commissioned the health and wellbeing services which will be provided by University College London Hospitals (UCLH), The Tavistock and Portman and NSPCC, supported by Morgan Stanley.Lighthouse procedures and guidance will provide clarity over how staff working within the house will work as part of a multi-agency service, whilst being accountable to their own organisational policies. All Lighthouse policies will be signed off by the Lighthouse Delivery Board which has representation from all agencies |

**Summary**

This guidance outlines the Lighthouse’s approach to seeking agreement and consent. It is essential to seek children, young people and/or their family/carers agreement to access services. The agreement of service users to use the Lighthouse service will be sought at their initial appointment, following the provision of service information and a privacy statement. Additionally Article 9,2 (a) Special category data of the General Data Protection regulation (GDPR) requires providers to seek gain explicit consent for collecting, using and storing special category data. The Lighthouse will seek explicit consent for undertaking video recorded colposcopy, forensic interviewing pilot and the MOPAC led evaluation.

The Lighthouse is not a legal entity in its own right so does not control the service user data in the Case Management System. The data is controlled jointly by the individual partners UCLH, Tavistock and Portman, NSPCC and MOPAC. (See The Lighthouse Data Protection Policy for Data Controller responsibilities).

Service users will be advised that the case management system is multi-agency with a number of professionals inputting into a single case file and sharing information with the Lighthouse team.

**Seeking agreement and consent**

* Children and young people, and parents/carers as appropriate, will be provided with a privacy statement and the opportunity to agree to the service before any assessment, treatment or support is provided by the Lighthouse.
* We will only work with children and young people with their agreement and understanding of what information will be recorded and how we will keep this safe. Lighthouse workers will explain the process to the child, young person and their parent/carer and provide a privacy statement for them to review and sign.
* The privacy statement will explain that there will be times when we cannot keep information confidential. This means that if the child or young person, or another person, is at risk we might need to share this information with partner agencies.
* We will seek explicit informed consent for the child of young person’s data to be included in the MOPAC evaluation
* We will seek explicit informed consent for the child or young person to have a video recorded genital examination
* We will seek explicit informed consent for the child or young person to take part in the Forensic Interviewing Pilot

**Seeking agreement to access the Lighthouse service**

* All service users will be provided with an age appropriate service leaflet before attending the Lighthouse
* All service users will be provided an Agreement for Service form including a privacy statement which will be explained by a member of the Lighthouse team to ensure that they understand the content
* Each service user will be asked to sign their agreement to access the Lighthouse service in the understanding of how their data will be stored and used
* Agreement to use the Lighthouse service should be gained at the first appointment at the Lighthouse regardless of whether that is for an Achieving Best Evidence interview or an Initial Assessment
* See ‘**Agreement for service’**

**Seeking explicit informed consent for the service users data to have a video recorded genital examination**

* At the initial assessment and just before the medical examination the paediatrician will seek explicit informed consent for the service users data to undergo a video recorded genital examination
* The paediatrician will explain what will happen and how the recording will be stored securely on encrypted DVD
* The service user will be asked to sign the consent form, which will then be scanned and uploaded to the Document Store in Excelicare
* The paediatrician will update Excelicare consent section to note consent has been given for video recorded gential examination
* See ‘**Consent for video recorded examination’**

**Seeking explicit informed consent for the service users data to take part in the Forensic Interview Pilot**

* At the Pre Interview Assessment (PIA) assessment and before recording commences the Police Liaison Officer (PLO) will seek explicit informed consent for the service users to take part in the Forensic Interview Pilot
* The PLO will explain what will happen and how the video will be stored securely
* The service user will be asked to sign the consent form, which will then be scanned and uploaded to the Document Store in Excelicare
* The PLO will update Excelicare consent section to note consent has been given for video recorded gential examination
* See ‘**Consent for Forensic Interview Pilot’**

**Seeking explicit informed consent for the service users data to be included in the MOPAC evaluation**

* At the Initial Assessment of after an initial period of rapport building (approx. 2-4 weeks) with the Lighthouse team and following the building of trusted professional relationship, the primary case holder will seek explicit informed consent for the service users data to be included in the MOPAC evaluation
* The practitioner will explain the benefits of the evaluation for future sustainability of the service
* The practitioner will explain why personally identifiable data is required
* The practitioner will explain how the service users data will be kept securely and who will have access to the data for the evaluation
* The service user will be advised that they can withdraw consent if they wish to at any point
* The service user will be asked to sign the consent form, which will then be scanned and uploaded to the Document Store in Excelicare
* The practitioner will update Excelicare consent section to note consent has been given for evaluation
* See ‘**Consent for MOPAC evaluation’**