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 2018 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 Designated Officer (LADO) within 1 (one) working day.

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 - 01384 813061)

For Early Years/Childcare providers please contact:
1. LADO: Yvonne Nelson Brown 01384 813110 allegations@dudley.gov.uk
2. Ofsted 0300 123 1231

For Any other professional organisations please contact:
1. LADO: Yvonne Nelson Brown 01384 813110 allegations@dudley.gov.uk

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.)

If an 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.

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

If the allegation is FOUND. 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