

## Harrow Shared Lives Scheme Policy & Procedure No. 49

### Joint Working and Information Sharing

The Harrow Shared Lives Scheme recognises that other professionals and organisations may play an important part in your life, as will your family and friends and representatives. We will work with them to ensure that each knows what the other is doing, when this is appropriate, and that your health, safety and welfare are safeguarded.

#### How would this happen?

Sometimes it is necessary to co-ordinate the service we provide with others that you need or want to participate in. For example, you may require support with your dental appointments or with getting home from a club, or need to transfer to or from hospital, or want to go to college. We will do our best to communicate and work with the other people involved to ensure your needs and wishes are met.

You may sometimes want your relatives, friends or representatives to be involved in your care or support, or in decisions about this. They will be made welcome and their need for information, advice and support will be respected and responded to.

Your right to confidentiality will be respected throughout this process. Personal information will only be shared with your agreement or if it is necessary in order to prevent harm to you or others.

We have a policy and statement on confidentiality that explains more about when we can or cannot share personal information. A copy is available for you and can also be given to other people or organisations that you are involved with.

**See these other policies and procedures and documents for further information on:**

- Access to files
- Record keeping
- Confidentiality
- Statement on confidentiality
- Making choices and decisions

- Health and safety
- Risk assessment and risk management
- Daily life and inclusion in the community
- Staying healthy and making use of health resources
- Intermediate care
- Handling medicines