

## Need to Know Protocol

### Background


The Need-to-know Protocol outlines the sorts of situations that have particular risks and sensitivities, and the Responsible Individual (RI) should be briefed. Staff and managers should be fully familiar with this.

It is important that the RI is briefed at the right time about the right sorts of issues. There are three main reasons for this. Firstly, so they are aware of risks within the Children's Home and therefore that these risks are managed at the right operational level. Secondly, the RI can offer support where appropriate and unlock any obstacles staff may be experiencing in managing the situation. Thirdly, in well organised departments, the RI is effectively briefed about important issues in advance so that they are well placed to respond to enquiries from councillors, safeguarding leads, Directors, and partner agencies.

Sometimes it is a matter of fine judgement whether an issue is sufficiently serious to inform the RI, however there are a number of circumstances where the RI should always be informed. If in doubt, please contact the RI.

### Issues which should always be reported to the RI

1. The death or serious injury of a child within the Children's Home, or who is part of the wider Children's Home family.
2. When a looked after child, or short breaks child, is missing for 7 hours or more
3. Cases where there is a suspicion / allegation of abuse. This can include ritual abuse, child trafficking, abuse on the internet, familiar abuse etc.
4. Sexual exploitation including sexual assault of a child
5. Incidents of dysregulation / aggression against staff leading to injury of child / staff
6. Death or serious injury to staff
7. Allegations of misconduct against staff
8. Violent incident involving child / children either as an alleged perpetrator or victim
9. Cases where there is or likely to be media interest

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- 10. All Local Authority Designated Office (LADO) notifications, prior to the LADO being notified
  - 11. Concerns about practice by staff and managers
  - 12. Breach of code of conduct or required expectations of staff
  - 13. Crimes or police incidents that a member of staff is involved in
  - 14. Staff moving from stage 1 sickness absence / performance management review into stage 2 sickness absence / performance management review
  - 15. Concerns that staff will not meet probationary period or be confirmed in post
  - 16. Staff resignations due to concerns of practice in the home
  - 17. Building structure issues – such as no heating, water, electric/gas, major damage
  - 18. Requests, queries, or concerns received from Ofsted
  - 19. Any whistleblowing allegation received about the Home, staff, practice etc.

### **Procedure (Appendix 1)**

The Need to Know form would usually be completed by a member of the management team and signed off by the Registered Manager before being forwarded to the RI.

There will be occasions where brief information is acceptable, e.g., where the speed of the notification is vital. The RI can request further information if required.

The RI will then share accordingly with relevant managers / Director.

The Director of Children's Services / Assistant Director of Safeguarding will decide on need to alert colleagues such as Leader of the Council, Portfolio Lead for Children and Adults Social Care, Chief Executive Officer and/or Press Office.



**Appendix 1: Need To Know Notification to Responsible Individual**

Date of Notification	
Name and Job Role of person notifying	
<b>Basic Information about the situation</b>	
Name of child / children involved	
Name of staff involved	
<b>Situation you are notifying about</b>	
Date of incident / allegation	
Brief details of what has happened	
<b>What you have done</b>	
Managers concerns	
Steps Manager has already taken	
What needs to happen next	
<b>Support required</b>	
What support is needed and by who?	
<b>Sign Off</b>	
Registered Manager	
Date of sign off	
<b>RI Review</b>	
<b>Date of review:</b>	<b>Comments:</b>