

Keeping what you say private



When you talk to us we will **not** tell other people what you said. We will keep it private.



Sometimes we may think it is a good idea to talk to other people about what you tell us, like your parents, teachers or doctors.



We will always ask you if this is ok first. You can say **yes or no**.

There are a few times when we will **have to tell someone else what you said**:



- We sometimes tell our **managers** so they can check that we are doing a good job.
- We will write information about our meetings on our **computers**.

Only people we work with will see this information.



We will also **have to tell someone** if we are worried that **someone is being hurt or might be hurt**.

If this happens, then we will talk to you about it first.

Who can I contact if I need further help or advice?

Derbyshire Information, Advice and Support Service for SEND

Chesterfield Register Office

New Beetwell Street

Chesterfield S40 1QJ

Tel: 01629 533660

Helpline:

Monday – Friday 9.30 -3.00pm

Tel. 01629 533668

Or 01629 532029

Messages can be left outside this time and all calls will be returned as soon as possible

Email: ias.service@derbyshire.gov.uk

childrens.rights@derbyshire.gov.uk

Website: www.derbyshireparentpartnership.co.uk