# Need to Know Briefing

In the course of the work of the Children’s Safeguarding and Support Service there will at times be incidents of such seriousness that senior leaders must be made aware with immediacy and clarity. This ‘Need to Know’ process enables us to share accountability. Issues can include incidents affecting individual or groups of children, staff, building security or issues affecting the Council more widely including:

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| Type of concern | |
| 1 | Death or serious injury to a child, whether or not open to CSS. This includes the hospitalisation of a child in care or care leaver as part of corporate parenting oversight |
| 2 | Death or serious injury of a parent with whom we are working |
| 3 | Serious offence committed by a child- e.g. serious sexual offence, significant arson |
| 4 | Serious issue involving local authority designated officer (LADO) function e.g. referral of a prominent person, allegations of offences by a staff member |
| 5 | Serious incident concerning staff member- e.g. significant assault, serious accident, death |
| 6 | Issue likely to attract media attention, or announced in the press without prior warning |
| 7 | Building Issue requiring business continuity planning |
| 8 | Significant team issue that represents a risk to staff wellbeing, service continuity or delivery |
| 9 | Incident triggering countywide emergency response- e.g. major incident |
| 10 | Emerging concern likely to require a co-ordinated strategic response- e.g. Child Criminal Exploitation Operation. Modern Slavery or Trafficking |
| 11 | Any child open to CSS that is removed, without permission by a parent or other unauthorised person |
| 12 | Threat of Judicial Review or other legal action |
| 13 | High profile or significant police action or operation |
| 14 | Missing episode of any child open to CSS that is more than 24 hours |

**Immediately** upon receiving information a relevant incident, the information holder must alert their Team Manager who must ensure immediate notification of the Head of Service. Full Need to Know briefings must then be produced by the Team Manager and forward to the Head of Service where they meet one of the listed criteria **within one working day.**

Head of Service will review and determine the need for upward escalation to Assistant Director, relevant partners and notification to the Head of Service Quality Assurance and Safeguarding (QAS)

Assistant Director will determine whether to inform the Director of Children’s’ Services, Chief Exec, Leader of the Council, Portfolio Holder and/or Press Office, as appropriate.

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| **1. Incident details** | |
| **Type of Incident** |  |
| **Date of incident** |  |
| **Summary reason for this briefing** |  |

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| **2. Child / young person details** *(where incident relates to a child)* | | |
| **Name of child / young person** | |  |
| **Age** | |  |
| **Date of birth** | |  |
| **LCS ID number** | |  |
| **Legal status** | |  |
| **Care arrangement currently in place** *(and start date)* | |  |
| **Brief overview / pen picture of child / young person** | |  |
| **3. Allocation / team details** *(where incident relates to a child or staff member in a particular service area)* | | |
| **Allocated social worker** |  | |
| **Allocated team manager** |  | |
| **Allocated head of service** |  | |
| **Allocated service area** |  | |
| **ISRO** (where relevant) |  | |
| **Education contact name and contact details** (head teacher / DSL / other) |  | |

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| **4. Initial risk assessment** | |
| **Date and details of the most recent risk management meeting / strategy meeting or similar** |  |
| **Initial identified/known risks** |  |
| **Initial identified/known protective factors** |  |
| **Initial analysis of risk** |  |

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| **5. Initial actions undertaken to reduce / manage risk and need** | | |
| **Action** | **Who** | **What difference has this made or will this make?** |
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| **Further actions to be undertaken to reduce / manage risk and need** | | |
| **Action** | **Who** | **What difference will this make?** |
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| **6. Quality assurance** | |
| **Name and role of person completing this briefing** |  |
| **Name and role of person quality assuring this briefing** |  |
| **Additional comments following quality assurance** |  |

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| **7. Confirmation of initial notification**  *Once senior manager has added comments, where incident relates to a child this version is added as a case note on LCS.* | |
| **Name and role of senior manager** |  |
| **Date of notification** |  |
| **Oversight comments and requested actions** |  |
| **Does this require onward notification to anyone else?** |  |
| **Date of notification to HoS QAS** |  |

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| **8. Confirmation of onward notification** *(such as assistant director, director for children’s services, chief executive)* | |
| **Name and role** |  |
| **Date of onward notification** |  |
| **Oversight comments and requested actions** |  |
|  |  |
| **Name and role** |  |
| **Date of onward notification** |  |
| **Oversight comments and requested actions** |  |

*Where an incident is ongoing, there may be a need for regular updates. This will be agreed / requested by the relevant senior manager. Where this is needed, updates can be provided below and sent on for appropriate notification. All further sections are for updates only.*

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| **Update 1** | |
| **Name and role of person providing update** |  |
| **Date of update** |  |
| **Summary update of incident** |  |
| **Update against all identified agreed actions to date** |  |

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| **Further actions to be undertaken to reduce / manage risk and need** | | |
| **Action** | **Who** | **What difference will this make?** |
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| **Confirmation of further notification** | |
| **Name and role of senior manager** |  |
| **Date of further notification** |  |
| **Oversight comments and requested actions** |  |
| **Does this require onward notification to anyone else?** |  |
| **Date of notification to HoS QAS** |  |

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| **Confirmation of onward notification** *(such as assistant director, director for children’s services, chief executive)* | |
| **Name and role** |  |
| **Date of onward notification** |  |
| **Oversight comments and requested actions** |  |

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| **Update 2** | |
| **Name and role of person providing update** |  |
| **Date of update** |  |
| **Summary update of incident** |  |
| **Update against all identified agreed actions to date** |  |

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| **Further actions to be undertaken to reduce / manage risk and need** | | |
| **Action** | **Who** | **What difference will this make?** |
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| **Confirmation of further notification** | |
| **Name and role of senior manager** |  |
| **Date of further notification** |  |
| **Oversight comments and requested actions** |  |
| **Does this require onward notification to anyone else?** |  |
| **Date of notification to HoS QAS** |  |

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| **Confirmation of onward notification** *(such as assistant director, director for children’s services, chief executive)* | |
| **Name and role** |  |
| **Date of onward notification** |  |
| **Oversight comments and requested actions** |  |

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| **Update 3** | |
| **Name and role of person providing update** |  |
| **Date of update** |  |
| **Summary update of incident** |  |
| **Update against all identified agreed actions to date** |  |

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| **Further actions to be undertaken to reduce / manage risk and need** | | |
| **Action** | **Who** | **What difference will this make?** |
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| **Confirmation of further notification** | |
| **Name and role of senior manager** |  |
| **Date of further notification** |  |
| **Oversight comments and requested actions** |  |
| **Does this require onward notification to anyone else?** |  |
| **Date of notification to HoS QAS** |  |

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| **Confirmation of onward notification** *(such as assistant director, director for children’s services, chief executive)* | |
| **Name and role** |  |
| **Date of onward notification** |  |
| **Oversight comments and requested actions** |  |