

## 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.

Working Together to Safeguard Children 2015 states: An allegation may relate to a person who works with children 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 or children in a way that indicates they may pose a risk of harm to 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 Local Authority Designated Officer (LADO) within 1 (one) working day.

For Early Years/Childcare providers please contact:

1. LADO: Yvonne Nelson Brown 01384 813110  
[allegations@dudley.gcsx.gov.uk](mailto:allegations@dudley.gcsx.gov.uk) AND
2. Ofsted 0300 123 1231

For Any other professional organisations please contact:

1. LADO: Yvonne Nelson Brown 01384 813110  
[allegations@dudley.gcsx.gov.uk](mailto:allegations@dudley.gcsx.gov.uk)

**Step 1:** Contact LADO to be consulted on 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.

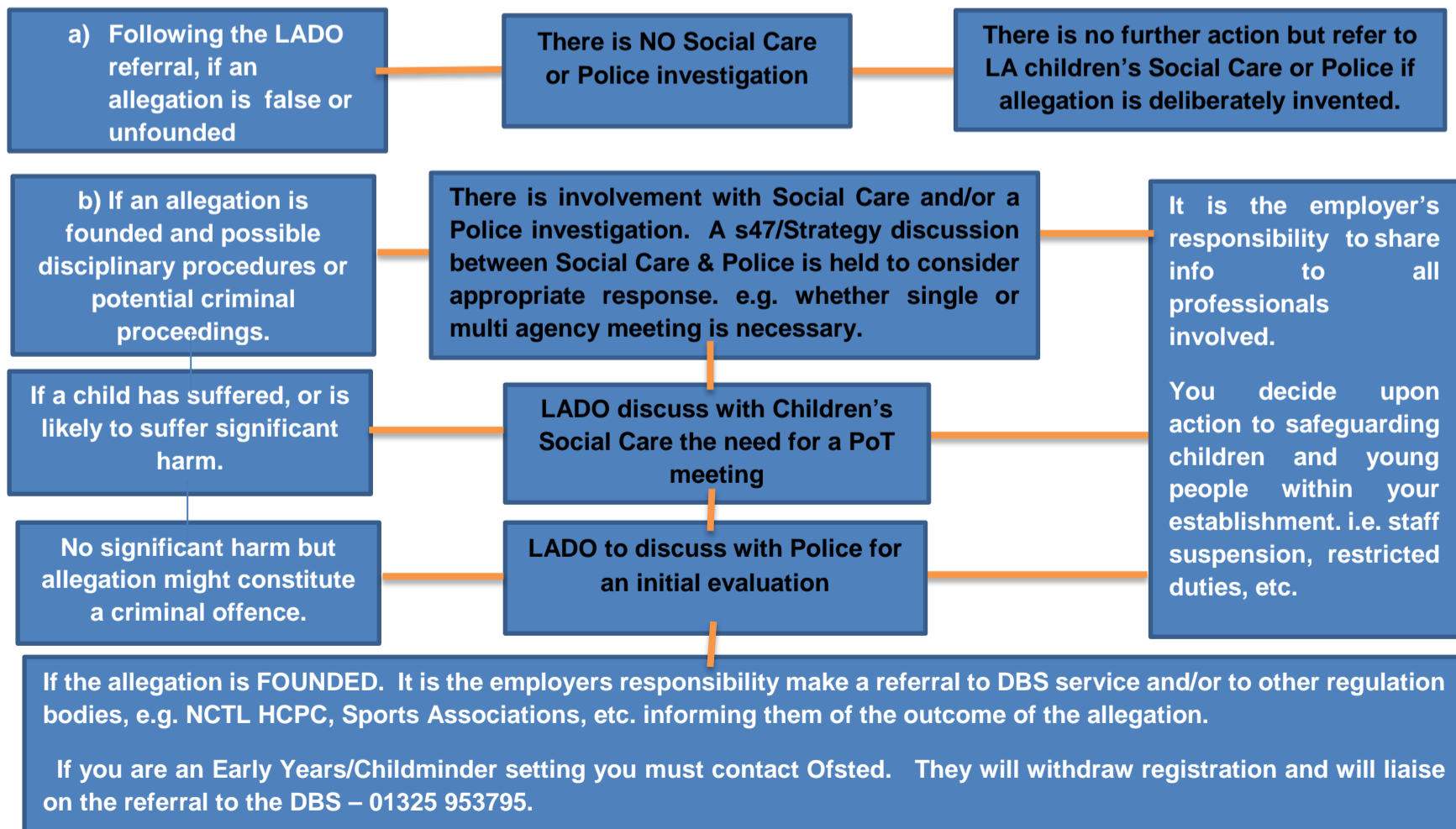
**Step 2.** For Allegations/concerns/ongoing risk to a child you must also make a referral to SPA on 0300 555 0050.

(SPA hours are 9am–5pm Monday to Friday or out of hours contact the Emergency Duty Team - 01384 813061)

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 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.)



REMEMBER.....

Is the child safe?

Make sure to document everything. Do not investigate.

If in doubt seek advice from LADO