* **See Guidance notes before completing the Need to Know**
* **Send completed forms to your Head of Service to update and pass to Director of Operations**
* **Check if a partner agency has or is also doing a need to know and combine**
* **This should be completed for any missing from home or care child or young person and to include young people from other local authorities absent but living in Sandwell**
* **Contact your Head of Service immediately if a child or young person is missing or injured**
* **The Need to Know to be completed within a working day of the episode unless they return within that time**
* **Ensure that the Head of Safeguarding is copied in as an Ofsted Notification might need to be considered or a Notification to the Local Safeguarding Childrens Board (LSCB)/Multi-Agency Safeguarding Arrangements (MASA)**

|  |  |
| --- | --- |
| To:  Trust Chief Executive  Director of Operations  Head of Safeguarding  Relevant Head of Service  Head of LAC  Head of Safeguarding | Frances Craven  Pauline Turner  William Kidd |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team Involved** |  | **Allocated worker** | | |  |
| **Team Manager** | | |  |
| **IRO if involved** | | |  |
| **Child or Young Person’s name** |  | **Legal Status** | | |  |
| **Date of birth** |  | **Ethnicity** | | |  |
| **Current Home Address** |  | | | | |
| **LCS ID/EHM ID** |  | | UPN |  | |

|  |  |
| --- | --- |
| **Date of incident/issue** |  |
| **Details of Incident or Issue** |  |
| **Background and relevant current/ historic information:** |  |
| **Actions taken to date e.g. organised or had a strategy meeting** |  |
| **Actions Required** |  |
| **Team or Operations managers comments** |  |
| **Any other comments e.g. are family aware of what we are doing?** |  |
| **Any updated information and date** |  |
| Is a media alert required?  Does Communications need briefing? |  |

**CONFIDENTIAL**

**Need to know Briefing**