

### ***Managing Allegations against Staff, Carers and Volunteers who work with Children and Young People***

Local Authorities should have a Designated Officer or Team of Officers (previously referred to as LADO) to be involved in the management and oversight of allegations against people that work with children.

The Designated Officer or Team of Officers will provide advice and guidance to employers and voluntary organisations, liaising with Police and other agencies to monitor the progress of cases to ensure they are dealt with as quickly as possible, consistent with a thorough and fair process.

Organisations and individuals working with children should have in place clear policies for dealing with allegations against people who work with children.

***Working Together to Safeguard Children (March 2015)***  
***Keeping Children Safe in Education (March 2015)***

#### **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.

#### **Contacting the Designated Officer:**

- The Designated Officer should be informed of all allegations within **one** working day.
- A Referral Form for a Person in a Position of Trust (PiPoT) must be completed on request of the Designated Officer or Designated Officer Administration Team.
- In the absence of the Designated Officer, the Duty IRO/CP Chair, Children's Safeguarding & Quality Assurance Unit; will advise on your referral.
- Please contact the Designated Officer if you are unsure your concerns meet the threshold for referral or you require support throughout the process.

#### **Completing the Allegations referral:**

To ensure referrals can be progressed promptly, the following details must be provided:

- Referrer's details, to include organisation name and contact details.
- Full name; date of birth; home address; contact details and position within the organisation of the person subject of the allegation.
- Full name; date of birth; home address; parent/carer contact details of any child/children involved in the allegation.
- Details of the allegation and actions taken.

#### **In receipt of an allegation, the following will be considered:**

- A Police Investigation of a possible criminal offence.
- An assessment by Children's Social Care to consider if a child is in need of protection or in need of services.
- Consideration by the organisation of Disciplinary Action regarding the Person of Concern.

#### ***Included below is a brief reminder of initial actions to consider on receipt of an allegation:***

**Do not** ask victims or witnesses to provide statements or ask for their signatures

**Do** write down what is said – keep an accurate record and maintain them securely

**Do ensure** that the person subject of the allegation is safeguarded and supported

**Do discuss** any conflicts which arise with your line manager

**Do not** prejudge the outcome

#### **Contact Details:**

Designated Officer Administration Team

Slough Borough Council, St Martins Place, 51 Bath Road, Slough. SL1 3UF

T: 01753 690 904

E: [lado@slough.gcsx.gov.uk](mailto:lado@slough.gcsx.gov.uk)

<http://www.slough.gov.uk/council/strategies-plans-and-policies/slough-local-safeguarding-children-s-board.aspx>