**WHEN TO COMPLETE A NEED TO KNOW**

A NEED TO KNOW must be completed in the following circumstances.

Please highlight from the list below which category you are using for this notification.

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 children looked after 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.

Once completed the Need to Know must be sent to the Head of Service for Safeguarding and in the absence of this professional to the Divisional Director.

The Divisional Director/Director will brief as required the Lead Member and Chief Executive as appropriate to ensure that:

* All necessary steps have been taken to safeguard children (or staff where the need to know involves a staff member);
* To provide appropriate resources, support or guidance;
* Ensure that potential for media interest is managed;
* Arrange any necessary external body/regulatory body notification (e.g. National Panel as per Working Together July 2018; Ofsted, CQC, DfE notifications
* That any relevant partner "need to know" system has also been triggered.

This is necessary to ensure that those with overall responsibility are aware from the outset of any issues which may affect or disrupt service activity, service profile, service reputation and are able to strategically manage the implications from the outset.

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| **CHILDREN'S SERVICES – Need to know** |
| **NAME OF CHILD/YOUNG PERSON:** |  |
| **PER ID:** |  |
| **Date of Birth:** |  |
| **Age:** |  |
| **Legal or Case Status:**  |  |
| **Placement Details:** |  |
| **School:** |  |
| **School Year:** |  |
| **EHCP**  |  |
| **Gender**  |  |
| **Ethnicity**  |  |
| **Disability (if applicable)** |  |
| **Name of Social Worker:** |  |
| **Name of Team Manager:** |  |
|  **Date of completion of this briefing:** |  |
| **Person completing this N2K****formbriefing**  |  |
| **Role** |  |
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| **WHAT HAPPENED. Include the date of the event and any relevant background. Please be brief and focused on the issue/event**  |
| **WHAT ACTIONS HAVE BEEN TAKEN****Actions required:** |
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| **FAMILY COMPOSITION** |
| **PARENT NAME and ADDRESS** |  |
| **PARENT NAME and ADDRESS** |  |
| **CARERS NAME and ADDRESS**  |  |
| **SIBLINGS:**  |  |
| Name:  |  |
| Age:  |  |
| Legal Status:  |  |
| Name:  |  |
| Age:  |  |
| Legal Status:  |  |
| Adults of concern (Child Exploitation) |  |
| Other children involved  |  |
| Addresses of concern  |  |
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| **Head Of Service for Safeguarding - Recommendations for actions in response to this briefing****Media/Comms strategy required.****Other external body /partner to be informed** |
| **Brief Assistant Director/Director YES****If Yes date Director Briefed and outcome** |