

## The “Need to Know” System Checklist

Situations where the Head of Service should be briefed	Additional notes
<b>Deaths and serious injury:</b>	
Death or serious injury of a child looked after by Swindon Borough Council	Highest priority
Death or serious injury of a child on a Child Protection Plan	Highest priority
Death or serious injury of any other client	Highest priority
Any death or serious injury on Swindon Council premises	Highest priority
Death or serious injury in unusual circumstances of any client receiving a service from Children’s Services.	Highest priority
Death or serious injury in unusual circumstances of any resident or user of independent sector services even if they are not Swindon’s clients – if the same service is also responsible for care provision to Swindon’s clients.	Highest priority
Death or serious injury of any member of Swindons Council staff or staff seconded or working as a consultant for us.	Highest priority
<b>Missing clients:</b>	
Children on a Child Protection Plan	Report to HoS within one working day of known to be missing
Children Looked After	Discuss with Service Manager to determine risk level & Report to HoS within one working day of being missing
<b>Accidents, injuries, violent incidents:</b>	
Any major accident to a client or member of staff, or violent incident involving a member of staff – as defined in the Swindons Incident Reporting procedure.	Highest priority
<b>Fire, flood, burglary, vandalism:</b>	
Serious problem in any Swindon children’s services/shared premises	Property Services may also need to be notified
Serious problem in any premises providing care to Swindon clients including out of area placements	Service Manager to assess possible risk and notify as appropriate
<b>Controversies:</b>	
Case situations (including forthcoming court hearings and inquests) where there may be local or national publicity, controversial issues, or political implications	May be notified via press officer or Legal Services
Controversial service problems or complaints likely to be raised with the Director by clients, Members of Parliament, Councillors etc.	May be notified via press officer or legal Services
<b>Staff, Foster Carers, Consultants working on our behalf etc:</b>	
Missing – see also Lone Working policy	Highest priority
Allegations of gross misconduct	Highest priority – not necessary to notify Press liaison officers
Any formal investigation and/or arrest for offences that may impinge on their ability to carry out their job	Report as soon as able