**NEED TO KNOW FORM**

(Need to Know Form)

***Ensure you avoid the use of acronyms, remember this form goes to members and SMT who may not be familiar with the child’s circumstances. It is your responsibility to relay the information in a manner that provides some context to the child and family and assures those reading the Need to Know that appropriate actions have been taken. This does not mean the Need to Know has to share everything about the child – a succinct summary is enough.***

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| **1 Notifying person** |
| Name |  |
| Job Title |  |
| Team |  |
| Office Location |  |
| Telephone Number |  |
| Mobile Number |  |
| Name of Line Manager |  |
| Date of initial notification |  |
| Date of NTK completed |  |
| Dates of further updates |  |
|  |
| Name |  |
| Address | *If child is in a placement, ensure you state this when filling in the address*  |
|  |  |
|  |  |
| Age & D.O.B |  |
| Child/YP Legal Status |  |
| LCS ID/YOT ID |  |
| School or education setting (where relevant) |  |
| Family Composition |  |
| Is the family aware? | *Have you or someone ensured the family is aware of the incident that has occurred?*  |
|  |
| Incident or issue | *Summarise what has led to completing need to know – be succinct about what the current issue is. This needs to be factual and does not require historical context.*  |
| Brief background information (BCC involvement, ie period of time, reason, details of child’s legal status if they are looked after and Child Protection category, important dates (eg court case), implications for or potential impact on other parts of the service, names of staff involved) | *Do not cut and paste from LCS / YOS database – this needs to be a summary of the background. E.G. Reason for involvement, along with key dates (do not provide too much detail, focus on reason for involvement, and current status with key events where relevant). Ensure you name key professionals involved, such as Yos worker / C&F worker / Exploitation Hub worker.* |
| Current situation (Details on the situation that has led to the Notification) | *Although this is similar to the “incident / issue” box, you are expected to provide more information here around context. However, summarise this. It may be that you state in the above box “child x has been reported missing and police have graded as high due to concerns around exploitation”. In this box you may expand on that. “Child X was reported missing on xx date and was last seen on xx date…. Child X was reported missing by parent on xx. There are concerns regarding child X being missing due to…..”* |
| What are the known risks to this child/young person?  | *Note here what the known risks are based on your understanding of the child – think about patterns of behaviour, specific vulnerabilities such as learning needs etc. Be clear about who you think may pose a risk to the child too if anyone?*  |
| Next steps/Plan of action by all agencies involved, e.g. social care, police, YOS, health, etc. | *This is the most significant section for SMT and members to understand what actions you have taken or are due to take to support in managing the incident that you are reporting. Ensure actions are timebound and allocated to someone to complete. This does not need to be a long list of things but does need to demonstrate you have responded to the incident that is being reported. Ensure below includes partner actions.* Actions: Who/when? 1.2.3.4.5. |
| If this is about a missing child, what is the plan when child is found? Who will be involved? | *Ensure you comment if you have completed a missing profile on this child – it is expected that every child who goes missing has a missing profile completed on them.* *This section needs to demonstrate you have a contingency plan in place for when the child is located.*  |
| Does this matter have media interest? Y or N, (National/Local?) |  |
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