



## **North Yorkshire ContactPoint Shielding Request and Transfer of Data Procedure**

### **1. Introduction**

### **2. About Shielding<sup>1</sup>**

Individuals can request that the North Yorkshire's ContactPoint Team shields a record when there are strong reasons to believe that by not doing so would be likely to:

- place a child at an increased risk of significant harm;
- place an adult at risk of significant harm;
- prejudice the prevention or detection of a serious crime;
- provide a link between pre and post adoption identities; or
- put a child's placement at risk (e.g. in the case of adoption and other placements)

Increased risk of significant harm means that:

- one or more individual(s) are likely to cause significant harm to the child/young person and/or their parent/carer; *and therefore*
- the child/young person and/or their parent/carer are being, or will be, protected at a location that is not known to the individual(s) posing the threat.

All shielding requests must be conducted in accordance with North Yorkshire's ContactPoint Shielding Policy (to obtain a copy of the policy please [follow this link](#)).

Requests for shielding will be considered on a case-by-case basis and should only be made if the circumstances described above apply.

Because making a shielding request involves the transfer of extremely sensitive data, the following processes must **always** be applied.

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<sup>1</sup> For more information about ContactPoint and Shielding please see North Yorkshire's shielding policy: *ContactPoint: Policy and Process for Shielding and Emergency Shielding Override*



### 3. Making a Shielding Request

- 3.1 Once an individual identifies a record that may require shielding they should refer to sections 2 and 3 of North Yorkshire's ContactPoint Shielding Policy to ensure that the criteria for shielding have been fulfilled.

When making a decision about making whether to submit a shielding request, consideration should also be given to whether any siblings or other children/young people residing at the same address also need to have their ContactPoint records shielded.

- 3.2 If the individual decides that it is appropriate to submit a shielding request they must complete a Shielding Request Form (to obtain a copy of the North Yorkshire Practitioner Shielding Request Form please [follow this link](#))

When completing this form, the shield requestor **must not** include any additional information (such as child/young person's name, address or whereabouts).

- 3.3 Once this form has been completed, it must be **emailed** to: [shielding@northyorks.gov.uk](mailto:shielding@northyorks.gov.uk)

This form must only be emailed in the way described above. The form **must not** be:

- Sent by post
- Faxed
- Emailed to any other email accounts

- 3.4 Once the individual requesting the shield has emailed the Shielding Request Form, as described above, they should then **telephone** North Yorkshire's ContactPoint Management Team on **01609 536665** in order to provide the following information:

- Child's / young person's name
- Parent/carer name(s)
- Current Address (if known)
- Latest schools registration address for the child (if known)
- Registered GP practice for the child (if known)



#### **4.0 What happens after the request is submitted?**

- Once the request is submitted, one of North Yorkshire's nominated shielders will attempt to shield the record and they will record their actions in the ContactPoint Logbook. Once the shield has been applied, the North Yorkshire ContactPoint Management Team will confirm this with the shield requestor via email.
- The request for shielding will be reviewed within one month, and at least once every six months afterwards (as described in North Yorkshire's ContactPoint Shielding Policy).

#### **5.0 Further Information**

If you require further information about the shielding process, you should contact North Yorkshire's ContactPoint Management Team on **01609 536665** or email [contactpoint@northyorks.gov.uk](mailto:contactpoint@northyorks.gov.uk) (this email must **not** be used to submit shielding requests)