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| **Policy Owner (Job Title)** | | | **Head of Quality Assurance, Safeguarding and Partnerships** | |
| **Policy Authors (Job Title)** | | | **Head of Quality Assurance, Safeguarding and Partnerships** | |
| **Approval bodies** | | | **BCP, Senior Leadership Team** | |
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| **Version** | **Date** | **Amendments Made** | **Requested by**  **(Job Title)** | **Made by**  **(Job Title)** |
| **2** | **01.04.23** | **Change to layout. Ethnicity and education details added** | **Tammy Lawrence, Head of Quality Assurance, Safeguarding and Partnerships** | **Tammy Lawrence, Head of Quality Assurance, Safeguarding and Partnerships** |
| **3** | **10.04.24** | **Added section to be completed by the Director of Education.**  **Added section for Service Director oversight.**  **Added section to consider youth justice services.**  **Language change from case to child.** | **Tammy Lawrence, Head of Quality Assurance, Safeguarding and Partnerships** | **Tammy Lawrence, Head of Quality Assurance, Safeguarding and Partnerships** |
| **4.** | **01.08.24** | **Added section for education managers, Independent Reviewing Service and Youth Justice Service (YJS) to input into the narrative and actions.**  **Added requirement for the names of SMs and SDs that complete the form.** | **Tammy Lawrence, Head of Quality Assurance, Safeguarding and Partnerships** | **Tammy Lawrence, Head of Quality Assurance, Safeguarding and Partnerships** |

**‘Need to Know’ Notification**

There are certain situations which need to be reported to the responsible Service Director (SD) or covering SD. The SD will then share with the Director for Children’s Services (DCS), the other operational Service Directors, Director of Education and the Director for Quality Assurance, Improvement and Governance as soon as possible.

The notification must be completed on the same day, where possible, and no later than 24 hours after the incident.

The DCS will decide whether others need to be informed, such as the Chief Executive, Pandorset Safeguarding Partnership, Press Office, Lead Member etc, and notify them as appropriate.

The following are examples of when it would be appropriate to refer the matter through to the SD:

**Children**

* Child deaths, or child that has suffered a life-threatening injury, or one that is likely to lead to permanent impairment.
* Significant injury, assault, or hospitalisation of a child
* Where a child known is arrested for a serious offence
* Death or serious injury of a parent with whom we are working.
* Vulnerable child who is removed by a parent.
* Missing child for over 24 hours, where the child is Looked After, subject to a Child Protection Plan or otherwise vulnerable.
* Any situation that is likely to lead to press interest and publicity, including those in proceedings and trials.
* Significant LADO issue – prominent person, or leader within a school, faith community etc.
* Criminal court case, regarding CP incident or any situation when the possibility of a judicial review has been raised.
* Any serious incident that could potentially meet the threshold for an Ofsted Notification (see Dealing with Serious Child Safeguarding Concerns Protocol [Here is the link](https://www.bcppartnershipacademy.co.uk/Resources/LearningZone/Need-to-Know-Dealing-with-Serious-Incidents/REVISED-GUIDANCE-Dealing-with-Serious-Child-Safeguarding-Concerns-V3-March-2023.pdf) )
* Significant police activity that is planned and CSC have been alerted.
* Proceedings/events/inspections likely to attract public/or media interest. This will include criminal trials resulting from child protection proceedings.
* Where there are ongoing problems securing an education placement for a child in care

**Staff**

* Unexpected death or serious injury to a member of staff.
* Any serious allegation of abuse against a foster carer or member of staff including historical allegations of which the Council was previously unaware (always alert LADO also).
* Significant accidents or injuries at work. (This is in addition to the standard health and safety procedures that should be followed for all accidents).
* Involvement in violent incidents.
* Allegations of arrests or convictions for criminal offences including historical allegations of which the Council was previously unaware.
* Significant team issue that represents a risk to staff wellbeing, service continuity or delivery.
* Any media coverage relating to members of staff where that may impact on the Council resulting in reputational risk.

This list is not exhaustive and other categories of incidents may also fall within the definition of a serious incident or Need to Know. Managers will need to ensure that consideration is given to other serious incidents and use their judgment in discussion with senior managers as to whether the incident needs to be reported in line with this procedure.

Where any of the circumstances above are brought to the attention of the Out of Hours team (OOH), they will immediately inform the Service Director who is on call. The social work team which is responsible for the child will then prepare and send to their Service Director an initial briefing within 24 hours (as outlined immediately below).

**What you need to do:**

In the circumstances described above, the first line manager responsible will complete a Need-to-Know Notification (see template) that day or within 24 hours. The purpose of the briefing is to alert their Service Director (or covering SD) of the situation and to provide the information needed to form an initial opinion on what, if any, action is required on behalf of the service. All the sections of the form must be completed.

The Team Manager must share the notification with the Service Manager or covering Service Manager for the purpose of quality assurance and to agree the next course of action/ any plan required before sharing with the SD. If sharing with the Service Manager would cause delay, the form should be sent to the SD without delay. The team manager must ensure that the Service Director receives the notification within 24 hours of the incident being known. The Service Director will share with all SLT colleagues and the Head of Quality Assurance, Safeguarding and Partnerships and any other services that may be relevant, e.g. youth justice service/Aspire.

As a situation develops, it may be necessary to provide regular updates. When a situation has been resolved, (e.g., a missing child has returned), the SD must be briefed, with any learning identified which can be considered and followed up. Consideration will be given as to whether a serious incident notification is needed.

Need to know notifications will be stored by the senior leadership team.

**Need to Know Notification Template**

|  |  |  |
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| **To be completed by Service Managers, Team Managers, or other designated officers** | | |
| **If this incident involves an individual child, or a family give details here:** | | |
| **Name of Child or Young Person** |  | |
| **Date of birth** |  | |
| **Age** |  | |
| **Ethnicity** |  | |
| **ID number (MOSAIC)** |  | |
| **Home Address** |  | |
| **Name of next of kin** |  | |
| **Nursery/school/education placement name and address** |  | |
| **Date of incident** |  | |
| **Name and role of primary person completing this form** |  | |
| **Purpose of this briefing:**  **(Summary of the situation and relevant information, including brief history and significant dates)** | | |
|  | | |
| **Summary of all actions taken so far (including who/which services this briefing has been shared with, e.g. education, Independent Reviewing Service and YJS)** | **Add detail/comments regarding involvement and detail any actions below:** | |
| **Education and skills**  **Name**  **Date** |  | |
| **IRS**  **Name**  **Date** |  | |
| **YJS**  **Name**  **Date** |  | |
| **Other**  **Name**  **Date** |  | |
| **Actions** | **By Whom** | **By When** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Is there likely to be public or press interest?** | **Yes** |  |
| **No** |  |
| **Do not know** |  |
|  | | |
| **Name of other child/family members and relationships, including next of kin** | | |
| **Name / Relationship / DOB / Age / ID Number** |  | |
| **Name / Relationship / DOB / Age / ID Number** |  | |
| **Name / Relationship / DOB / Age / ID Number** |  | |
| **Name / Relationship / DOB / Age / ID Number** |  | |
| **Name / Relationship / DOB / Age / ID Number** |  | |
| **Who does the child/adult live with?** | | |
|  | | |
| **Child’s needs/current plan (including dates of CIN, CP, CIC episodes)** | | |
|  | | |
| **Child’s wishes and feelings** | | |
|  | | |
| **Parents or significant others wishes and feelings** | | |
|  | | |
| **If this incident involves an individual member of staff or organisation, give details here** | | |
| **Name of organisation and establishment:** |  | |
| **Name of member of staff:** |  | |
| **Job Title of member of staff:** |  | |
| **Name of next of kin:** |  | |
| **Line Manager:** |  | |
| **Lead Officer details:** |  | |
|  | | |
| **Comments by the primary Service Manager** |  | |
| **Name:**  **Date:** | |
| **Comments by the primary Service Director** |  | |
| **Name:**  **Date:** | |
| **Comments by the Director of Education and Skills** |  | |
| **Name:**  **Date:** | |