

In partnership with



# 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 coordinating the response if an allegation is made against staff or volunteers who work with children. Most 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. This mostly can affect those working with children in their own home, e.g. registered childminders.

**In Bromley, the LADO works to the requirements of the London Child Protection Procedures, 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 Teaching Regulatory Authority;

- 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 or tracker 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 and establish an agreed outcome of the investigation;
- Liaison with other LADO's where there are cross Local Authority boundary issues.

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

- What the next steps will be, e.g. a referral to Children's Safeguarding and Social Care, whether the police need to be notified or whether the referring agency should conduct its own investigation with a view to establishing whether there are grounds for disciplinary proceedings or adjustments to be made that could improve safety in the referrer's workplace;
- How to manage talking about the concerns, when and if to share information with the member of staff or volunteer who may have harmed a child;
- How to inform the parents or carers of the allegation;
- Their professional view regarding safeguarding

measures, such as suspension (although the decision rests with the employer or placing agency);

- What to expect of the LADO and other agencies that may be involved.



**Bromley LADO**

(Local Authority Designated Officer)

**Quality Improvement Service 2nd Floor, Stockwell Building Bromley Civic Centre, Stockwell Close**

**Bromley BR1 3UH**

Email: [LADO@bromley.gov.uk](mailto:LADO@bromley.gov.uk)

Telephone: **020 8461 7775**



**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 or volunteer in the service may have harmed a child;
- Let workers or volunteers in the service know that they have a responsibility to raise concern if they think a colleague has harmed a child or may harm a child;
- Have a procedure and a named person for responding to concerns that a worker or volunteer has or may have harmed a child.

**If you are worried that a worker or volunteer has:**

- Behaved in 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 LADO within 24 hours of being notified of the allegation.**

Contact the Bromley LADO on: **020 8461 7775** Or email your completed referral form to [LADO@bromley.gov.uk](mailto:LADO@bromley.gov.uk) The LADO referral form can be found on the website of the Bromley Safeguarding Child Partnership: [www.bromleysafeguarding.org](http://www.bromleysafeguarding.org)



**Please do not:**

- Investigate the allegation
- Ask leading questions
- Promise confidentiality
- Discuss the allegation with the person facing the allegation even if you have to suspend them.

**Contacts for referrals**

- Multi Agency Safeguarding Hub (MASH) **020 8461 7373/7309**
- Local Authority Designated Officer (LADO) [LADO@bromley.gov.uk](mailto:LADO@bromley.gov.uk) **020 8461 7775**
- Quality Improvement Service **020 8313 4325**

# LADO Procedure Flowchart

