**Need to Know - Notification Form**

This form is to be completed as part of the council’s ‘Need to Know’ Procedure where there has been a serious incident involving a child, member of staff or Council premise.

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| 1. **Informant Details** | | | |
| Completed By (worker name) |  | Contact Number |  |
| Team Name |  | Locality / Service Area |  |
| Manager Name |  | Contact Number |  |
| Head of Service Name |  | Contact Number |  |
| Completing & Submitting the form | Please complete this form with as much relevant information as possible, making reference to the procedure guidance on Tri-X ["Need to Know"](https://gloucestershirechildcare.proceduresonline.com/p_essential_rep.html?zoom_highlight=need+to+know)  Head of Service to forward to their Director and the ’Need to Know’ mailbox: [needtoknow@gloucestershire.gov.uk](mailto:needtoknow@gloucestershire.gov.uk).  Entitle the email: **URGENT NEED TO KNOW** | | |

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| 1. **Need to Know Category of Concern** | | | | |
| **Incident Category**  (tick) | Serious incident involving known/allocated child |  | Legal action / pre-action notification |  |
| Serious incident involving staff member/foster carer |  | Serious complaint or reputational issue of concern |  |
| Serious incident relating to Council Premises |  | Other (please state below) |  |
| **Brief Headline Concern** |  | | | |

*Completed the appropriate section below (3a, 3b, 3c).*

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| **3a. Details of Child/Young Person** | | | | |
| Name |  | | LL ID |  |
| Date of Birth & Age |  | | Gender |  |
| Ethnicity |  | | SEND |  |
| Language or Communication Needs |  | | Nursey / School / College Setting Attended |  |
| Home / Placement Address |  | | Parent / Carer Name & Contact Details |  |
| Child’s current status  (CIN,CP, CIC, CL) |  | | Child’s legal status if looked after |  |
| **Brief Summary of Involvement**  *(e.g. include when first referred, reason for current / recent involvement and legal status)* | |  | | |
| **Other Children of Concern**  *(e.g. in same family, placement, school or otherwise connected)* | |  | | |
| **Other Adults of Concern**  *(e.g. in the same home/placement, family, community or otherwise connected)* | |  | | |

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| **3b. Details of Staff Member** | | | |
| Name |  | Job Title |  |
| Team |  | Line Manager |  |

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| **3c. Details of Premises** | | | |
| Building Name |  | Occupiers |  |
| Address |  | Named Contact |  |

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| 1. **Details of Incident / Concern & Actions** | |
| **Details of the incident or concern**  *(e.g. what happened, or what is likely to happen, where, when and who is involved?)* |  |
| **Impact of the incident or concern**  *(e.g. on the child, family, staff, building, Service, Council etc)* |  |
| **Actions already taken**  *(e.g. what, when and who)* | 1.  2.  3. etc. |
| **Proposed actions to be taken**  *(e.g. what, when and who)* | 1.  2.  3. etc. |
| **Head of Service**  **Oversight & Comments** |  |
| **Proposed Review**  *(e.g. if required, how and when will this N2K be reviewed and updated by the relevant Head of Service?)* |  |
| **Date and Time:** |  |

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| 1. **Updated Position (to be updated as many times as necessary)** | | | |
| Date of update |  | HOS/Director Name |  |
| What has happened/ changed  *(e.g. progress, new information or conclusion)* |  | | |
| Date of update |  | HOS/Director Name |  |
| What has happened/ changed  *(e.g. progress, new information or conclusion)* |  | | |