

**Need to Know - Informing the Director About**

**Serious Issues**

**1 Background**

It is important that senior managers are briefed in a timely way about the serious incidents involving children, young people and families. There are 2 main reasons for this. Firstly, so that senior managers are aware of serious risks within the organisation and therefore that these risks are managed at the right operational level. Secondly, so that senior managers are effectively briefed about important issues in advance so that they are well placed to respond to enquiries from councillors, the press, or partner agencies.

**2 Issues which should always be reported to the DCS and City Manager**

1. Death or serious injury to a child known to any service / team within Children’s Services (including Early Intervention, YOS and any statutory Social Care team)
2. When a Child Looked After is missing within 1 working day.
3. When a child with a CP Plan is missing. This applies both to a child who goes missing alone, and a child who goes missing with their family (e.g. child removed from the country against the terms of the CP Plan)
4. Cases where there is a reasonable suspicion of organised abuse. This can include ritual abuse, child trafficking, or network of abuse on the internet
5. Serious incidents of violence against staff
6. Death or serious injury to staff or service user through an accident at work
7. Allegations of Gross Misconduct by staff

**3 Cases which must be reported to an ACM/CM who will decide whether to notify the DCS**

1. Missing children who do not fall into the above category, but because of other factors (e.g. age + vulnerability - are at serious risk of significant harm)
2. Children Looked After charged with a serious crime
3. CLA removed from the UK jurisdiction in an unplanned way
4. Cases where there is significant media interest
5. A child with a CP Plan made homeless.
6. A CLA or a child with a CP Plan out of Education for 4 weeks.
7. Serious concerns about practice within the department that have not been resolved by managers
8. LADO cases where allegations of abuse against CYPS staff are substantiated or where it involves a high ranking member of staff (e.g. Headteacher)

**Basic Information**

|  |  |
| --- | --- |
| **Name of child** |  |
| **Case ID** |  |
| **DOB** |  |
| **Are there other children known to CSC?** |  |
| **Case status? CP CIN CLA?** |  |
| **Brief overview of current involvement and background** |  |
| **Is the case currently open? Y/N** |  |
| **Name of social worker** |  |
| **Name of CSW** |  |
| **POD** |  |
| **Assistant City Manager** |  |

**Brief details of the incident / concern including date**

**What actions have been taken to date?**

**(For example – court action, urgent professionals meeting, removal of children, reporting to police etc.…)**

**Is there any media interest in this matter?**

**Is there involvement from any of the following?**

|  |  |
| --- | --- |
| **Agency** | **Name and e mail address of key contact** |
| **Education (school - PRU attended?)**  **Note if the child is looked after and / or attends a school out of borough please state which** |  |
| **Police (any current criminal proceedings?)** |  |
| **Health (name of HV – LAC nurse )** |  |
| **YOS** |  |
| **Early Help Services** |  |
| **CAMHS** |  |
| **Housing** |  |
| **Probation** |  |
| **Adult Services** |  |
| **Any other** |  |

**Name of key contact and telephone number within CSC**

**DCS Comment**

**Date for Review**