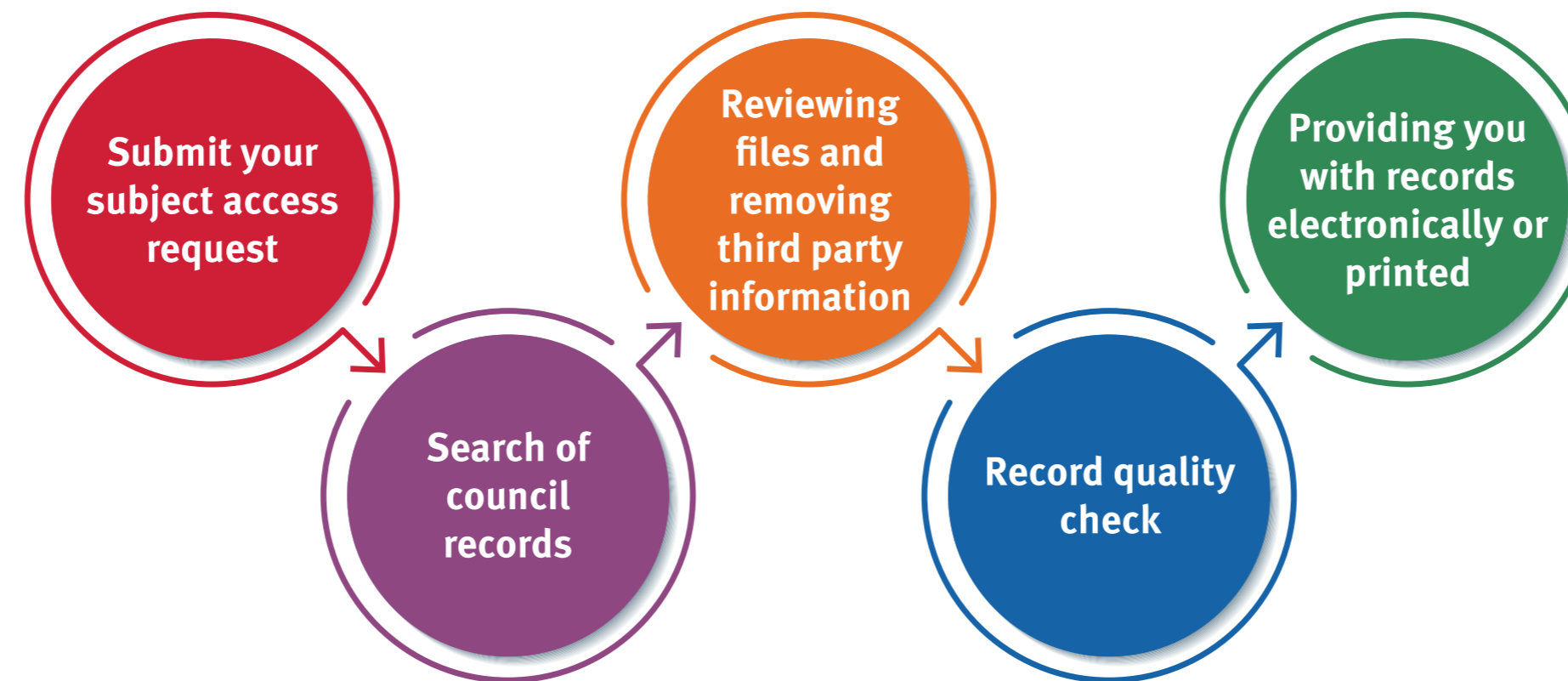


# Your social work records



## What happens after you have asked for your records

Now you have submitted your subject access request, we will begin searching our records for your information. We will send them to you as quickly as possible.



You may find that it is daunting or distressing to access and read your care records. Having a strong support network in place can make this easier for you. We have dedicated social work support if you feel you need some extra support.

Getting help from our social work team is up to you - you don't have to. Our support is free of charge. You can ask for help at any time during the journey.

If you would like our support, please:

- email us [SCAIRresponse@edinburgh.gov.uk](mailto:SCAIRresponse@edinburgh.gov.uk)
- phone us on **0131 469 3857**. This is a voicemail service, however if you leave us a message, we will get back to you as soon as possible.

Types of support can vary and depends on what you are seeking:

- helping people create chronologies of their time in care
- putting their voice in their records
- working to find family members
- seeking a better understanding of social work policy and procedure.

## **Finding your records**

When we receive your request, we will search through our records. We have social care records for children in care in the Edinburgh area between 1930 and nowadays.

This includes records from:

- The City of Edinburgh Council (1996 to today)
- Lothian Regional Council (Edinburgh District) (1975 to 1996)
- Edinburgh Town Council (1930 to 1975).

This includes records from some units and residential homes run by these organisations.

Unfortunately, there may be times when we can't find your records. We will use the information that you gave us to search in other places. If you remember any other information after you have sent us your request, please let us know as it may help our searches.

This can include:

- the names and dates of birth, if known, of any siblings or parents as there may be information about your care within their records
- any other names you have used as a child

- names and address of any places you lived or stayed at while in residential care
- names of carers you were placed with while in foster care
- any dates you remember of when you were at these places or with these people
- where you lived before you went into care.

If we can't find your records – and we were responsible for your care – we will look into why this has happened, and let you know the results if you wish.

## Your records

It is important to keep in mind your records may look different from what you imagined.

- record keeping practices have changed over time, for example length and type of record
- the focus of records has changed over time, for example, more about money than people, no photographs, looks at families instead of individuals
- language and opinions that are no longer used in social work records today.

There are other changes which we must make because of data protection legislation. These changes will appear as grey blocks (this is called redaction).

- most of the time, we redact information about other people from your records. There are other reasons why we may do this as well
- if there is information which does not relate to you, we will not be able to include this
- signatures of individuals will also be redacted. We will provide names where possible.

You can have your records printed and posted, emailed, or sent on a USB stick.

We always try to make sure the records are as clear as possible for you to read and can explain why we have redacted parts of your records.

## Contact us

Everyone is different but reading your care records can generally be a difficult process. Please get in touch if you feel you need support or have any questions about your records. You can contact our team by:

- phoning **0131 469 3857** with any questions or if you wish to talk. This is a voicemail service, but if you leave a message, we will get back to you as soon as possible
- emailing us at **SCAIRresponse@edinburgh.gov.uk**

## Other organisations that give help and support

### The Scottish Child Abuse Inquiry

The national inquiry team will be able to help you with information, guidance and support if you wish to make a statement to them about your time in care.

Phone **0300 244 8070** or email **Talktous@scottishchildabuseinquiry.scot**

### Police Scotland

Police Scotland has web pages with information for adult survivors of child abuse. You can report any abuse you have suffered during your time in care, no matter how long ago it happened. You can also phone **101** for support.

- [www.scotland.police.uk/advice-and-information/child-abuse/adult-survivors-of-child-abuse/](http://www.scotland.police.uk/advice-and-information/child-abuse/adult-survivors-of-child-abuse/)

### **Third sector agencies**

Many agencies and organisations in Scotland can help you access your records and provide emotional support for survivors of abuse in care.

### **Who Cares Scotland**

- [www.whocarescotland.org](http://www.whocarescotland.org)
- Phone **0330 107 7540**
- Helpline is open 12 noon to 4pm Monday to Friday

### **Wellbeing Scotland**

- [www.wellbeingscotland.org](http://www.wellbeingscotland.org)
- Phone **01324 630 100**
- Email [info@wellbeingscotland.org](mailto:info@wellbeingscotland.org)

### **Health in Mind**

- [www.health-in-mind.org.uk](http://www.health-in-mind.org.uk)
- Phone: **0131 225 8508**
- Email [contactus@health-in-mind.org.uk](mailto:contactus@health-in-mind.org.uk)

### **Penumbra**

- [www.penumbra.org.uk/contact-us](http://www.penumbra.org.uk/contact-us)

### **Future Pathways**

- [www.future-pathways.co.uk](http://www.future-pathways.co.uk)
- Phone **0808 164 2005**

- Email [registration@future-pathways.co.uk](mailto:registration@future-pathways.co.uk)

### **Redress Support for Survivors**

- [www.redress.scot](http://www.redress.scot)
- Phone **0800 211 8403**
- Email [enquiries@redress.scot](mailto:enquiries@redress.scot)

### **NAPAC (National Association for People Abused in Childhood)**

- Recovery from Child Abuse when you are ready with free confidential helpline
- [www.napac.org.uk](http://www.napac.org.uk)
- Phone **0808 801 0331**

## **Emotional support organisations:**

### **Scotland**

#### **Breathing Space**

- [www.breathingspace.scot](http://www.breathingspace.scot)
- Phone **0800 83 85 87**

### **England and Wales**

#### **Mind**

- [www.mind.org.uk](http://www.mind.org.uk)
- Phone **0300 123 3393**
- Email [info@mind.org.uk](mailto:info@mind.org.uk)

## **UK wide**

### **Samaritans**

- [www.samaritans.org](http://www.samaritans.org)
- Phone **116 123**
- Email [jo@samaritans.org](mailto:jo@samaritans.org)

### **Shout**

- Free, 24/7 mental health text support
- [www.giveusashout.org](http://www.giveusashout.org)
- Text **85258**



If you would like the leaflet in another format such as Braille, large print or translation, please contact the Interpretation and Translation Service email [its@edinburgh.gov.uk](mailto:its@edinburgh.gov.uk) quoting reference 23-8698B