

DCYP GENERAL CASEWORK FORM

There may be circumstances which cannot be covered by Defence policy contained in JSP 342: Education of Children and Young People, JSP 834: Safeguarding and related direction. In these circumstances, and where initial queries cannot be resolved through interpretation of policy, Defence personnel may raise general casework through their line/chain to the Directorate Children and Young People (DCYP) for consideration.

DCYP's internal direction on casework management is detailed in the DCYP Directive 0.5.3 which is available on request from the Executive Branch using the DCYP-DCYP-MAILBOX@mod.gov.uk account. This Directive does not apply where a formal MOD policy and process exists and specifically does not apply for casework managed by the Children's Education Advisory Service (CEAS) and the Educational Psychology and Specialist Advisory Service (EPAS). These teams will have their own procedures which will follow both professional and MOD policy for the management of casework data.

Queries about DCYP's procedures for the management of general casework should be directed to the Executive Branch and bite-sized information is accessed on DCYP's GOV.UK pages.

Data Protection

The MOD has a legal duty under the Data Protection Act 2018 (DPA18) to respect third party confidentiality and will take the utmost care not to disclose personal details that may be included in casework. We will comply with the data protection principles under the data protection legislation. This says that the personal information we hold about you must be:

- used lawfully, fairly and in a transparent way
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- relevant to the purposes we have told you about and limited only to those purposes
- accurate and kept up to date
- kept only as long as necessary for the purposes we have told you about
- kept securely

This casework form does not require the originator to consent to the processing of information contained on the form, using the lawful basis of 'in the public interest'.

It is important that you read the privacy notice accessed on the DCYP pages of GOV.UK, together with the MOD privacy notice accessed at the MOD's pages on GOV.UK, so that you are aware of how and why we are using the information we ask for.

This form is to be used for the submission of general casework to DCYP.

Part A

Originator Details

To be completed by the originator of the casework.

Name:	
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Service/Staff Number:	
Telephone/email:	

Detail of Submission

To be completed by the originator.

Originator to provide an explanation of the issue: what is the organisation being asked to consider and what is the looked-for outcome. Submission content should include supporting evidence, aim to be no longer than 2x A4 pages and will need to be submitted below:

<i>Please expand box</i>

Originator Signature

Date

Chain of Command (CofC)/Line Management (LM) Endorsement.

To be completed by the originator's immediate CofC/LM.

Name:	
Service/Staff Number:	
Telephone/email:	
<i>CofC/LM to provide reasons for endorsement/non-endorsement in the relevant box below:</i>	
This submission is endorsed for the following reasons:	This submission is not endorsed for the following reasons:

PART B

Submission

On completion of Part A, this form should be submitted, with any additional supporting documents, to DCYP's Executive Branch using the email below:

DCYP-DCYP-MAILBOX@mod.gov.uk

Casework submissions will be coordinated by the DCYP Executive Branch. Submissions will generate an email receipt normally within 2 working days and DCYP will aim to respond to casework within 20 days. Any delay will be communicated to the originator with an explanation.

PART C

DCYP Response

To be completed by the casework officer assigned to this submission.

<i>Please expand box</i>

Authorising Signature (SO1 level or above)

Date