

Employers

If you employ or manage staff or volunteers (paid or unpaid) who work with children you must:

- Let children and their families know how they can raise concern that a worker in the service may have harmed a child;
- Let workers in the service know that they have a responsibility to raise concern if they think a colleague has harmed a child;
- Have a procedure and an appointed person for responding to concerns that a worker has harmed a child.

If you are worried that a worker has:

- Behaved in a way that has, or may have, harmed a child;
- Possibly committed a criminal offence against or in relation to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

And if you are the person in your organisation who is responsible for responding to that concern, you **must** consult with the Local Authority Designated Person (LADO) **within 24 hours**.

Contact the Wandsworth LADO on: **020 8871 7440**.

Contacts for referrals

- Initial Point of Contact (IPOC) previously known as Multi Agency Safeguarding Hub (MASH)
020 8871 6622
- Local Authority Designated Officer (LADO)
LADO@wandsworth.gov.uk
020 8871 7440
- Safeguarding Standards Service
020 8871 7208
- Wandsworth Safeguarding Childrens Board
www.wscb.org.uk
020 8871 7401
- Social Care Out of Hours Service
020 8871 6000
- OFSTED
0300 123 1231

LADO Procedure

Managing allegations against staff and volunteers working with children



The LADO

Every Local Authority has a statutory responsibility to have a Local Authority Designated Officer (LADO) who is responsible for co-ordinating the response if an allegation is made against staff or volunteers who work with children. The majority of allegations against staff or volunteers relate to their behaviour in the workplace. However some concerns may relate to their personal life or the care of their own children. In some cases there may have been an allegation of abuse against someone closely associated to them and this person may pose a risk of harm to the children the staff or volunteer is responsible for.

In Wandsworth we work to the London Child Protection Procedure, Working Together to Safeguard Children and Keeping Children Safe in Education.

The LADO's key role is to:

- Provide advice/guidance to employers or voluntary organisations;
- Liaise with police and other agencies including Ofsted and professional bodies such as the General Medical Council and the General Teaching Council;
- Monitor the progress of referrals to ensure they are 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 relation to allegations;
- Disseminate learning from LADO enquiries throughout the children's workforce;
- To provide oversight of the investigative process through to its conclusion;

- Chair Allegations Against Staff and Volunteers (ASV) Meetings (previously known as Strategy Meetings) and establish an agreed outcome of the LADO investigation;
- Liaison with other Local Authority LADO's where there are cross boundary issues.

What will the LADO advise you when you refer an allegation?

- Next steps (i.e. referral to Children's Social Care, police or disciplinary);
- How to manage talking about the concerns with the person who may have harmed the child;
- How to inform child's parents/carers;
- Their view regarding safeguarding measures, such as suspension, (although the final decision rests with the employer);
- What they expect of you and other agencies involved.

Wandsworth LADO (Local Authority Designated Officer)

Safeguarding Standards Service

2nd Floor

Town Hall Extension

Wandsworth High Street

London SW18 2PS.

Email: lado@wandsworth.gov.uk

Phone: **020 8871 7440**

Fax: **020 8871 7217**

LADO Procedure Flowchart

An allegation is made against staff or volunteer working with children and is reported to the organisation's designated CP lead

Designated CP lead or manager contacts the LADO - (020) 8871 7440 for consultation or makes a formal referral to the Initial Point of Contact (IPOC) on (020) 8871 6622

Information is passed on to the LADO who decides whether the person whom allegation is made against:

- 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.

YES

MAYBE

NO

LADO consults with relevant professionals

LADO arranges and chairs an ASV Meeting to exchange information and decide on formal investigation processes, which may include a police investigation. More than one ASV Meeting may take place before an outcome is agreed (substantiated, unsubstantiated, malicious, false, unfounded).

No further action for LADO Service

Employer investigates as a disciplinary matter

Employer feeds back to LADO on their disciplinary investigation and decisions made

Referrals often do not result in ASV Meetings, but instead the LADO may oversee the Internal Management Investigation undertaken by the employer and provides advice and support in relation to the disciplinary process, changes needed to safeguarding policies and procedures or training needs.