**Buckinghamshire County Council – Children’s Services**

**Completing a ‘Need to Know’ (NTK) document**

**When a Need to Know is required:**

A Need to Know (NTK) should be completed in any event where there has been an incident or event where a child or young person who is known to us is, as a result exposed to much higher risk.

A NTK should also be completed where significant risk is highlighted as result of a referral to the LADO involving a person working in a position of trust.

It is not possible to define every scenario that should trigger a NTK but some typical examples could be a NTK about - a missing child or young person; self-harm; significant criminality; incidents that are likely to hit the media, injury to a child or young person.

**Details required:**

* The NTK document requires a brief history of the child’s situation outlining the length of involvement with Children’s Social Care (CSC). It should also include the key reasons for CSC involvement. The document *does not* require a contact by contact summary.
* The document should include a summary of current circumstances and the factors that have given rise to the current situation. This could include substance misuse, mental health needs, exposure to abusive situations etc.
* The document needs to outline the current risk issues and how these might impact on the child/ young person and any other involved parties. Please also outline the likely outcomes if the risks continue without further action being taken.
* An action plan is then needed stating what is being done to resolve the risks and what needs to happen to make the child/ young person safe.
* The NTK document must be proof read and corrected by the compiling practitioner before submission.

**Actions on completion:**

* NTKs should be completed by the allocated practitioner and sent to their Team Manager, who will then forward to their Head of Service for review and correction.
* The Head of Service will then forward on to the Services Director who will then share with the Executive Director.
* The Executive Director will share the NTK with the Chief Executive, Lead Member and Leader of the Council.

**April 2019**