CONFIDENTIAL HIGH PRIORITY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **‘NEED TO KNOW’ form CONFIDENTIAL and HIGH PRIORTY** | | | | |
| Children/Young Person’s Names: | | Dob and age: | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
| Current Address: | | | | |
|  | | | | |
| CIN/CP/Looked After/Care Leaver/YOT or other service? |  | | | |
| Legal Status e.g. s20, ICO, CO etc. |  | | | |
| Allocated worker and Team: |  | | | |
| Date of incident: |  | | | |
| Summary of incident: |  | | | |
| Key events connected to and of relevance to incident: |  | | | |
| Summary of risks: |  | | | |
| Immediate Actions being taken: |  | | | |
| Outstanding and planned actions: |  | | | |
| IRO & QAAS Manager Notified (Names, date and time): |  | | | |
| EDT Notified (Date and time): |  | | | |
| Other agencies Notified (Agency, date and time) |  | | | |
| Name of person completing form: |  | | | |
| Service Manager sign off: |  | | | |
| Date: |  | | | |
| Head of Service review: | | | | |
| Head of Service Comments: |  | | | |
| Head of Service Instructions: |  | | | |
| To be Passed to Director and Portfolio Holder / Lead Member by HoS? | YES/NO | | | |
| Ofsted to be Notified?  www.gov.uk/guidance/report-a-serious-child-safeguarding-incident | YES/NO | | By whom? |  |
| Update to HoS required by (date/time): |  | | | |