**Need to Know Process**

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

* 1.Sudden, unexpected and or unexplained deaths;
* 2. Significant serious injury or serious event concerning a child cared for, a child at risk of significant harm and subject to a child protection plan and in child in need.
* 3. Allegations about an existing member of staff
* 4. Missing cared for children or child subject to a child protection plan;
* 5. Fire, flood, significant vandalism, burglary of an office base;
* 6.Significant accidents, injuries, and all violent incidents involving staff/volunteers;
* 7.Controversies (e.g. forthcoming court hearings and inquests concerning clients or staff, service problems, complaints and inter-departmental issues of a serious nature);
* 8.Any other matter which carry serious, immediate and real risk of adverse publicity for the service.