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**Participant Information Sheet**

 **West Glamorgan Parent Advocacy Network (PAN) Consultation**

We would like to invite you to participate in an online parent consultation focus group. Later, we may be able to hold an in-person meeting. We would like to ask about your experiences as a parent of going through the child protection system. We especially want to ask your views about developing parent-parent support – also called *parent advocacy*. We know that this is an especially difficult time for families, which is all the more reason to ask you about *parent advocacy* – how it might help other parents working with social services, what would be involved, what kinds of people would make good parent advocates, what kind of support a parent advocate would need.

**Our Aims in Carrying Out This Consultation Are:-**

1. To promote the voice and strength of parents in what happens and what matters about their children.
2. To help shape a potential new service, new ways for parents and professionals to work together, with more equality between parents and professionals and a network of parent advocacy support.
3. For parents going through child protection and court processes to be supported, to gain confidence from other parents who know what it’s like and how to come through the experience successfully.

**Who are we?**

We are a group of parents, professionals and partners who want to develop programmes of parent advocacy - where parents with lived-experience of going through safeguarding processes are supported to help other parents going through similar experiences, ensuring parents voices are heard, and that families remain safely together and not broken apart except when absolutely necessary.



**What is involved?**

We would like to invite you to take part in a small confidential focus group of between 6 – 8 people which will be held online via Microsoft Teams for approximately an hour and a half. The meetings will be held in October and early November. If Covid-19 restrictions and guidelines allow we would also like to convene an in-person meeting.

What we learn will be written up as overall themes to help develop services and to inform decisions about how we proceed.

A written report will go to the West Glamorgan Safeguarding Board, including Neath Port Talbot CBC Social Services, C & C of Swansea Social Services and partner agencies and will be made available on the website.

Handwritten notes will be kept of discussions. Any personal information will be removed to make sure you remain completely anonymous. All notes will be kept safe and secure. Strict data protection procedures will be followed. You will be asked for your written consent to participate in the project.

**What’s in it for me?**

You will share your views and experiences about what support parents need when involved with child protection services. You will help us to consider and how parent advocacy can help parents going through safeguarding and what that might involve. Your views will help to shape future services.

Your participation is voluntary. You can withdraw at any time.

**What happens if I agree to take part?**

You can indicate which focus group would best suit you. We will aim to allocate you to the group you prefer and will contact you to confirm the arrangements.

You can make contact with us at the email address provided if you want to discuss any aspects further.

You will be asked for your written consent to participate.

Your personal information will remain confidential. Written notes of the themes of the meeting will be made. Records will be anonymised. You will not be identified from the consultation.



**Are there any risks from taking part in the Consultation?**

There are no significant risks in taking part in the consultation. It can feel risky to talk about your experiences with another person. It is meant to help others. If you are upset and worried about things that are not part of the consultation you will be pointed towards services that may help. A care and information pack which includes tips for self – care is available should you wish to access it. If you wish to speak with someone before taking part in the consultation or afterwards this will be arranged.

**Further information**

**Data Protection and Confidentiality**

Your data will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2016 (GDPR). All information collected will be kept strictly confidential, subject to the proviso that should any serious harm be disclosed to any individual information will need to be disclosed to a relevant body,

The data collected will be made anonymous when it is transferred from the notes taken at the meeting to the written report. It will not be possible to identify your personal data and remove it at a later date should you wish to withdraw.

**What will happen to the information I provide?**

A written report of the themes arising from the consultation will be made available to senior managers and partners and will also be placed upon the website.

*All information presented in reports will be anonymised and participants will not be identifiable*.

**Is participation voluntary and what if I wish to later withdraw?**

Your participation is entirely voluntary – you do not have to participate if you do not want to. If you decide to participate, but later wish to withdraw from the study, then you are free to withdraw at any time without giving a reason.

**Data Protection Privacy Notice**

In providing us with your personal information you hereby acknowledge that Neath Port Talbot County

Borough Council is the Data Controller for all the personal information you provide (for the purpose of

the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA).

Your personal data will be processed for the purposes outlined above in this information sheet.

The legal basis that we will rely on to process your personal data will be that the processing is necessary for the performance of a task carried out in the public interest.

Any personal data held about you will be destroyed upon completion of the consultation.

A written report from information shared will be provided to West Glamorgan Safeguarding Board, including Neath Port Talbot CBC Social Services, C & C of Swansea Social Services and partner agencies

Please be advised that under GDPR individuals are given the following rights in regards to their personal data:

i. The right of access to their personal data held by a data controller.

ii. The right to have inaccurate data corrected by a data controller.

iii. The right to have their data erased (in certain limited circumstances).

iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).

v. The right to object to their data being used for direct marketing.

vi. The right to data portability (i.e. electronic transfer of data to another data controller).

In the event that you have any queries regarding our use of your personal data,

you wish to have access to the same or you wish to make any objection or complaint regarding the processing of

your personal data please contact the Council’s Data Protection Officer at the Directorate of Finance & Corporate

Services, Civic Centre, Port Talbot, SA13 1PJ.

Please be advised that in the event that you make a request or a complaint to the

Council’s Data Protection Officer and you are dissatisfied with the Council’s response you are entitled to complain directly to the Information Commissioner’s Office. Details of the Commissioner’s Office contact details and further information on your rights may be obtained from the Commissioner’s website

– [www.ico.org.uk](http://www.ico.org.uk)

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