

LADO PROCESS FLOWCHART – ALLEGATIONS/CONCERNS AGAINST STAFF IN PAID OR VOLUNTARY POSITION

It is your duty to IMMEDIATELY report concerns to your Designated Safeguarding Lead (DSL)/Manager. If you feel that your concern has not been dealt with appropriately you have a duty to report your concern directly.

As defined by Working Together (2018) and Keeping Children Safe in Education (2021) - an allegation has been made whereby a person working (employed or volunteer) with children may have:

- 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 or children in a way that indicates they may pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

If an allegation is made against any adult who comes into contact with children in either a paid or unpaid capacity, the DSL/Manager/Employer MUST contact the Designated Officer (LADO) within 1 (one) working day.

For Early Years/Childcare providers please contact:

For Yvonne Nelson-Brown – 01384 813110
For Valerie Wilmot – 01384 813164
General line: 01384 813061
allegations@dudley.gov.uk
AND Ofsted 0300 123 1231

For Any other professional organisations please contact:

For Yvonne Nelson-Brown – 01384 813110
For Valerie Wilmot – 01384 813164
General line: 01384 813061
allegations@dudley.gov.uk

Step 1: Contact LADO discussion to take place in regards to initial planning and whether the member of staff/person concerned is to be informed of the allegation; the LADO will ask you to complete a referral form.

Step 2. For Allegations/concerns/ongoing risk to a child you must also make a referral to MASH on 0300 555 0050.
(MASH hours are 9am–5pm Monday to Friday or out of hours contact the Emergency Duty Team – 0300 555 8574)

A Position of Trust (PoT) meeting may be convened to consider the allegation and plan any further enquiries/investigation – this is a multi-agency meeting which will include attendance from your agency and may include the Police, Childrens Social Care and Ofsted.
PoT meetings are chaired by the LADO to exchange information and to decide on a formal investigation processes.
(There are occasions when investigations are in process before a PoT is convened these are usually when the allegation has been made directly to the Police.)

a) Following the LADO referral, if an allegation is false or unfounded

There is NO Social Care or Police investigation

There is no further action but refer to LA Children's Social Care or Police if allegation is deliberately invented.

b) If an allegation is founded and possible disciplinary procedures or potential criminal proceedings.

There is involvement with Social Care and/or a Police investigation. A S47/Strategy discussion between Social Care & Police is held to consider appropriate response. e.g. whether single or multi agency meeting is necessary.

It is the employer's responsibility to share info to all professionals involved.

If a child has suffered or is likely to suffer significant harm.

LADO discuss with Children's Social Care the need for a PoT meeting

You decide upon action to safeguarding children and young people within your establishment. i.e. staff suspension, restricted duties, etc.

No significant harm but allegation might constitute a criminal offence.

LADO to discuss with Police for an initial evaluation

If the allegation is FOUNDED. It is the employers responsibility make a referral to DBS service and/or to other regulation bodies, e.g. TRA, HCPC, Sports Associations, etc. informing them of the outcome of the allegation.

If you are an Early Years/Childminder setting you must contact Ofsted. They will decide on any action i.e. withdraw registration and will liaise on the referral to the DBS – 01325 953795.

REMEMBER.....

Is the child safe?
Make sure to document everything. Do not investigate.
If in doubt seek advice from LADO