

## Children's Services

### Informing colleagues of key events for children in care

Guidance for Children's Social Care practitioners

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#### 1. **Why do we need to keep professionals or key people involved with our children in care up-to date of key events?**

As corporate parents we are responsible for ensuring the needs of our children in care are met in full. It is our aim that children requiring care have a stable, loving environment with access to education, training, and leisure opportunities. Support for these children is also provided through key practitioners who will share the responsibility for ensuring our children's needs are met. Therefore, it is important that we keep the right people informed if a child's circumstances change significantly. This guidance explains which events need to be notified to which practitioners.

#### 2. **What is a key event?**

Key events for the purpose of this guidance, are set out below. The list is not intended to be exhaustive; if you believe that a child in care for whom you are responsible has experienced a key event not listed here, please contact your manager or supervisor for guidance.

Some key events must be notified using a Need to Know Report. For more information, see the [Need to Know Reporting Procedure](#), S2.2.

##### 2.1 **A change of placement (whether planned or not)**

Where a child in care undergoes a change of placement, their Social Worker will advise the Child in Care Business Support Team who will notify:

- The Child's Quality Assurance Reviewing Officer (QARO), copying in the QARO's manager
- The child's school or other education provider and the Virtual School Principal
- The child's Independent Visitor and/or Advocate (if applicable)
- The child's GP – the social worker should then arrange the child's registration with a GP in their new locality
- Any other health professional working with the child

## **2.2 A child in care is missing**

For guidance on the steps you should take when a child in care is missing, please see [Practice Guidance for Missing Children and Young People](#).

## **2.3 When a child is harmed**

For this guidance, harm includes:

- Injury caused by another person, including assault
- Self-harm
- Exploitation
- Overdose
- A serious incident involving a Connected Person

If a child experiences one or more of these forms of harm, the Social Worker should inform:

- The child's QARO
- Their lead health professional
- Other relevant professionals and agencies

It may also be necessary for the Social Worker to initiate a Section 47 enquiry via Multi-Agency Safeguarding Hub partners, and/or to ask their Head of Service to raise a Need to Know report; see the separate guidance for these pathways.

## **2.4 When the child requires support from the criminal justice system**

When a child becomes a client of the Youth Justice Service or is the subject of an Order of the criminal courts, their Social Worker should ensure that the child's QARO and other relevant professionals and agencies are informed.