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| Name of Guideline | Request for 3rd Party Disclosure |
| Version Date | 17 February 2019 |
| Approved by |  |
| Date | April 2019 |
| Review Date | April 2021 |
| Target Audience | Staff employed by UCLH, T&P and NSPCC |
| Authored by | Janine Stevenson, Lisa Isaacson, Emma Harewood & Dawn Hodson |
| Version | 0.3 |

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| Lighthouse Policy Statement:  The Lighthouse will provide a coordinated approach to supporting children and young people who have experienced sexual abuse. All medical, advocacy, social care, police, and therapeutic support will be delivered from one place. The aim is that children, young people and their families receive the justice, support and therapy in a timely manner meaning that they can move forward towards recovering from the abuse.  NHS England (London region) has commissioned the health and wellbeing services which will be provided by University College London Hospitals (UCLH), The Tavistock and Portman and NSPCC, supported by Morgan Stanley.  Lighthouse guidance provides clarity over how staff working within the house will work as part of a multi-agency service, whilst being accountable to their own organisational policies. All Lighthouse policies will be signed off by the Lighthouse Delivery Board which has representation from all agencies. |

1. **Introduction**

Police and/or Crown Prosecution Service (CPS) Lawyers cannot pick and choose evidence that they believe goes to prove the case against an alleged perpetrator and ignore other evidence, information or results of enquiries that point away from the suspect being guilty of an offence. In every criminal case police need to identify which third parties hold material which may be relevant to the case and what steps have been taken to preserve and/or obtain access to that material. If the investigating Officer (OIC) does not provide CPS with a satisfactory response, the case will be rejected.

‘Material’ refers to things such as:

* Case notes recorded on Excelicare.
* Case notes, pictures or diagrams recorded by hand either by child or professional on paper or any digital devices by professionals.
* Final versions of witness statements (and draft versions where their content differs from the final version), including any exhibits mentioned (unless these have been returned to their owner on the understanding that they will be produced in court if required).
* Interview records (written records, or audio or video tapes, of interviews with actual or potential witnesses or suspects).
* Communications between the police and experts such as doctors, reports of work carried out by experts, and schedules of material prepared by the expert for the investigator, for the purposes of criminal proceedings.
* Colposcopy videos - these will not be viewed by the OIC but will need to be listed for CPS

1. **Process for disclosure of relevant materials** 
   1. If the Primary Case Worker receives a request from officer to view case notes held on Excelicare, an ‘Agreement for Sharing Lighthouse Notes’ (TL2) should be provided to be completed by the requestor
   2. Primary case worker logs the request on Excelicare and uploads TL2 into document store
   3. Primary case worker to contact Police Liaison Officer (PLO) and Service and Delivery Manager to inform them of request
   4. If the PLO receives the request direct they should undertake steps a. to c. as above
   5. Primary case holder to ensure records are up to date
   6. Primary Case Holder and OIC liaise to confirm a mutually agreed time/day to view record
   7. On the day OIC attends to view the record they will be supervised at all times by Lighthouse admin team. Lighthouse admin to log into Excelicare and sit with the OIC to facilitate officer to review record the record. Lighthouse admin to remain the OIC whilst they are viewing the record
   8. OIC will make a note of which, if any, part of Excelicare where records are required which are relevant to the case
   9. Lighthouse Admin to note on Excelicare that records were viewed and by whom
   10. If the OIC requires a copy of part or all of the notes, the OIC should send an email to [Thelighthouse.ask@nhs.net](mailto:Thelighthouse.ask@nhs.net)
   11. [Thelighthouse.ask@nhs.net](mailto:Thelighthouse.ask@nhs.net) forward the request to Senior Leadership Team (SLT) who will seek agreement for release of notes from IG lead for UCLH and/or Caldicott Guardian
   * Once approval received from IG [Thelighthouse.ask@nhs.net](mailto:Thelighthouse.ask@nhs.net) the Lighthouse SAR guidance is followed by IG Lead at UCLH
2. **Related Statements**

* There may be situations where police also require a statement from the relevant professionals. This will be co-ordinated via the PLO and on a case by case basis relevant to the situation.