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| **To** | **DCS Director of People**  **Need to Know Briefing** | | | | | | |
| **From:** | **Name** | |  | | | | |
| **Role** | |  | | | | |
| **Others** |  | | | |  | | |
|  | | | | | | | |
| **Date of Briefing** | | |  | | | **Date of incident** |  |
| **For further information contact Head of Service** | | | |  | | | |
|  | | | | | | | |
| **Subject** [Full Name, ICS ID, dob, legal/CP status, ethnicity/nationality, address, alias, role (if staff member)] | | | | | | | |
| **Background:** [The nature of involvement, names/roles of staff involved, place of residence, any previous related incidents, name and address of parents/guardians, siblings names and details, daycare or educational provision, etc.] | | | | | | | |
| **Concern/Reason for briefing:** [Include actions already taken and any outstanding needs or risks] | | | | | | | |
| **Analysis of current risks** [Include risks to individuals, wider family, public and Council; links to other cases] | | | | | | | |
| **Planned actions** [include any resource or staffing requirements/shortfall] | | | | | | | |
| **Notification to Ofsted / Secretary of State / YJB** | | | | | | **Required? Y/N** |  |
| **Reason:** [see Appendix B of Need to Know procedure] | | | | | | | |
| **Notified by** | |  | | | | **Date** |  |
|  | | | | | | | |
| **Updates** [Further information, action taken, future plans, etc; Add additional rows if required] | | | | | | | |
| **Completed by** | | |  | | | **Date** |  |
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| **Completed by** | | |  | | | **Date** |  |
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