



LOCAL AUTHORITY DESIGNATED OFFICER (LADO) ONE MINUTE GUIDE

What is a Local Authority Designated Officer (LADO)?

Statutory Guidance (WTSC) states local authorities should have a Designated Officer (**LADO**) to be involved in the management and oversight of allegations made about people who work/volunteer with children and young people when the following criteria are met:

The person has allegedly:

- Behaved in a way that has harmed, or may have harmed a child;
- Possibly committed an 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

The above criteria relate to the person's behaviour in the **workplace**, the **community** and in their **home and social life**.

The LADO provides advice and guidance to employers and voluntary organisations, liaises with the police and other agencies and has oversight of investigations to ensure a timely, thorough and fair process.

When and how should you contact the LADO?

Allegations meeting the above criteria should be referred to the LADO within one working day (WTSC 2018) using a LADO consultation/referral form. The form can be accessed via the link below:

https://www.proceduresonline.com/nesubregion/p_alleg_against_staff.html#local-information

or from the LADO Business Support Officer (contact details below).

Completed forms must then be sent securely to the LADO inbox:

LADO@southtyneside.gov.uk

The LADO will provide an initial response to the referrer within one working day advising whether the criteria are met for LADO involvement.

If the criteria for LADO involvement are met an **Allegation Management Meeting** (was LADO Strategy Meeting) will be convened within five working days of this decision being made.

What is an Allegation Management Meeting?

A confidential meeting chaired by the LADO, where involved professionals share information and decide how the allegation should be investigated.

The Employer (Designated Manager), the Police and Social Care (if there are concerns that a crime has been committed or children are in need of protection) and other involved professionals will attend.

The adult who the allegation has been made about **does not** attend the Allegation Management Meeting.

The Allegation Management Meeting will consider: the allegation details; employment details; the involved children; immediate and wider safeguarding concerns and the need for:

- A police investigation if it is suspected a crime has been committed;
- An assessment by Children's Social Care if a child is thought to be in need of protection or services;
- An employer investigation and possible disciplinary action.

An Allegation Management Review will take place every four weeks following the initial meeting; however, it is expected that the majority of investigations/assessments will have reached a conclusion within 4 weeks of the allegation being made.

A final Review will consider the outcome of the investigation and determine whether the allegation is: Substantiated; Unsubstantiated; Unfounded; or Malicious.

The LADO will retain a confidential record of the allegation and subsequent actions for future reference.

Anonymised DATA about allegations is collated and reported to South Tyneside Safeguarding Children and Adults Partnership (STSCAP) to raise awareness and inform:

- Training
- Research
- Safer recruitment processes
- Safer working practice guidance

The South Tyneside LADO sits within Children and Families Social Care. The LADO is supported by a LADO Business Support Officer who undertakes the administrative duties of the LADO role.

In the absence of the LADO, a Child Protection Independent Reviewing Officer (IRO) will carry out the LADO's duties.

Contact Details:

LADO: 0191 424 6293

LADO Business Support Officer: 0191 424 7345

Email: LADO@southtyneside.gov.uk