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**CONFIDENTIAL**

**NORTHAMPTONSHIRE CHILDREN’S TRUST**

 **NEED TO KNOW PRO FORMA**

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| **To:**  |  | Northamptonshire Children’s Trust Chief ExecutiveNorthamptonshire Children’s Trust Director of Children Social Care |
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| **Cc:** | Deputy Director of Children’s Services (Council) | [ ]  |
|  | Director of Finance and Resouces | [ ]  |
|  | Assistant Director for Safeguarding | [ ]  |
|  | Assistant Director for Corporate Parenting | [ ]  |
|  | Assistant Director for Quality and Resources | [ ]  |
|  | Assistant Director for Early Help | [ ]  |
|  | Strategic Manager Safeguarding and Quality Assurance Service | [ ]  |
|  | Media Relations Specialists | [ ]  |
|  | N2KNotifications | [ ]  |
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| **By agreement** | Head of HR and Organisational Development (if the matter relates to staff member/s or there are HR implications)  | [ ]  |
|  | Other (specify e.g. Independent Scrutineer / LLR Chair etc.) | [ ]  |
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**Please note that this form will be returned if it has not been completed correctly and as detailed in the Need To Know** [**procedure**](https://proceduresonline.com/trixcms1/media/3010/need-to-know-procedure_may-2019.docx)

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| **1st Update** | 03/09/15 |
| **2nd Update** | 08/09/15 |
| **3rd Update** | 11/09/15 |
| **Further Update** | 30/09/15 |
| **Final Update/NFA** | 20/10/15 |

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| **From:** **(Name and job title)** | [Name] – Service Manager |
| **Location** | Full address |
| **Contact Details** | Full telephone number |
| **Date of Need to Know** | 1st September 2015 |

**Subject of Need to Know:** *[Full Name, Carefirst ID No. Date of Birth, Ethnicity/Nationality, Address, Alias, Role (if staff member)]*

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| **Full name:** Ronald Weasley **Alias:** None**Carefirst ID No.:** N1512499 **Date of Birth:** 22/10/02 age 13**Ethnicity/Nationality:** White / British**Address:** The Burrows, Dorset**Job role (if staff member):** Not Applicable |

**Rationale for this Need to Know:** Please provide a brief summary and state which one of the circumstances listed in sections 2.2 – 2.6 of the [Need to Know Procedure](https://proceduresonline.com/trixcms1/media/9676/needtoknowandincidentalertprocedure_november2020.docx) this Need to Know briefing relates to;

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| Ronald is 13 years old and has now been missing for 6 days, the missing protocol has been applied and the strategy meetings are recorded on CareFirst. This Need to Know briefing has been completed as the incidents meets one of the circumestances identified in section 2.2 of the Need to Know Procedure. |

**Notification to the National Panel:** National Panel has been notified as the incident meets one of the following criteria (please select);

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| **DOES NOT MEET THRESHOLD FOR NATIONAL PANEL NOTIFICATION** | [ ]  |
| A child has died (including cases of suspected suicide), and abuse or neglect is known or suspected | [ ]  |
| A child has been seriously harmed and abuse or neglect is known or suspected\* | [x]  |
| A looked after child has died (including cases where abuse or neglect is not known or suspected) or a child in a regulated setting or service has died (included cases where abuse or neglect is not known or suspected) | [ ]  |
| An allegation of abuse has been made against a member of staff working in a children’s home  | [ ]  |
| Concerns about the conduct of staff (professional practice, conduct or in breach of NCC policy)  | [ ]  |
| A child protection (S47) investigation that involves a child living in a children’s home has started or concluded  | [ ]  |
| Concerns a child living in a children’s home may be involved (or suspected of being involved) in CSE | [ ]  |
| Any case where a Rapid Review is being considered | [ ]  |
| Any incident in a children’s home that is considered ‘serious’ (may or may not require police involvement) | [ ]  |

**\*** *Serious harm includes (but is not limited to) serious* ***and/or*** *long-term impairment of a child’s mental health or intellectual, emotional, social or behavioural development. It should also cover impairment of physical health. This is not an exhaustive list. When making decisions, judgment should be exercised in cases where impairment is likely to be long-term, even if this is not immediately certain. Even if a child recovers, including from a one-off incident, serious harm may still have occurred.*

**Background:** *[Include for example the nature of the department’s involvement, names and roles of staff involved, legal status of the child, place of residence, child protection plan status, previous related incidents, name and address of parents/guardians, siblings names and details as above, name of daycare or educational provision etc.]*

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| There have not been any Child Protection registrations. Ronald is open to social care because of this missing episode under a Section 47 Child Protection Enquiry. The family are known to the Police and the Local Authority:March 2014. Police investigated the instance of when Ronald ran away with a 20 year old boyfriend and his friend and for two days, Ronald told his parents that they slept together but was not sure whether they had sex or not but said they used a condom. He also said there was a party with no drugs. No further action.May 2014. Further Police information that Ronald was the suspect in an allegation that he had sex with a vulnerable, 25 year old adult who has a mental disorder. He told the vulnerable adult that he was eighteen and, due to his mental condition he accepted this as being correct. They had sex on at least four occasions. December 2014 - Concerns were raised in relation to Ronald meeting five men at a recent carnival and going back to an address with one of them and staying overnight. Police are reticent about the validity of the referral as the event in Northampton could not be found on a search and Ronald was not specific where he went. He told the Officer that he did not engage in any sexual activity with them and denies being sexually active at all. |

**Current situation:** *[Include for example current situation of the child or member of staff and the risk this poses; other agencies involved, including any disability etc.]*

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| There have been 2 strategy discussion to date, 26/08/15 and 29/08/15.Police continue to lead on the investigation, they reported in the strategy discussion on 29/08/15, that there has been one sighting reported of Ronald, this was on 26/08/15 in Norfolk. Police are focusing on the tracking his phone and what activities it is being used for. Ronald parents have been spoken to by police on a daily basis.The police will review with parents about doing a national media release.The Local Authority will continue to provide the family with support recommending a Child in Need Plan to consider what support the family can receive at this stage and then review once Ronald has been found.Case will be reviewed every 3 days by way of strategy discussion next meeting is planned for the 02/09/15 |

**Strategic Manager comment:** *[Include Risk Assessment and actions to mitigate the risk; statutory, corporate and departmental procedures being followed etc. Manager to indicate if Statutory notifications is required (National Panel, HSE etc.) and managerial overview. Note if any link to complex abuse investigations or linked to other cases in NCC*

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| Ronald is 13 years old; this is the 3rd significant episode of him being missing in the last year. He is a vulnerable young person, with a diagnosis of Asperger’s, and there are reports from the Police that his phone has been traced in the Norfolk and Norwich area. It is necessary assumed that Ronald is in the company of adults.The CSE tool kit has been used and needs to be reviewed once he is found. Police are investigating and are focusing on the activity on his phone as they are able to trace his whereabouts from this.The case will need to be reviewed on regular basis and this will be every 3 days until he is found. **Agreed – Strategic Manager – 01/09/2016**Signature |

**Lines to take:** *[Suggest a statement for elected members or lines to take in relation to media interest]*

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| Note: if multiple agencies are involved, any statement should be agreed with or given by the Independent Chair of the Children’s Safeguarding Board. This would be agreed by the DCS.Following the strategy meeting scheduled for the 2/09/15 additional advice will be provided on the next steps of the case that will assist in the communications required. |

**Future action:** *[For example, the next stages in a child protection or LADO investigation, forthcoming court appearances, action to be taken if a missing child returns, business continuity plans in relation to premises issues etc.]*

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| Strategy meeting to be held with Missing Police, CID and RISE on Thursday 2/09/15 to establish if an appeal is going to be made and if the social work team need to link in with Comms which is likely. |

**Next update:** *[When is this expected and for what reason.]*

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| Thursday 03/09/15 to reflect the discussions within the strategy discussion. |

**1st Update:**

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| **From:** **(Name and job title)** | [Name] – Service Manager |
| **Location** | Safeguarding |
| **Contact Details** | Full telephone number |
| **Date 1st Update completed** | **03/09/2015** |

**Developments:** *[Include all changes since the initial ‘need to know’ previous update, including manager comment, lines to take and future action as appropriate]*

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| Ronald has now been missing for 2 weeks and there has not been any sighting since the 26th August 2015. Strategy meeting held on the 03/09/2015. Ronald remains missing and Police are following a number of enquires to establish Ronald’s whereabouts. The Police have been able to establish that Ronald’s 2 Facebook accounts and snap chat accounts have been accessed, however, at this stage they are unable to confirm that it is Ronald using these.The Police are proactively seeking authorisation to track Ronald’s mobile phone to attempt to find his location. The National Crime Agency are now involved in sharing information regarding Ronald across England and Wales Police Forces. Posters are now present in all tube stations in Norwich and London Rail Station.A joint home visit was arranged for Thursday 03/09/2015 to inform Ronald’s parents of the media release as well as to take DNA samples in preparation for the worst case scenario.Norfolk Local Authority had still not shared the information of their involvement therefore, it was agreed for a further discussion with their Service Manager no later than the 03/09/2015.Agree actions for Ronald to be Police Protected once found and immediate contact with the Local Authority to ensure discussions can be held with him before a decision on returning him home to him parents. Although, there is no evidence at this stage to suggest that Ronald’s parents pose a risk to him, further discussions with Ronald and him parents is required to gain an understanding of the factors that caused this missing episode. A review strategy meeting to be held on the 05/09/2015 including CID, Missing Police, Education Rep, Health and RISE. Service Manager to chair again due to the increasing concerns over the safety of Ronald.**Additional information:**Telephone discussion with DI Snape and DC Lupin (CID) who provided a full update of their enquiries.They advised that consideration for the case to be escalated to a murder enquiry will be made on Monday if Ronald remains missing. There has been no social media activity since the 26th August and this was the last sighting of Ronald in Norwich, Norfolk. If the murder enquiry is agreed, as Ronald was last sighted in Norfolk the case responsibility will transferred to the Norfolk Police. The view from Police is that if Ronald is found safe and well, he will be detained initially to enable them to plan the next steps in an attempt to prevent him absconding again. The Police have been informed that the Local Authority are of the same view at this time until further discussions can be held with Ronald.The DI Snape and DC Lupin have agreed that any developments made over the weekend will be shared with Service Manager and EDT and an updated NTK circulated.Agreed – 05/09/2015Strategic Manager |

**2nd Update:**

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| **From:** **(Name and job title)** | [Name] – Service Manager |
| **Location** | Safeguarding |
| **Contact Details** | Full telephone Number |
| **Date 2nd Update completed** | 08/09/2015 |

**Developments:** *[Include all changes since the initial ‘need to know’ previous update, including manager comment, lines to take and future action as appropriate.]*

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| Strategy meeting held on the 05/09/2015 which confirmed that Ronald remains missing. A further Media release will be made on the 09/09/2015 by Police on the Local News channels and local Newspapers in the areas that Ronald is believed to have visited.Three individuals were arrested and released on bail, as it is believed that Ronald had been in contact with these individuals. Police found a small trace of blood in the property which is not any of the occupants therefore, they are waiting for the results of the blood tests which is likely to be returned within the next 48 hours. A further strategy meeting will be held on the 11/09/2015 to review any updates from the Police.The Police are reviewing the status of Ronald’s case and any updates will be provided to Social Care.Third update, agreed – 09/09/2015Strategic Manager |

**3rd Update:**

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| **From:** **(Name and job title)** | [Name] – Service Manager |
| **Location** | Safeguarding |
| **Contact Details** | Full telephone Number |
| **Date 3rd Update completed** | 11/09/2015 |

**Developments:** *[Include all changes since the initial ‘need to know’ previous update, including manager comment, lines to take and future action as appropriate.]*

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| Police Comms (09.09.2015) outlining arrest of a male in relation to Ronald’s disappearance.Contact was then made with DS McGonagall. He confirmed a change in command within Police in relation to the enquiry. The Senior Investigating Officer is now DI Snape.DS McGonagall confirmed that there were developments yesterday evening when someone using Ronald’s FaceBook account logged in and sent a friend request to the 21 year-old male referred to in Police Comms. Him account was accessed via Wi-Fi in Norwich. The male ‘accepted’ the friend request; however, he has denied knowing Ronald.Police searched the area, but he was not located.Police have seized IT equipment belonging to the male & this is being examined for further evidence. At present, it is likely he will be released on Police bail – as there is no other immediate evidence to link him with Ronald.Police state that they have updated Ronald’s family.DS McGonagall confirmed that there was no further update on blood analysis; he could not provide a timeline for this at this point.DS McGonagall agreed to attend or to fully brief the Police representative at the Strategy Meeting booked for tomorrow; he agreed that, at this meeting, there should be an agreement with regard to information-sharing and a (S&CP) single point of contact to use to make sure details were passed on as required. |

**Further Update:** *[Date and name of person updating need to know]*

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| **From:** **(Name and job title)** | [Name] – Service Manager |
| **Location** | Safeguarding |
| **Contact Details** | Full telephone Number |
| **Date Update completed:** | 30/09/2015 |

**Developments:** *[Include all changes since the initial ‘need to know’ previous update, including manager comment, lines to take and future action as appropriate.]*

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| Update from the Police30/09/2015No new information has come to light.The press has asked for an update following the appeals we did prior to the weekend. In order to keep their interest, our media have provided a copy pf the CCTV footage of our lase sighting of which they had asked for.This is likely to go out today but is a refresh of the original appeal rather than being based on any new information. The family have had sight of this CCTV and are fully aware.SW will be attending LPM tomorrow to determine if threshold is met for Ronald to be made Ward of Court whilst he is missing. |

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| **Signed By:**  | [Signature] |
| **Designation:** | SM |
| **Date:** | 30/09/2015 |

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| **Manager Signature:**  | [Signature] |

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| **Designation:**  | Acting Service Manager |

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| **Date:**  | 30/09/2015 |

**Final Update:** *[Date and name of person updating need to know]*

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| **From:** **(Name and job title)** | [Name] Acting Strategic Manager |
| **Location:** | Full address |
| **Contact Details** | Full telephone number |
| **Date Final Update Completed** | 20/10/2015 |

**Developments:** *[Include all changes since the initial ‘need to know’ or previous update, including manager comment, lines to take and future action as appropriate.]*

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| Ronald was found on 01.10.2015 in Norwich. He was found with a much older male who appears to have been harbouring him. The male was arrested and is currently in Police custody. Ronald was placed under police powers of protection and it was agreed following a strategy meeting that he could return to his parents care. Ronald appear dishevelled but in many respects appeared to be happy to return to his parents care. We have agreed from the strategy meeting to consider an initial child protection conference because of the ongoing concerns that Ronald is at risk of sexual exploitation. RISE have allocated an engagement worker for Ronald and the CSE assessment has been completed. His parents are working with the Social Worker and Police and are clear about expectations of them.  |

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| **Signed By:**  | Acting Strategic Manager |

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| **Designation:**  |  |

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| **Date:**  | 02/10/2015 |

**This Need To Know pro-forma should be authorised by a Strategic Manager. If the relevant Strategic Manager is unavailable this pro-forma must be authorised by another Strategic Manager.**