**Children’s Services Serious Incident Notification Form**

**Need to Know** - This form must be completed within 24 hours of the incident by the relevant Team or Service Manager. On completion, it should be sent to their Head of Service to review. Once agreed, the Head of Service should send the notification to [NTK@herefordshire.gov.uk](mailto:NTK@herefordshire.gov.uk) who will log it and send to the Performance and QA service who will respond initially.

Please note that if the notification relates to a child missing from care / subject to a CP plan / highly vulnerable, missing for more than 72 hours, please copy in [missingchildren@herefordshire.gov.uk](mailto:missingchildren@herefordshire.gov.uk)

This form will be returned if it has not been completed correctly with all available information.

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| Type of alert | New | | Update | |
| Date of notification | Click or tap to enter a date. | | | |
| Notification category | Choose an item. | | | |
| Does this notification meet the criteria for a formal notification to Ofsted and the Herefordshire Safeguarding Children Partnership (HSCP)? | Yes | No | | Unsure |

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| **Information relating to the child:** | | | | |
| Full name (Including alias) | Click or tap here to enter text. | | | |
| Date of birth (for unborn babies select the EDD) | Click or tap to enter a date. | | | |
| Ethnicity | Click or tap here to enter text. | | | |
| MOSAIC ID | Click or tap here to enter text. | | | |
| Nursery/School/College/ Elective Home Education/Not in Education, Employment, or training. | Click or tap here to enter text. | | | |
| Does the child have a physical or learning disability? | Choose an item. | | | |
| Home Address: | Click or tap here to enter text. | | | |
| **Status** | | | | |
| Is the case open to children’s services? | Choose an item. | | | |
| If yes, which service? | Choose an item. | | | |
| If yes, which team? | Click or tap here to enter text. | | | |
| Is the child looked after by Herefordshire council (HC)? | Choose an item. | | | |
| If yes, legal status: | s.31 |  | s.20 |  |
| Has the IRO been alerted? | Choose an item. | | | |
| Is the child looked after by another local authority? | Choose an item. | | | |
| If yes, which local authority? | Click or tap here to enter text. | | | |
| Is the young person a care leaver or previously looked after by HC? | Choose an item. | | | |
| Is the child the subject of a Child Protection plan supervised by HC? | Choose an item. | | | |
| If yes, under which category/ies? | Click or tap here to enter text. | | | |
| Has the CP Chair been alerted? | Choose an item. | | | |
| Is the child the subject of a CP Plan supervised by another local authority? | Choose an item. | | | |
| If yes, to which local authority? | Click or tap here to enter text. | | | |

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| **Notification** | | | | |
| Allocated practitioner: | Click or tap here to enter text. | | Contact number: | Click or tap here to enter text. |
| Team Manager | Click or tap here to enter text. | | Contact number: | Click or tap here to enter text. |
| Service Manager | Click or tap here to enter text. | | Contact number: | Click or tap here to enter text. |
| **Key issues** | | | | |
| What are we worried about? | | Click or tap here to enter text. | | |
| What have we done to mitigate the risk | | Click or tap here to enter text. | | |
| **Actions** | | | | |
| What actions are being taken to deal with the issues (including timescales) and by whom? | | Click or tap here to enter text. | | |
| Date when an update is expected: | | Click or tap to enter a date. | | |
| **Head of Service oversight / comment** (what action is the Head of Service taking in response to the notification?) | | | | |
| Click or tap here to enter text. | | | | |

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| **Initial response from Safeguarding and Review**  (this to be returned to the notifying person and uploaded on the child’s Mosaic file by the allocated worker) | |
|  | Acknowledgement of Need to Know only (No Further Action or updates) |
|  | Additional actions required (see below) |
|  | Mapping / Case Review required |
|  | Forward alert to (select recipients) |
|  | Relevant Head of Service for action and follow-up  Service Director (Safeguarding and Family Support)  Service Director (Performance and Quality Assurance)  Corporate Director (Children and Young People) – or Chief Executive in their absence |
|  | Additional actions required (when relevant): |
|  | Click or tap here to enter text. |

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| **Update:** | |
| Name: | Click or tap here to enter text. |
| Team: | Click or tap here to enter text. |
| Date Need to Know Form completed: | Click or tap to enter a date. |
| Next Update Due: | Click or tap to enter a date. |
| **Provide an update of developments since last Need to Know was completed:** | |
| Click or tap here to enter text. | |
| **Response from Safeguarding and Review** (This to be returned to the notifying person and uploaded on to the child’s Mosaic file by the allocated worker) | |
| Click or tap here to enter text. | |
| **To add another Update click + on the top right corner of this table and then copy, and paste (below)** | |