## Appendix 2: Need to Know Notification Overview

Completing the 'Need to Know Notification Template

- •LBC Officer completes 'Need to Know' Notification Template (If unsure if required, discuss with line/team manager)
- •Team Manager alerts Service Manager to incident. Service Manager determines if 'Need to Know' Notification process should be triggered. If yes,
- •Team Manager completes sections 1-4 of 'Need to Know' Notification template and forwards to relevant Service Manager.
- Service Manger completes Section 7. Child's LCS Record is updated.

Circulation of completed 'Need to Know' Notification template

- Once Sections 1 -6 are completed, the Service Manager e mails the completed NtK Notification Template to the DCS, all 4 Service Directors (names overleaf) and Notifications Inbox LBCLutonNeedtoKnow@luton.gov.uk
- Any updates to the original information provided should be concise and draw attention to significant or newly discovered facts or developments and copied to circulation list as per original Notification.

Completing the 'Need to Know' Notification process

- All submitted 'Need to Know' Notifications wil be monitored by the C,F & Education Directorate 'Practice Improvement' team until closure.
- •The Service Manager will complete Section 10 of the NtK Notification template and send to LBCLutonNeedtoKnow@luton.gov.uk
- •The Service Director (Operations, Statutory Social Work, Early Help & Prevention) will determine the need for a formal debriefing meeting, to identify learning points following a serious incident.