



Specification

Children and Young People's
Health & Wellbeing Survey 2025
2027

July 2024

Care and Wellbeing

Wellbeing & Public Health

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Ford

Specification for Children and Young People's Survey 2025 /2027



Care and Wellbeing		Wellbeing & Public Health	
Children and Young People Survey 2025 2027			
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1. Definitions

"Contract"

means: the Contract for the provision of the Services, Supplies or Works, which will be awarded to a successful Supplier.

"Council"

means: Cornwall Council, County Hall, Treyew Road, Truro, Cornwall TR1 3AY.

"Services"

means: the provision of two biennial cycles of a children and young people survey (2025 and 2027) as described in this Specification.

"Supplier/Provider"

means: any person or persons, firm or firms or company or companies applying to tender for the Services, Supplies or Works, or, where there is more than one organisation applying, the lead organisation.

"The Council's Contract Manager"

means: the representative of Cornwall Council responsible for arranging and leading Contract Review Meetings.

"The Supplier's Contract Manager"

means: the representative of the Provider/Supplier responsible for attending Contract Review Meetings and actioning any changes.

"Service User"

means: an individual who accesses services provided by the Council.

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2. Introduction

- **Purpose:** To engage a Supplier to design, administer and analyse a comprehensive survey focussed on the health and wellbeing of children and young people in Cornwall and the Isles of Scilly, building upon the Right On survey, which took place in 2023.
- **Objective:** To gather reliable data directly from children and young people to inform policy making, programme development and resource allocation aimed at improving the health and wellbeing of children and young people.

3. Scope

The service provided by this contract is intended to deliver a total of two Children and Young People surveys (2025 and 2027) which will build upon the successful 'Right On!' survey that took place in 2023.

To ensure successful execution of the Children and Young People's Health and Wellbeing Survey, the Provider will be required to have a proven track record in conducting large-scale surveys, particularly within the education and health sectors. They will need to have sufficient resources and capacity to undertake the project within the specified timeline and budget. The Provider will be required to have expertise in survey design, data collection, analysis and reporting. Please refer to Section 6 for a full statement of requirements.

Start of Contract

Sept 2024

Length of Contract

3.5 years

Population – who will be invited to take up the offer

Children and young people in Year 4 and above across Cornwall. The surveys will be fully inclusive of all education settings across Cornwall and the Isles of Scilly including special schools, alternative provision academies and independent schools. Schools taking part are asked to prioritise surveying the following whole year groups: Years 4, 6, 8, 10 and 12, but are able to survey additional groups if they wish. Children and young people not currently attending education settings will be proactively invited to take part.

Marketing

Cornwall Council will be responsible for promoting the survey and inviting schools to register. Cornwall Council will also be responsible for inviting children and young people not currently attending school to participate. The Provider is to support Cornwall Council by producing clear, accessible and engaging information about the survey to share with settings, parents, children and young people.

4. Background

In 2023, Cornwall Council's Public Health Team funded the 'Right On! Survey,' a comprehensive children and young people's survey, marking the first such survey since 2019. This initiative was a collaborative effort with Cornwall Council's Children's Rights Team. It aimed to capture the voices of children and young people on various issues impacting their lives, thereby supporting the commitment to [Article 12](#) of the UNCRC, which emphasizes the right of children to be heard. In Cornwall we have a growing recognition of the UNCRC and are working to embed it in all the work we do. In Addition to Article 12 this piece of work provides an opportunity for Cornwall Council and partners to further apply the lens of children's rights to

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our work. In particular we anticipate that through this piece of work we will be upholding [Article 42](#).

The survey covered a wide range of topics including:

- Healthy lives, including being active, sleep and food security
- Relationships and sex education
- Cigarettes, vaping, alcohol and drugs
- Happiness and worries
- School life
- Feeling safe, including within communities and internet safety
- Future and careers
- Being involved, connected and belonging

It was developed through extensive engagement with local services, expert professionals, and direct feedback from children and young people to ensure the questions were relevant, non-harmful, and safe. Over 8,000 children and young people from Year 4 to P16 participated, including a small number of children not attending school. The sample size for Right On! 2023 was encouraging when compared to national surveys such as the [NHS England Mental Health of CYP Survey \(2023\)](#) whose report sample size was 2,370 across ages 8-to-25 years and the [HBSC England Survey](#) whose sample was 5,000 young people. This demonstrates our local potential to generate meaningful data that drives improvements in, and understanding of, child health.

The survey's developmental and age-appropriate versions were tailored for primary pupils, secondary and P16 pupils, further education students, SEND pupils, home-educated children, and a specific version for the Isles of Scilly Five Islands Academy. The survey was primarily conducted online, with paper options available upon request.

The evaluation of the 2023 survey found that education settings used this valuable data in a variety of ways, for example:

- Expanding the range of support for pupils and improving its accessibility and visibility.
- Informing development and improvement plans.
- Informing the planning of the PSHE curriculum and ensuring delivery is targeted and meets the needs of pupils.
- Informing how settings communicate and share information with pupils.

Akin to the usefulness highlighted by education settings, the 2023 evaluation also reflected that the data is being utilised by a range of services and partners to:

- Inform service development and delivery.
- Inform specific strategies, reports, deep-dives and policies.
- Inform and direct further engagement with children and young people.
- Provide a voice for young people who might not be heard through the usual engagement routes.

The plan is to repeat the survey biennially, with the next round scheduled for Spring 2025, aiming for even broader inclusivity across all educational settings and non-mainstream education groups. Commitment to bi-annual surveying enables data trends that support local intelligence and monitoring. It also allows cross referencing and contextualising with national CYP surveys such as the [Health Behaviour in School-Age Children Study](#) and [The Children's Society's Good Childhood Report](#).

In future surveys we plan to proactively invite children and young people not currently attending an education setting including engagement with the elected home education community.

The results of the survey will support our ability to uphold the UNCRC across a number of Articles and provide an indication of the living experience of children and young people in Cornwall.

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As in 2023, every education setting that takes part will receive a tailored (and confidential to them) report summarising the social, emotional and health behaviours and perceptions of their pupils, benchmarked against the wider county picture. County level results will be shared across the Council and with selected external partners alongside an overall summary report and thematic reports.

The Right On! Survey aligns with local policies such as NHS Kernow's CYP Mental Health Transformation Plan, One Vision, and the Council's Children's Rights Approach framework. It supports the Council's priority of making Cornwall '[a brilliant place to be a child and grow up](#)' and adopts a trauma-informed, think-family approach.

5. Funding and contract value

- The service Provider will have the flexibility to a maximum budget of £70,000 - £80,000.
- The Supplier will provide a full breakdown of costs.
- Payment of the Supplier's tendered costs to the successful Supplier against the specification and the Supplier's proposals will be made in accordance with the table below:

Percentage of the payment	To be paid (timeframe)
25%	Only following: <ul style="list-style-type: none"> • Completion of the initial project 'kick off' meeting between the Council and the Supplier; • Mutual agreement from both the Council and the Supplier on the detail of the Supplier's proposed approach; • The Council and the Supplier being in receipt of a written offer and acceptance audit trail for this contract.
25%	Only following: <ul style="list-style-type: none"> • The completion of the 2025 survey and all required follow ups, to achieve the representative sample as referred to in the specification; • The acceptance of the final 2025 reports and database by the Council, following feedback being provided by the Council and being acted upon by the Supplier and an amended final report being submitted if required.
25%	Only following: <ul style="list-style-type: none"> • Completion of a full evaluation of the 2025 survey Council and the Supplier; • Mutual agreement from both the Council and the Supplier on the detail of the Supplier's proposed approach for 2027 survey
25%	Only following: <ul style="list-style-type: none"> • The completion of the 2027 survey and all required follow ups, to achieve the representative sample referred to in the specification; • The acceptance of the final 2027 reports and database by the Council, following feedback being provided by the Council and being acted upon by the Supplier and an amended final report being submitted if required.

- The above payment schedule relates to the total cost of both surveys.
- Payment of actual invoices will be made in accordance with the tender Terms and Conditions.

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6. Statement of Requirements

a) Service Aim(s):

The aim of this service is to design, administer and analyse a comprehensive survey focussed on the health and wellbeing of children and young people within Cornwall and the Isles of Scilly. The survey aims to gather reliable and actionable data to inform policy making, programme development and resource allocation, ultimately contributing to the improvement of health and wellbeing outcomes for this demographic.

b) Service Objectives:**Engagement and inclusivity**

Ensure a representative engagement programme to give all children and young people the opportunity to respond to the survey, including those not currently attending school, through targeted outreach and inclusive survey methodologies. (UNCRC [Article 12](#), [Article 2](#))

Comprehensive data collection

Capture detailed information on various aspects of health and wellbeing, including physical health, mental health, emotional wellbeing, lifestyle choices and social factors. (UNCRC [Article 24](#), [Article 27](#))

High quality data analysis

Conduct robust data analysis to identify trends, key issues and areas of concern, and provide actionable insights for different stakeholders, including Cornwall Council, NHS partners, the voluntary sector and individual schools. (UNCRC [Article 3](#), [Article 29](#))

Effective reporting and dissemination

Deliver clear and comprehensive reports and interactive dashboard that facilitate data exploration and support decision making for policy makers, educators and health professionals. (UNCRC [Article 17](#), [Article 28](#))

c) Detailed requirements

The appointed Provider will be responsible for the comprehensive design and delivery of the survey, ensuring it meets the needs of Cornwall Council and the target populations.

1. Survey design:

- Develop an age-appropriate, culturally sensitive, and inclusive survey instrument, utilising and refreshing the questionnaire used in 2023 in collaboration with Cornwall Council. An outline of the questions from 2023 have been provided within Appendix 1 as an indication of the scope of the survey and number of questions.
- Incorporate feedback from pilot tests (within Cornwall Council colleagues) to refine the survey for clarity, relevance, and ease of understanding.
- Ensure the survey addresses key areas of health and wellbeing identified by stakeholders, using accessible and trauma-informed language.
- Ensure inclusivity and accessibility of the survey by providing a version for SEND pupils and children not currently attending school.
- Creation and hosting of both online and paper versions of the survey for broad accessibility.
- Provision of DPIA, data sharing agreements, consent forms, and opt-out consent forms for schools to share with parents.
- Supply information to be shared with pupils, parents, and schools, ensuring confidentiality and safeguarding throughout the survey process.
- Include a provision for testing and validating the survey instrument before the full rollout.

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2. School engagement:

- Support Cornwall Council in promoting the survey, inviting schools to register, and managing the registration process.
- Produce clear, accessible, and engaging information about the survey to share with settings, parents, children, and young people to encourage sign-up.

3. Survey administration:

- Ensure the survey process is secure and maintains the confidentiality and anonymity of respondents.
- Support schools in accessing and completing the online survey, providing technical support and a point of contact throughout the survey duration.
- Offer a live webinar for schools before the survey window opens, to explain practicalities and answer any questions, providing schools with a choice of two dates.
- Providing a paper alternative for settings / children and young people not able to access an online survey.
- Safeguarding procedures must be in place to promptly identify concerning responses in the questionnaire. Schools must be alerted swiftly with details such as the time of the survey and specific information about the young person involved. This will enable the setting to identify the relevant tutor group and provide necessary follow-up support.

4. Data collection:

- Ensure data is collected from a representative sample, ensuring coverage of different age groups, school types, children with Special Educational Needs and geographical areas within Cornwall.
- Provide accommodations and adaptations for children with specific needs or disabilities.
- Ensure all ethical guidelines are followed, particularly around data collection from minors.
- Provide clear information on how data privacy and participant consent will be managed.

5. Data analysis:

- Analyse data to identify trends, key issues, and areas of concern.
- Conduct subgroup analysis to uncover disparities or specific needs within certain populations.
- Ensure the analysis is thorough and provides actionable insights for stakeholders.

6. Results and reporting:

- Prepare detailed reports for Cornwall Council and individual schools, using clear visualisations and actionable insights.
- Provide bespoke reports to schools and MATs, and potentially provide schools with online access to their data via a dashboard.
- Suggest ways to make results more accessible to schools, addressing feedback from 2023 about the density of reports.
- Provide a live webinar to guide schools on accessing, interpreting, and using the data.
- Supply a series of reports for Cornwall Council and provision of raw data for further analysis, ensuring the question format and database design allow effective transfer and analysis using a PowerBI dashboard.

7. Ongoing support and engagement:

- Provide regular updates and feedback to stakeholders throughout the project.
- Facilitate workshops or meetings to discuss and refine the survey development.
- Offer support for stakeholders in interpreting and utilising the data to inform their decision-making process.

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- Establish a feedback mechanism for participants and stakeholders to raise concerns or suggestions during the survey process.

8. Project management:

- Develop a detailed project plan, outlining timelines, milestones, and deliverables.
- Maintain open communication with Cornwall Council, providing regular progress reports.
- Ensure the project is completed on time, within scope, and on budget.
- Develop a contingency plan to address potential challenges or disruptions during the survey administration.
- Include a final review and evaluation phase to assess the survey process, outcomes, and areas for future improvement.

Our proposed timetable is:

Month and Year	Activities
July 2024	Initial comms to settings by the Council before the end of term, to include an outline of timing
July - August 2024	Tendering period
Mid-September 2024	Provider appointed and project commencement meeting
September 2024	Announce further details to settings, including target dates of any training sessions and the survey window
By October 2024	Contract signed
December 2024 - January 2025	Promotion of survey with settings invited to register
March 2025	Survey Live (four-week period to avoid school holidays and first/last week of term)
May 2025	By May half term (23rd May 2025). Results to be shared with settings
May 2025	Summary results to Cornwall Council by end of May 2025
July 2025	Full results, reports and database to Cornwall Council
December 2026 - January 2027	Promotion of 2027 survey with settings invited to register
March 2027	Survey Live (four-week period to avoid school holidays and first/last week of term)
May 2027	By May half term: Results to be shared with settings
July 2027	Full results, reports and database to Cornwall Council

d) The intended outcomes include:

Upon completion of each survey, Cornwall Council requires that the successful Provider is able to provide detailed reports to include a summary of findings in a suitable visualisation and reporting application:

- Individual reports for education settings
- Bespoke reports for Multi Academy Trusts to present the collective results for their settings
- County-level report for Cornwall Council (to share with partners and possibly a version to be shared publicly)
- ICA geographical area reports
- Thematic/topic reports. Topic report titles in 2023 were:
 - Healthy Lifestyles
 - Cigarettes, Vaping, Alcohol & Drugs
 - Relationship & Sexual Health
 - School Life
 - Emotional Health & Wellbeing
 - Staying Safe & Community
 - Future & Careers

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- Being Involved & Connected

Provision of raw data for Cornwall Council's further analysis. The Provider will work with Cornwall Council to ensure the question format and database design allow effective transfer and analysis of data using a PowerBI dashboard. The Council reserves the right to undertake its own analysis and reporting of the survey results at a later stage.

7. Quality Requirements

The service Provider must have robust processes and resources in place to design and deliver the survey, ensuring high-quality outcomes. Leadership should demonstrate a clear commitment to maintaining and supporting high-quality delivery throughout the project.

The implementation and quality of the service will be continuously reviewed, supported, and adapted through regular meetings as outlined in the Contract Management section. Regular review meetings will ensure continuous improvement and adaptation to maintain high standards in survey delivery.

Requirements:

Staff Training:

- All staff involved in delivering the service must have completed Information Governance and Safeguarding training.
- Staff responsible for developing the survey and data reporting must be highly skilled and have received appropriate training.

Quality Assurance:

- The service Provider must have mechanisms in place to ensure the survey is conducted safely and effectively, with relevant support and follow-up for education settings as needed.
- The Supplier must hold BS ISO 20252:2019 as a minimum.
- The Supplier must hold Market Research Society Membership Market Research Society (MRS) | Where Data Insight & Evidence Matters

Stakeholder Engagement:

- Stakeholders will be invited to provide feedback on the survey design and implementation to ensure it meets the needs of all participants.

8. Contract Management and KPIs

Effective contract management and clear KPIs are critical to the success of the children and young people's survey. Ongoing communication between the service Provider and Cornwall Council will be maintained through regular meetings, hosted on Microsoft Teams or in person, to discuss progress and align on survey goals.

As we are funding surveys in both 2025 and 2027, insights from the first survey will inform the second survey to enhance data quality and relevance.

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Key Performance Indicators (KPIs):

1. **Sign-Up and Participation Rates:**
 - Regular updates on school sign-up rates, including participation by school type, children with SEND, and geographical coverage.
 - Ensure a diverse and representative sample.
2. **Survey Administration:**
 - Smooth administration with appropriate safeguarding measures for identifying and addressing concerning responses swiftly.
 - Provide timely support and follow-up.
3. **Data Quality and Reporting:**
 - Deliver accurate data meeting agreed standards.
 - Provide interim and final reports with detailed analysis and actionable insights.
4. **Communication and Collaboration:**
 - Maintain regular communication with Cornwall Council, participating in scheduled meetings to discuss progress.
 - Host a debrief meeting post-evaluation to review outcomes and discuss improvements.
5. **Representation and Inclusivity:**
 - Ensure representative survey sign-up from diverse populations, including children with SEND.
 - Monitor and report on inclusion to ensure adequate representation.

By monitoring these KPIs and maintaining open communication, we aim to ensure an effective and inclusive survey process, delivering valuable insights for future initiatives and policies.

9. Security

As part of the Council's approach to information governance and Data Protection statutory responsibilities, we are keen to ensure that the procuring of goods, works and services is carried out in a manner which:

- Ensures that the Council and its joint Data Controllers and Data Processors are aware of their information governance responsibilities; and
 - Ensures the protection of confidential and personal information which is processed by third parties on the Council's behalf or as commissioned by the Council.
- 1) The Supplier will be expected to meet the requirements set out in Cornwall Council's guidance on the Processing of Personal Data by Third Parties as summarised below.
 - 2) Where the Supplier is processing data on behalf of the Council as a Data Processor defined under the General Data Protection Regulation, the contractor must:
 - i. Process and protect personal data in accordance with the requirements of the Data Protection Act 2018 and UK GDPR.
 - ii. Only use the personal data as instructed by the Council;
 - iii. Ensure that any data released shouldn't identify an individual without the individual's permission;
 - iv. Store the data securely and for an agreed period;
 - v. Take appropriate organisational and technical measures to safeguard the personal data is processes for the Council;
 - vi. Ensure the reliability of its staff that have access to the data by providing appropriate training in secure data handling; and
 - vii. Report any security breaches or problems that occur to the Council immediately.

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- 3) The Supplier is expected to include an appropriate privacy notice on the survey explaining how their information will be processed and used. To be agreed with Cornwall Council.
- 4) Survey data will remain the property of Cornwall Council and will not be available for re-use by the Provider for any purposes other than agreed with Cornwall Council.
- 5) At the end of the contract, Cornwall Council will own the data sets, any outputs, reports, presentations and the data's copyright.
- 6) The Supplier should not share data/information or findings with any third parties without the permission of the client.
- 7) Upon the expiry or termination of this contract, the Supplier shall:
 - i. Ensure that all data is returned to the Council in its entirety via a secure method of transfer.

Please read the 3rd party policy (appendix A) and contact the Due North portal for concerns / comments.

10.Safeguarding

Suppliers providing services to children and potentially vulnerable adults will have a safeguarding policy in place consistent with:

Cornwall and Isles of Scilly Safeguarding Children [Cornwall and the Isles of Scilly Safeguarding Children Partnership - Home page \(ciossafeguarding.org.uk\)](https://ciossafeguarding.org.uk)

Cornwall and Isles of Scilly Safeguarding Adults Board (CIOS SAB) Multi-Agency Policy [Cornwall and the Isles of Scilly Safeguarding Adults Board - Adult Safeguarding Policies, Standards and Guidance - Local \(ciossafeguarding.org.uk\)](https://ciossafeguarding.org.uk)

11.Implementation timetable

Contract Commencement: Sept 2024
 Length of Contract: 3.5 years
 Contract end: March 2028

Prepared by:

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Wellbeing & Public Health, Cornwall Council

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Together for Families, Cornwall Council

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If you would like this information
in another format please contact:

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County Hall
Treyew Road
Truro TR1 3AY**

Telephone: **0300 1234 100**

Email: **enquiries@cornwall.gov.uk**

www.cornwall.gov.uk

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Appendix A – 3rd Party Security Policy



Third Party Security Protocol Policy

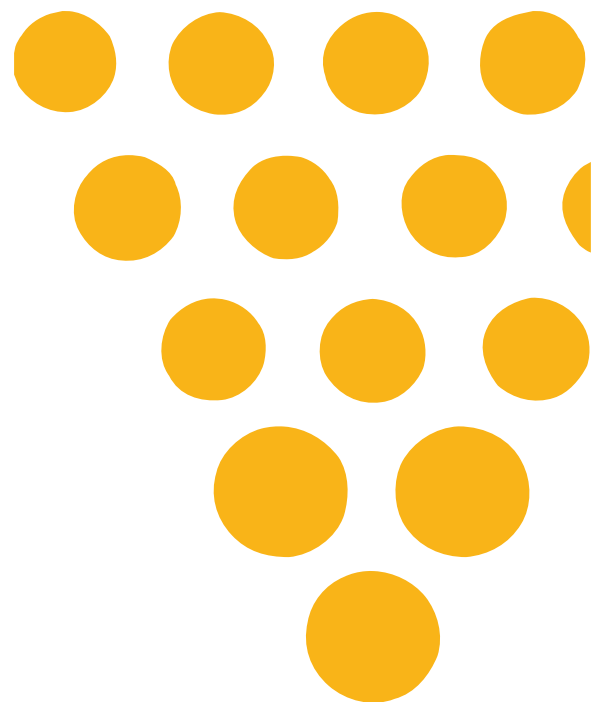
Third Party Information Security Expectations

Date 04/11/2021

Version 2. 1

Cyber Security Team – Information Services

 www.cornwall.gov.uk



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Scope

This policy sets out the information security expectations by Cornwall Council of third parties for whom access to Cornwall Councils information systems, or information assets, has been granted.

The policy sets out high level statements of expectation reflecting commonly accepted principles of basic good practice, such as the National Cyber Security Centre's Cloud Principles.

It does not seek to prescribe how these should be met; it simply expects that they are met in a suitable and consistent manner which is proportionate to the size and operation of the third-party individual or organisation.

Background – (why this policy is needed)

The Council will in many situations choose to use the expertise or resources of a third party to meet or achieve a specific function or requirement. In any such scenario where computer systems, networks or informational assets are accessed by such a third party, the Council has a duty and legal responsibility to ensure that equivalent security standards are met to those it would seek to ensure itself.

The objective is to prevent security breaches occurring and to avoid any misunderstanding by a third party as to the Council's expectations in this respect.

Policy Details

It is the policy of Cornwall Council that third parties, who are granted access to its information systems, network or assets, in any form, will:

1. Protect information provided or made available to them by Cornwall Council, from unauthorised access;
2. Never disclose any credential used to access Council Information systems or assets to any unauthorised party or individual;
3. Securely dispose of any credential used to access Council Information systems or assets once they are no longer required;
4. Ensure the confidentiality of information provided, or made available to them, unless such documents or other materials, data or other information are public knowledge at the time when they are so provided;
5. If required by the Council, sign a specific confidentiality agreement;
6. Ensure the continued integrity of information provided or made available to them; (Safeguarding the accuracy and completeness of information by protecting against unauthorised modification);
7. Adhere to Regulatory and Legislative requirements, including, but not limited to: Computer Misuse Act 1990, Regulation of Investigatory Powers Act 2000, and Freedom of Information Act 2000;

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8. Ensure appropriate technical and organisational measures are in place to guard against unauthorised or unlawful processing of the personal data and/or accidental loss, destruction or damage to the personal data, including all measures required by the Data Protection Laws and in particular Article 32 of the GDPR;
9. Ensure all measures employed under point 8 extend to any third-party technical solution used to store Council data both in cloud services and any IT support companies engaged to provide assistance;
10. Ensure that all of its employees who have access to Cornwall Council information assets handle only the information assets agreed by Cornwall Council and will not seek to copy or share such assets with any other party without further explicit permission from a Council IAO (Information Asset Owner);
11. Never send or transfer any Council data assets via an unsecured method (including non-encrypted email) without explicit consent from a Council IAO. Dependant on the type and sensitivity of data the Council may wish to agree the method of transfer prior to any such transfer taking place;
12. Ensure the secure removal of all Council data assets once they are no longer required for the agreed purpose. Dependant on the type and sensitivity of data the Council may wish to stipulate the method of destruction/sanitisation and request formal written confirmation once any such exercise has been completed;
13. Remove or disable unnecessary functionality from IT systems, and keep them patched against known vulnerabilities and ensure all software used can be supported by the vendor i.e. it is not end of life;
14. Follow recognised network design principles when configuring perimeter and internal network segments, and ensure all network devices are configured to the secure baseline build;
15. Filter all traffic at the network perimeter so that only traffic required to support your business is allowed, and monitor traffic for unusual or malicious incoming and outgoing activity;
16. Produce and regularly review user security policies that describe acceptable and secure use of your organisation's IT systems;
17. Ensure that you and all of your employees who have access to Cornwall Council information assets will have undertaken routine data protection and security awareness training appropriate to their job function;
18. Have in place security incident reporting processes and will immediately report all security breaches, incidents or events which have any direct, tenuous or potential impact on Cornwall Council systems or information assets to an agreed contact point within the agreed timescale;

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19. Co-operate fully with the Council including through its Senior Information Risk Officer in relation to any investigation or other review of activities related to your access to the Council's systems or information.
20. Ensure that any equipment or network used to access, process or store any Council information assets is appropriately protected from known viruses, malware or similar malicious exploitation;
21. Ensure a monitoring strategy and supporting policies are in place to identify unusual events or trends that could indicate attacks or malicious activity;
22. Have in place removable media policies that control the use of removable media for the import and export of information. Where the use of removable media is unavoidable, use encrypted files and limit the types of media that can be used together with the users, systems, and types of information that can be transferred. Scan all media for malware using a standalone media scanner before any data is imported into your organisation's system;
23. Have in place appropriate security policies to manage assessed risk of home and mobile working. Apply the secure baseline build to all types of mobile device used. Protect data-at-rest using encryption (if the device supports it) and protect data-in-transit using an appropriately configured Virtual Private Network (VPN);
24. Where direct access to the Council network is required, the third party will also have to complete the 'Third Party ICT AUP' agreement to be issued with an access token.
Further details can be obtained from this web page:
<https://www.cornwall.gov.uk/ict-policies-for-flexible-access/>

Distribution – (who needs to be aware of this policy)

The policy applies to all third parties. For the purpose of this policy, 'Third Parties' includes any individual, company or other organisation (including individuals working with such companies or organisations) to whom access to Cornwall Council's information systems, or information assets, has been granted.

If you would like this information in another format please contact:

**Cornwall Council, County Hall Treyew
Road, Truro TR1 3AY**

Email: comments@cornwall.gov.uk Telephone: **0300**

1234 100

www.cornwall.gov.uk