Need more help?

This General Guide does not replace any specialist advice that you may require from your HR and Legal Advisor.

For more information and advice contact

Contact 1

Justine Hosking Principal LADO jhosking@cornwall.gov.uk

Robin Heath LADO rheath@cornwall.gov.uk

Nicky Cook Safeguarding Support Officer ncook@cornwall.gov.uk

Telephone LADO Administrator Andrew Robinson 01872 326536

Contact 2

Karen Dale Senior Manager kdale@cornwall.gov.uk

Other bitesize guides in this series:

- General Guide for Employees and Volunteers who work with Children
- General Guide for Professionals and Volunteers working with children

What should I do if I have a concern about a child?

- Contact the MARU: 0300 1231 116 or out of hours: 01208 251300 or website www.safechildren-cios.co.uk

If you would like this information in another format please contact:

Cornwall Council
County Hall
Treyew Road
Truro TR1 3AY

Telephone: 0300 1234 100

LADO

General Guide for Employers and Voluntary Agencies Working with Children

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CORNWALL COUNCIL

1.0 What is a LADO?

1.1 The Local Authority Designated Officer (LADO) is a statutory role. The role and responsibilities are set out in Working Together 2015 and the process is set out in the South West Child Protection Procedures endorsed by the Safeguarding Children's Board (SCB).

1.2 The LADO's primary function is to manage and have oversight of any investigation into an incident where an allegation of abuse or harm has been made against a professional or volunteer who has contact with children as part of their work or activities.

1.3 The LADO sits within the Safeguarding Children Standards Unit in Cornwall Council.

2.0 When do you contact the LADO?

2.1 It is your responsibility to contact the LADO within 1 working day of an incident arising and **prior to any further investigation taking place** where it appears that an allegation or concerns about a person who works with children, has

2.1.1 Behaved in a way that has harmed a child or may have harmed a child

2.1.2 Possibly committed a criminal offence against or related to a child

2.1.3 Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children

3.0 Are you satisfied that:

3.1 Your staff are aware and understand your Safeguarding Policy and Whistle-blowing Policy and that you have identified a senior member of staff to take the lead and handle safeguarding matters.

3.2 You can access HR support if required

3.3 Your staff know who to approach with a safeguarding issue and that your Safeguarding Lead is confident in liaising with the LADO including providing key relevant information at Professional Allegations Strategy meetings (PASM) and making key decisions

3.4 You have an appropriate system for keeping information relating to the allegation confidential and that filing and records can be kept separately to safeguard the data of the accused staff member or volunteer and your organisation's reputation.

3.5 You are able to support and monitor the accused staff member or volunteer and take interim protective measures to prevent any potential harm to the child involved if required

4.0 What is the LADO Process

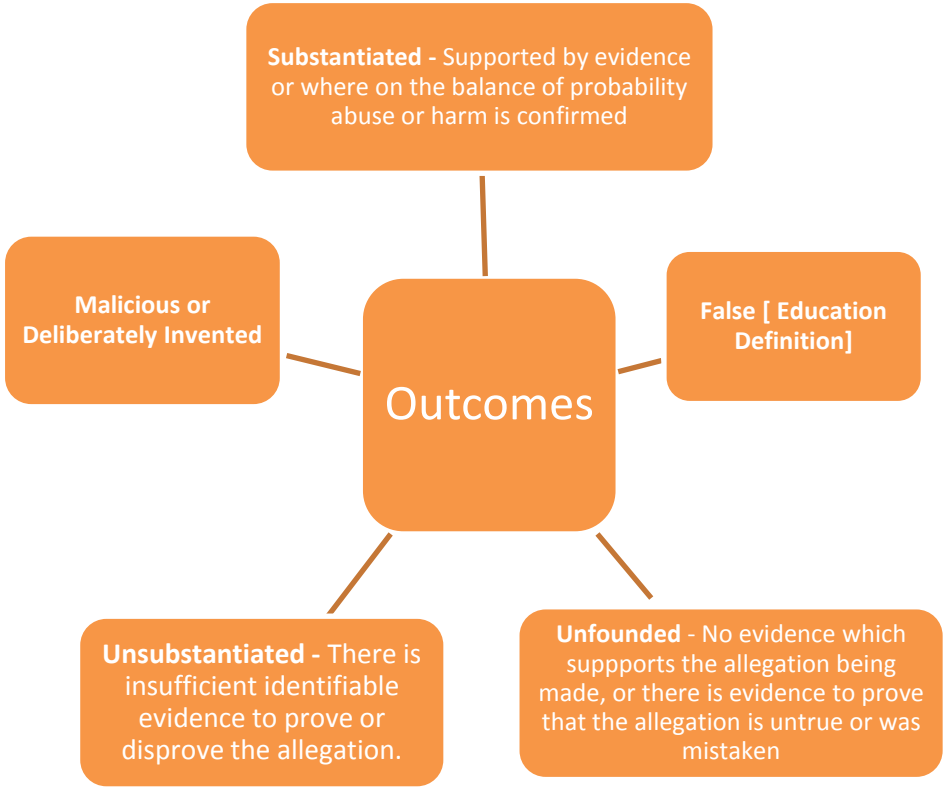
4.1 Please read this guidance in conjunction with the General Guide for Professionals and Volunteers working with children

5.0 What are the likely outcomes?

5.1 The LADO will assist the multi-agency participants including the employer/organisation to reach a consensus in respect of whether or not the allegation is substantiated and to prepare a Case Summary to reflect the concerns and action plan including;

5.1.1 Unsubstantiated or false; you will consider with the LADO how to inform the accused staff member or volunteer and consider any additional measures necessary to support the person back to work and/or to be able to resume their work responsibilities.

5.1.2 Substantiated; you will consider with the LADO whether your disciplinary investigation finds misconduct on the grounds of safeguarding concerns. You will consider whether the disciplinary sanction or gross misconduct amounts to dismissal of the person or ceases to use their services in which case a referral to the DBS and any professional regulatory body must be made.



6.0 Employer and Voluntary Agency Check-List

Date of Allegation	
Brief Description of Allegation	
Date of Discussion with LADO	
Identity of Support person for accused	
Date of Suspension	
Date of Letter of Suspension	
Name of key personnel with knowledge of the Allegation	
Date of PASM	
Date of Case Summary	
Date provided Case Summary to accused	
Notification to Ofsted	
Notification to DBS	
Notification to Prof. Reg. Body	
Date of Review	

7.0 What should I bring to the PASM

Checklist	✓
Details of the alleged incident (e.g. time, date, location, witnesses).	
Details of the employee/volunteer (e.g. date of birth, address, employment record, relevant training records).	
Details of any previous concerns about the employee/volunteer in work context	
Details of any relevant activities/hobbies outside of work and family information of the employee/volunteer.	
Details of your safeguarding policy and procedures.	
Details of organisational supervision and support for staff members.	