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| **NEED TO KNOW****CHILDREN FAMILIES & EDUCATION** |

Given the context in which we operate, it is inevitable that incidents will occur that need to be escalated to the senior leadership team for information and/or action. This Need To Know process has been designed for such occasions and should be completed at the earliest opportunity following the incident occurring. Ideally, the referral form should be completed on the same day as the event, with a review /update at 48 hours and a further review after 5 days. To assist decision-making on when to evoke this process, guidance is provided below. However, managers should not be constrained by this if an extraordinary event occurs that needs to be escalated.

On receipt of the information an executive officer will satisfy themselves that necessary action is being taken or planned and decide whether further escalation outside the department is required.

* Death or serious injury of a child or care leaver known to Children’s Services
* If a child dies or is seriously harmed, and where the Local Authority suspects that a child has been abused or neglected (Ofsted notification).
* Incidents that may trigger media interest including children who commit or are victims of serious crimes.
* Cases referred to the Home Office through the National Referral Mechanism as trafficking and / or modern slavery is suspected.
* Missing child, where Head of Service has established escalation is required, (Child Looked After after 24 hours and non-Child Looked After 72 hours - or sooner if risk and vulnerability dictates - ie age, additional needs).
* Significant concerns relating to exploitation of an individual or group of individuals.
* Missing family subject to Child Protection processes.
* Allegations of organisational or institutional abuse.
* Any issue that may pose a significant reputational or financial risk to the Council.

All Need to Knows are the responsibility of the case manager and should be sent to the Deputy Director Children and Families, and where relevant the Deputy Director Education:

The report should also be cc'd to the relevant Head of Service.

The Deputy Director Children and Families should consider whether the matter needs to be brought to the attention of the DCS. But the following sets out those circumstances that should be shared no the same day.

The DCS should be alerted of any child death on the same day as the notification coming through

The DCS should be alerted to any child missing in line with the timeframes above

The DCS should be alerted to incidents where media interest could be triggered

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| **Sarah Daly** |  |
| Director of Children’s Services | June 2023 |
| From:  | Service:  | Date:  |

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| SUBJECTS OF NEED TO KNOW, 1. Name
2. Date of birth
3. Address
4. School
5. Is this a child or care leaver
6. System ID Number
 | 1)2)3)4)5) |
| **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.
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| **Key information for Members / press office if needed** |  |
| **NEXT UPDATE e.g.**1. When expected

2) For what reason |  |