**Need to Know Template**

IROs are qualified social workers with at least five years’ experience, and who have acquired the right skills to carry out this role.

**From: Service: Date:**

|  |  |
| --- | --- |
| **SUBJECTS OF NEED TO KNOW,**   1. Name 2. Date of birth 3. Address 4. Is this a child or care leaver |  |
| **INCIDENT OR ISSUE, which has led to the Need to Know** |  |
| **BRIEF BACKGROUND, e.g.**   1. Reason for and length of authority’s involvement 2. Names and roles of staff involved 3. Court orders in place (stipulate the legal status of the child) 4. Other agencies involved | 1)  2)  3)  4) |
| **Analysis of risk including the relevant issues that you are worried about and any specific safety factors** |  |
| **What needs to happen: (future action)**   1. What will happen (if runaway returns please include arrangements in place for independent debriefing) 2. What will happen if the case goes to court etc. |  |
| **Key information for Members / press office if needed** |  |
| **NEXT UPDATE e.g.**   1. When expected   2) For what reason |  |