

# ContactPoint Partnership agreement

- All duty to co-operate partners will provide formal commitment to connect to, and securely use, ContactPoint. Formal commitment will be demonstrated through participating in, and achieving, the ContactPoint accreditation stages.
- Each partner will work with the ContactPoint team to complete the User Analysis, provide information for setting up ContactPoint accounts and release staff for statutory training for ContactPoint.
- Each partner will develop a ContactPoint implementation plan supporting the partnership delivery plan. The progress of implementing the plan will be reported through the partner representative to the AXS Programme Board.
- Each partner will identify a lead by 30 November 2008 to put in place ContactPoint. The ContactPoint lead in each partner agency will have responsibility for reporting progress to their relevant AXS Board member.
- Each partner agrees to use the ContactPoint Statutory Guidance and Best Practice Processes to support implementation, monitor staff use and report any issues or incidents.
- Each partner will identify to the LSCB the individual children or young people whose records need shielding. In identifying the records for shielding, partners will follow the shielding processes developed by Devon County Council (DCC).
- In accordance with their statutory duty, each partner will supply accurate and good quality data to ContactPoint through the DCC ContactPoint team in accordance with instructions provided by DCC and with Best Practice Processes.
- Each partner will manage the risks, issues and benefits of ContactPoint in their organisation in accordance with Best Practice and report any risks, issues and incidents in accordance with the Terms of Reference of the AXS Programme Board .

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