

# ICS

# FAIR PROCESSING NOTICE

# USER GUIDE



## PURPOSE

The purpose of this user guide is to communicate the process that Social Workers or Administrators will use to create and maintain Fair Processing Notice exemplars and letters on the ICS system.

## BACKGROUND

In April 2009, Kent County Council was required to collect and supply information to the Department for Children, Schools and Families on all Looked After Children and on all Children in Need. This is to continue on an annual basis.

In order to comply with the Data Protection Act 1998 (The Act) KCC is required to issue a notice to all parents (or those with parental responsibility) **and** all children over the age of 12 years whose personal data will be used in either the SSDA903 return for Looked After Children and the Child in Need Census.

In order to be compliant with The Act these notices should be issued before the collection and submission of the information to the Department for Children, Schools and Families.

## PROCESS for C&F Teams

From 1 April 2009 **ALL** referrals added to ICS will require an FPN to be issued.

This is not an ICS requirement but a Data Protection requirement because of the level of data supplied to the DCSF.

To facilitate the process of producing letters, a number of age banded exemplars have been added to ICS that will record the fact that an FPN has been issued, and the associated Quick Report(s) will produce the required letters to the child/young person (if required) and the parent/carer(s) with parental responsibility.

The exemplars can be added by either a Social Worker or authorised administrator, but will need to be signed off by the Social Worker.

For any support in using ICS please check the ICS Support pages on Kent Trust Web:

[http://www.kenttrustweb.org.uk/Finance-Assessment/ics\\_updates.cfm](http://www.kenttrustweb.org.uk/Finance-Assessment/ics_updates.cfm)

Or log a call with the ISG Helpdesk by following this link on Knet:

<http://knet2/kcc-directory/services-and-support/it-service-desk/supportworks>

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## How to complete the relevant Fair Processing Notice exemplar

When a FPN is required, access the Child/Young Person's ICS Chronology.

**1**  
Either select the child from **My Cases** or perform an **ICS Person** search  
If selecting from **My Cases** go to **step 4**

Case Reference No	Start Date	End Date	Subject(s)	Assigned on	Assigned by
2009Ashf000202	20/08/2009 16:13:12		Child: Jake Durham	20/08/2009 16:13:46	SYSADMIN
2007Ashf000049	01/07/2006 17:03:41		Child: Kyle Buxton	11/10/2007 17:03:51	WARBOK01
2007Ashf000034	01/07/2006 15:22:48		Child: Emily Buxton	11/10/2007 15:23:00	WARBOK01

**3**  
Click **Search**

**2**  
If using **ICS Person** search, enter search criteria - using % if unsure of spelling

**5**  
Click **Chronology**

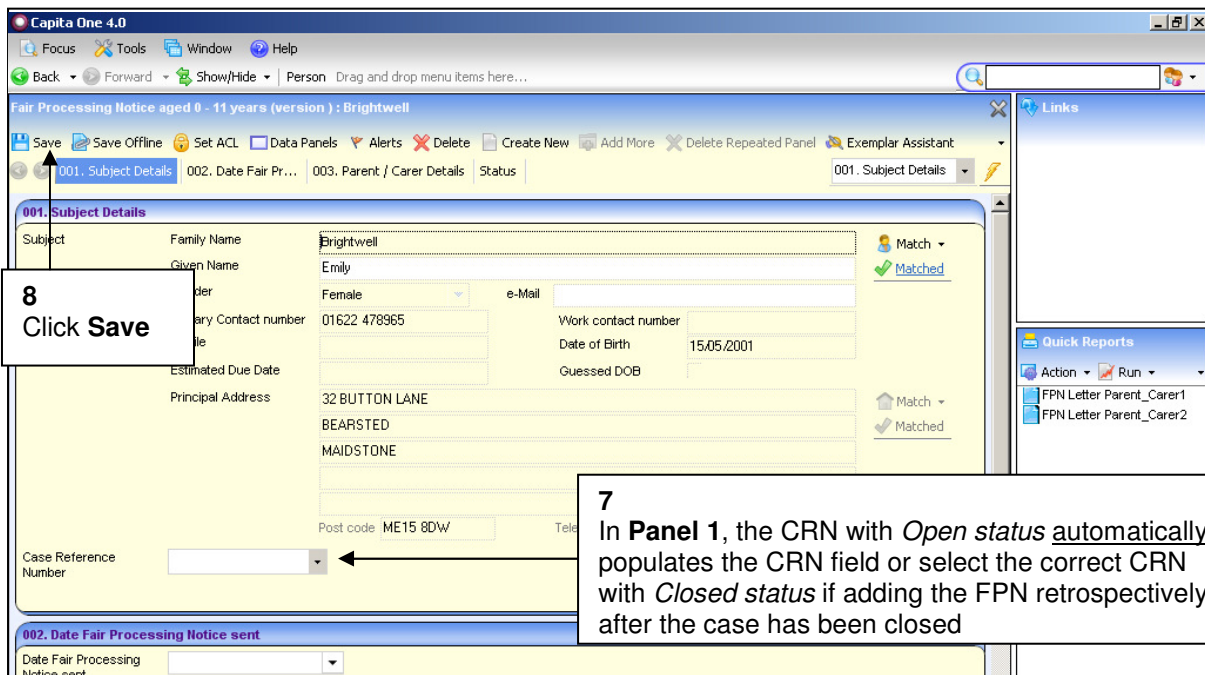
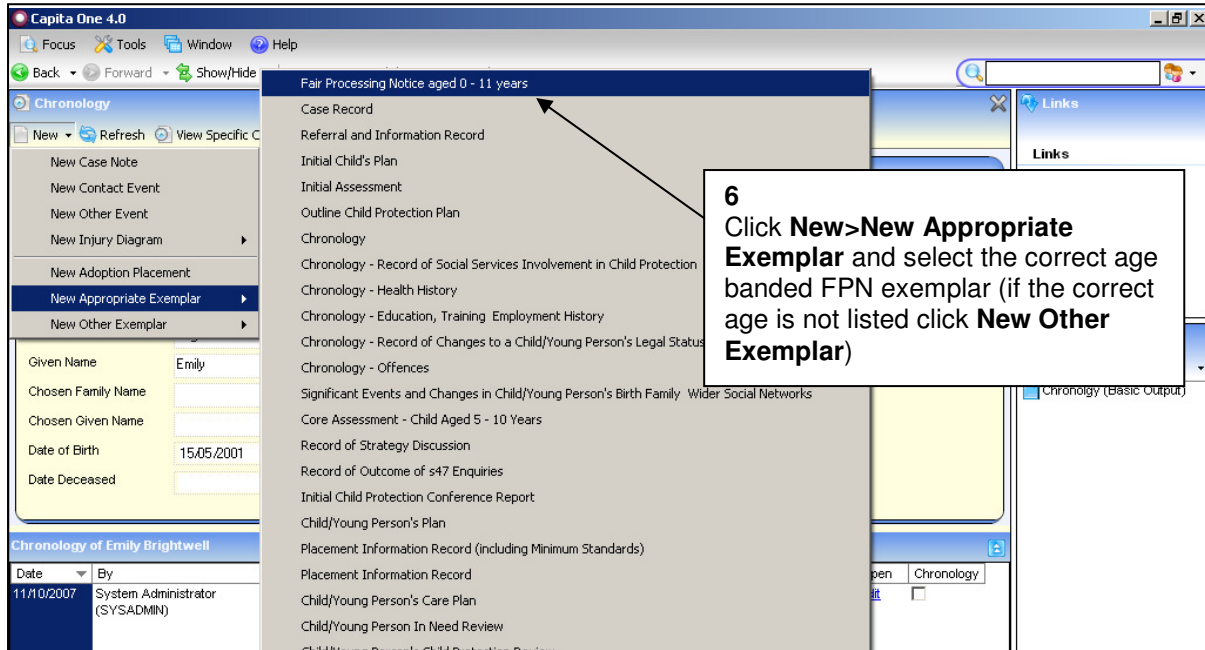
**4**  
Highlight required record

Flags	Family Name	Given Name	Chosen Family Name	Chosen Given Name	Given Name 2	Gender	Title	Date of Birth	Postcode	CYP
	MacDonald	Anna	MacDonald	Anna		Female		17/12/1993	CT5 2ET	Yes
	MacDonald	Anna	MacDonald	Anna	Jane	Female		26/04/1985	DA4 9AB	No
	MacDonald	Annabel	MacDonald	Annabel	Georgina	Female		06/05/1994	TN23 5PZ	Yes
	MacDonald	Anna	MacDonald	Anna		Female		26/10/1958	CT10 3PL	No

Complete the relevant Fair Processing Notice exemplar - continued

From the Chronology, complete the required exemplar - there are 3:

**Fair Processing Notice aged 0 – 11 years**, **Fair Processing Notice aged 12 – 16 years** (please note this exemplar is also relevant for those over the age of 16 that are not LAC) and **Fair Processing Notice aged 16+ (LAC only)**



Complete the relevant Fair Processing Notice exemplar - continued

9 In Panel 2 add the Date Fair Processing Notice sent

10 In Panel 3 type in the Name of Parent/Carer with PR as you want it to appear on the letter

11 Click Match>Match Address and search for the Parent/Carer's address

12 Enter address search criteria, highlight correct address, and click Select

Address
16 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW
18 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW
20 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW
22 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW
24 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW
26 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW
28 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW
30 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW
31 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW
32 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW
33 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW
34 BUTTON LANE, BEARSTED, MAIDSTONE, ME15 8DW

*Complete the relevant Fair Processing Notice exemplar - continued*

The screenshot shows the '003. Parent / Carer Details' form in the Capita One 4.0 application. The form is divided into two sections for different parents/carers. The first section is for 'Mrs Jane Brightwell' and the second is for 'Mr David Brightwell'. Both sections have fields for name, address (32 BUTTON LANE, BEARSTED, MAIDSTONE), post code (ME15 8DVV), and telephone number. A 'Match' button is visible next to the address fields. A callout box labeled '14' points to the 'Save' button in the top toolbar. Another callout box labeled '13' points to the second entry, with the text: 'Repeat for Parent/Carer 2 as required - the address can be different to Parent/Carer 1'. The sidebar on the right contains 'Links' and 'Quick Reports' sections.

As permissions allow, the exemplar can be signed off in the normal way, but is not necessary in order to save the exemplar or run and print the associated reports.

**If the exemplar has been added by an administrator, the Social Worker will need to sign it off.**

## Using the Quick Report to produce the FPN letter(s)

Each FPN exemplar has two or more associated Quick Reports which will produce the required letters.

**A letter should be sent to each Parent/Carer with PR and if the child is LAC, to Foster Carers.**

**If the child is aged 12 or above, a letter will be sent to the Child/Young Person too.**

The **Fair Processing Notice aged 0 – 11 years** exemplar will have two associated reports; the first will have **Parent\_Carer1** in the title and will produce a letter addressed to **both** carers. The second will have **Parent\_Carer2** in the title and will produce a letter addressed to the **second** carer.

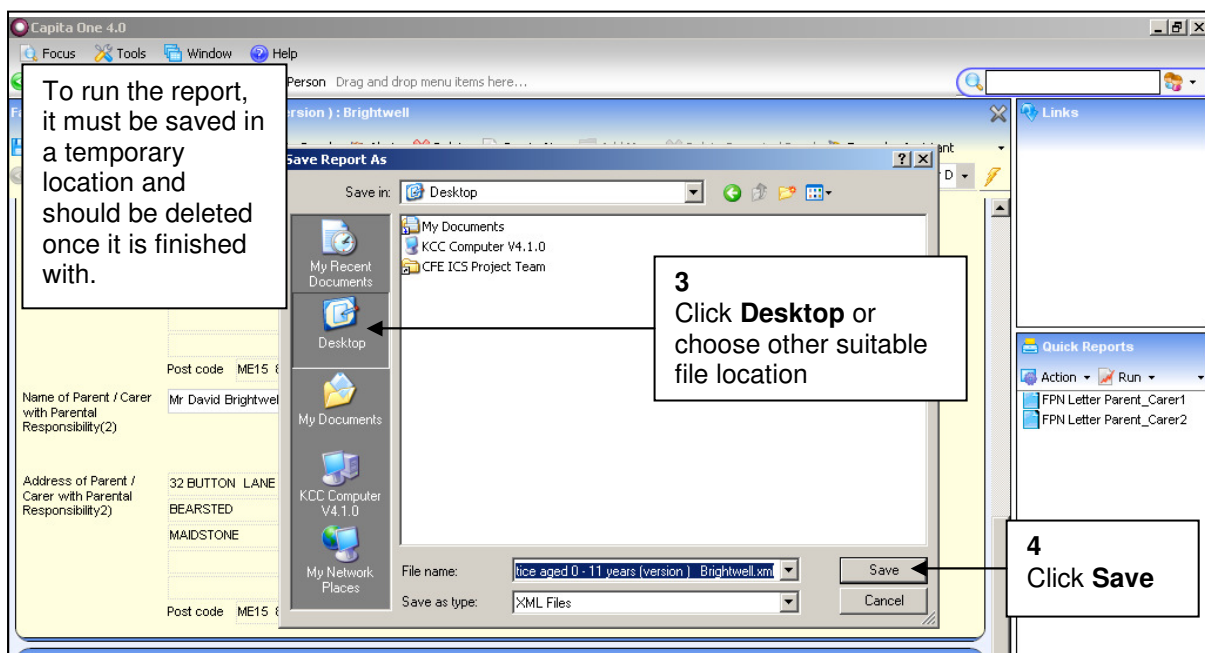
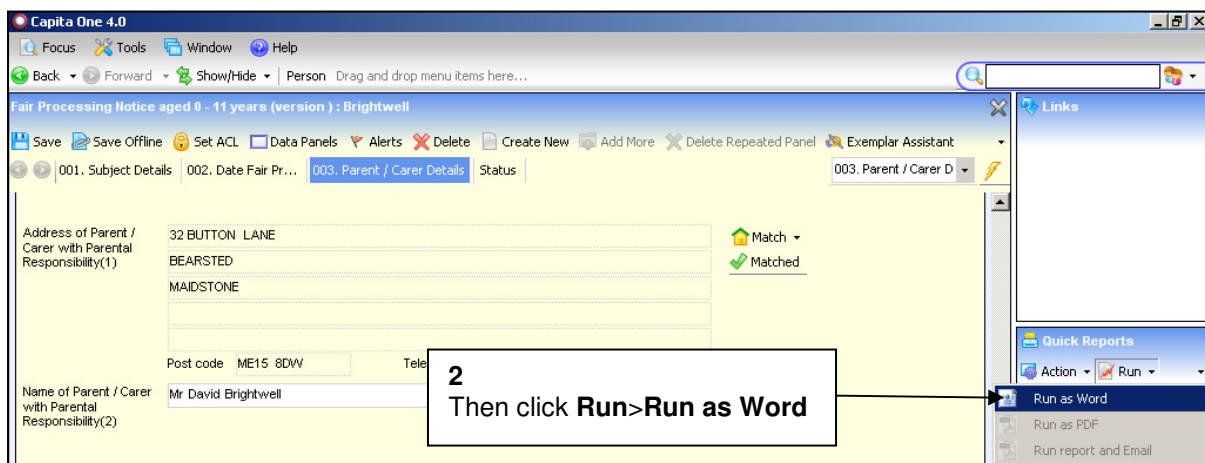
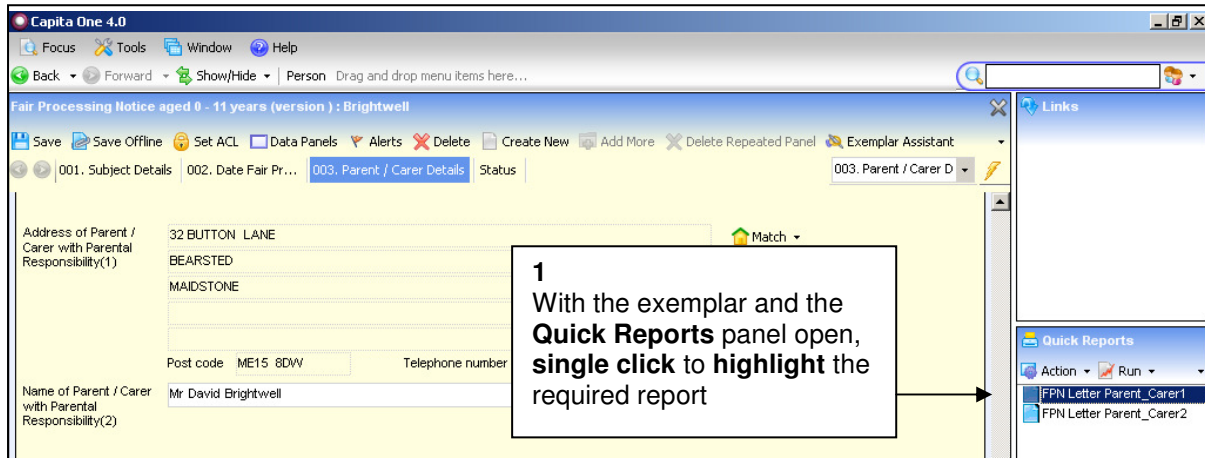
If a **joint** letter is required just run the **Parent\_Carer1** report.

If **two separate** letters are required (because the parents live at separate addresses) **run both reports**. The first letter will still be addressed to both, but as this opens up in MS Word, **the second carers name can be removed**.

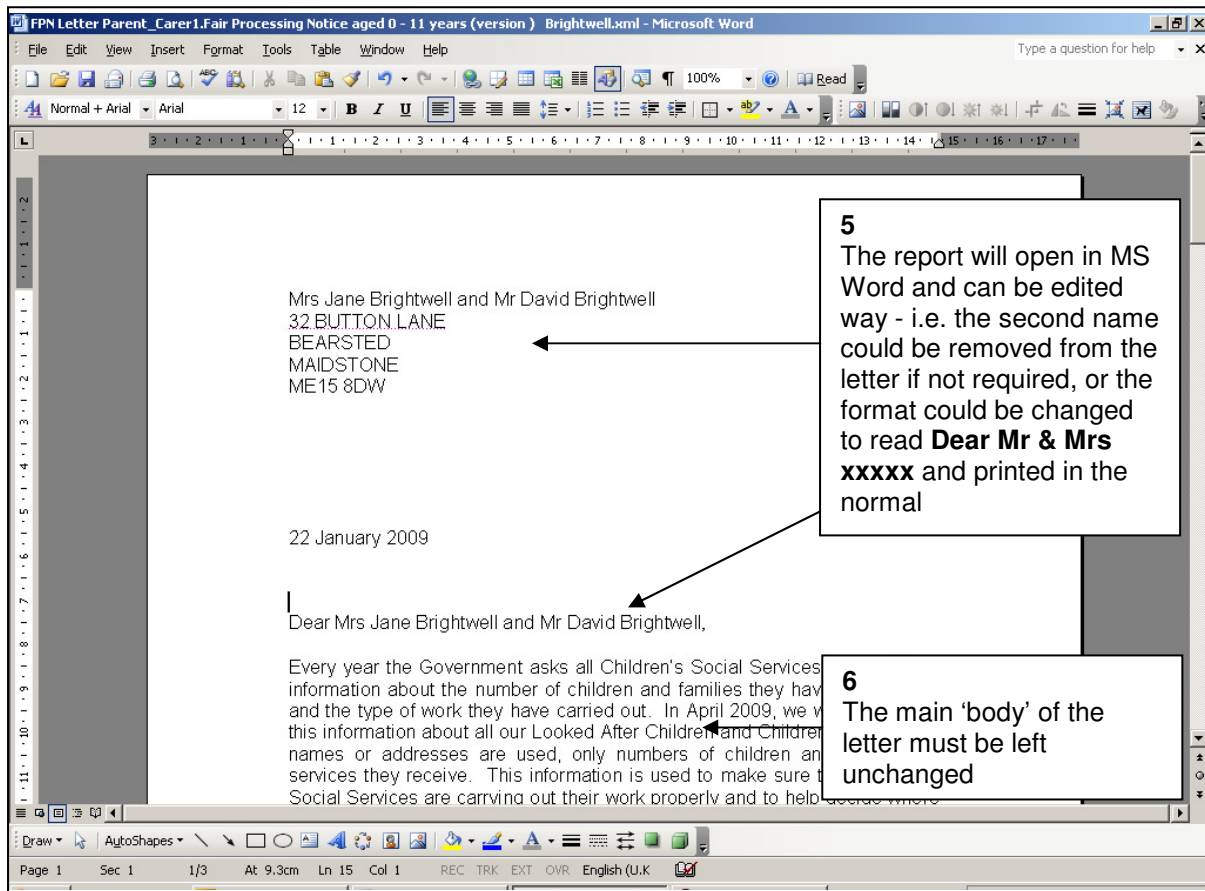
The **Fair Processing Notice aged 12 – 16 years** exemplar will have the same two reports as above, but **in addition, another report that can be run for the Child/Young person themselves**.

The **Fair Processing Notice aged 16+ (LAC only)** exemplar will also have the same two reports as above, but **in addition, another report that can be run for the Child/Young person themselves**.

To run a report to produce a letter



*To run a report to produce a letter – continued*



This process could then be repeated for a second carer and/or child/young person as required.