

Children's Services

Additional Guidance for Education Officers completing a Need to Know Report following a Permanent Exclusion from School

1. Purpose

This guidance sets out the information that should be included in a Need to Know Report when a child is permanently excluded from their school. It should be read in conjunction with our main Need to Know Procedure (see Children's Services Library, Local Resources).

2. Procedure

The Need to Know Report for a permanent exclusion should be drafted by the Children's Services employee who is first notified of the exclusion on the same working day that they are notified. That employee should send the draft to their Team Manager, copied to the Service Manager - Inclusion, for quality assurance. The Team Manager or Service Manager – Inclusion should then send the final draft to the relevant Head of Service to complete and sign off the report within 24 hours of the original notification.

3. Scope

Need to Know reports in respect of permanent exclusions should be completed for all children attending schools in the Dorset Council area, including for children who are the responsibility of another local authority. This will enable Dorset Children's Services to track performance across its schools. Where another authority is responsible for the child, that authority will in most instances also be responsible for actions arising from the report.

4. Guidance

Use a person's full name and include their job role when you first make reference to them

All fields of the report should be completed, **except S10** which does not apply to permanent exclusions. The information requirements for specific fields are set out below:

Section 7. Is the child (or children) in Care? If so, set out the legal context, including whether under Section 20 or Court Order

- Who does the child reside with?

Section 8. If not a Child in Care, how is the child known to us (e.g., Early Help, Child in Need, Child Protection)? Give summary details

- Are there any concerns regarding the child's living arrangements? If so, what has been done to address these?

- Does the child have an EHCP? If they do, give a summary of the SEN Team's involvement
- If the child does not have an EHCP, are they identified as SEN support? If so, please give a summary
- Is the child known to other agencies, such as the Youth Justice Service? If so, outline their involvement?
- Which school is the child on roll with?
- What year group are they in?

Section 9. What harm has occurred, may yet occur or could have occurred to the child or other to whom we owe a duty of care as a result of this incident or near miss?

If this relates to a permanent exclusion please provide reason for exclusion and evidence of the graduated approach that the school have followed.

- Who contacted you to say the child was permanently excluded and when?
- Explain why the child has been permanently excluded
- Has the locality challenged the school's decision to permanently exclude? Please give a summary
- Have there been previous concerns regarding the child's education? If so, what actions were taken to address these by the school, locality and/or other agencies? Say when each action was taken and explain the impact of each one
- Has the child been discussed at any locality meetings with the school, for example Inclusion Panel, Locality Inclusion Panel, joint planning meeting, School Family Worker Link meeting? If so, what actions were agreed and what were the outcomes of these actions?

Section 10. You are not required to complete this section for permanent exclusions.

Section 11. What harm has occurred, may yet occur or could have occurred to the work and/or good name of Dorset Council as a result of this incident or near miss?

For permanent exclusions, please state all known risks that arise from the child or young person not being in school.

Section 12. Please set out your action plan for investigating and managing this incident. Give the names of those responsible for actions, with timelines. This must also be completed for Permanent exclusion.

For permanent exclusions, please set out:

- What further investigations are required, the officer(s) responsible and timescales
- The plan for the child or young person to return to education, the officer(s) responsible for implementation and timescales
- How the requirement to provide education from the 6th day after exclusion will be met