



## Children First Learning Partnership Managing Allegations of Abuse against People Who Work With Children Procedure. Adopted from SSCB

What you need to know:

If you employ or manage people who work (paid or unpaid) with children, your organisation will need to change its procedure about dealing with allegations against a member of staff/volunteer.

If you have a concern about a member of staff who has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child/children in a way that indicates s/he is unsuitable to work with children.

And you are the person in your organisation whose job it is to deal with that concern, you **must** consult with the Local Authority Designated Person (LADO) within 24 hours. See attached flowchart.

The LADO is a new role whose job it is to:

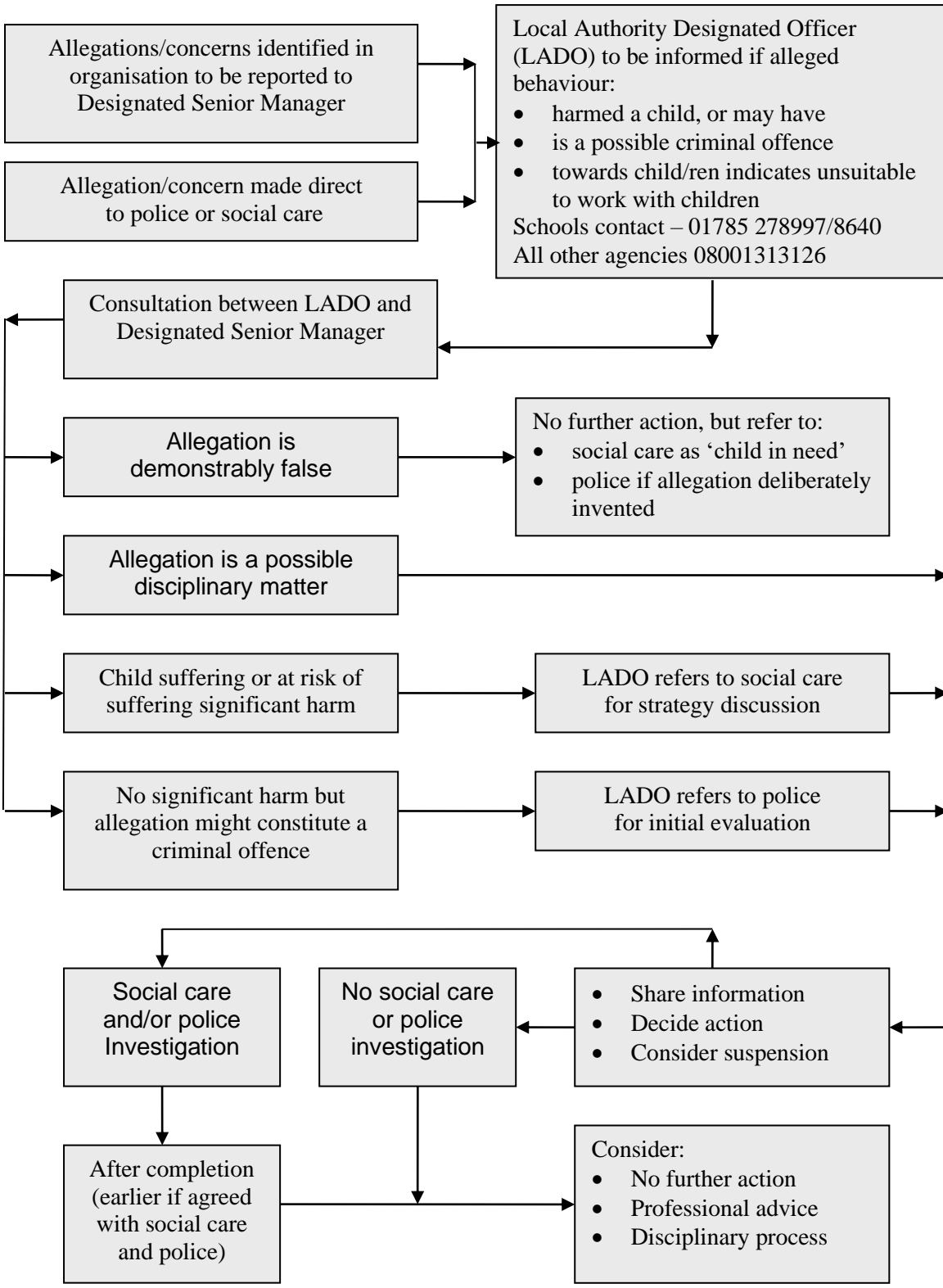
- Provide advice/guidance to employers/voluntary organisations
- Liaise with police and other agencies
- Monitor the progress of cases to ensure they dealt with as quickly as possible, consistent with a thorough and fair process
- Seek to resolve any inter-agency issues
- Collect strategic data and maintain a confidential database in relations to allegations

The LADO will advise about:

- ❖ Next steps (i.e. referral to Children's Social Care/Police or disciplinary)
- ❖ Whether/how to inform accused person
- ❖ How to inform child's parents/carers
- ❖ Their view regarding suspension, though the decision rests with the employer
- ❖ How they will monitor the outcome
- The procedure provides new timescales for disciplinary action in cases which do not proceed to investigation by Police/Children's Social Care. See attached flowchart.
- The LADOs for schools (available 8.30-5.00) are:  
Education Safeguarding Officer Tel: 01785 278997  
Principal Education Welfare Officer Tel: 01785 278640
- The LADOs for all other agencies are located in the **First Response Service** (available 8.00-6.00) for 'initial considerations' in the first instance, Tel 0800 1313126. Please make it clear that you need to speak to the LADO, and that you are not making a referral. Follow up liaison, monitoring and data collection will be by the Risk Management Coordinator Tel 01785 854019

- In an emergency, where it is clear that a crime has been committed, please do not hesitate to contact the police.
- If the allegation arises out of office hours and you need urgent advice. Contact the Emergency Duty Service. Tel: 01785 354030

**ALLEGATIONS/CONCERNS AGAINST STAFF AND VOLUNTEERS  
CHILD PROTECTION PROCESS**



Allegations/concerns identified in organisation to be reported to Designated Senior Manager

Allegation/concern made direct to police or social care

Local Authority Designated Officer (LADO) to be informed if alleged behaviour:

- harmed a child, or may have
- is a possible criminal offence
- towards child/ren indicates unsuitable to work with children

Schools contact – 01785 278997/8640  
All other agencies 08001313126

Consultation between LADO and Designated Senior Manager

Allegation is demonstrably false

No further action, but refer to:

- social care as 'child in need'
- police if allegation deliberately invented

Allegation is a possible disciplinary matter

Child suffering or at risk of suffering significant harm

LADO refers to social care for strategy discussion

No significant harm but allegation might constitute a criminal offence

LADO refers to police for initial evaluation

Social care and/or police Investigation

No social care or police investigation

- Share information
- Decide action
- Consider suspension

After completion (earlier if agreed with social care and police)

Consider:

- No further action
- Professional advice
- Disciplinary process

**ALLEGATIONS/CONCERNS AGAINST STAFF AND VOLUNTEERS  
DISCIPLINARY/SUITABILITY PROCESS**

