

Record Keeping

A comprehensive summary of a safeguarding allegation including how it was followed up and resolved and the decisions and action taken, should be kept on your confidential personnel file and you should be provided with a copy.

If the allegation is determined to be malicious a copy will not be retained on your file unless you indicate your wish for this to be removed.

Confidentiality

All information will be shared and recorded in the strictest of confidence.

Employment Support

If you are employed your employer should advise you to contact your trade union representative, if appropriate, and give you a named point of contact in the organisation.

You should also be given access to welfare counselling or medical support where this is provided by the employer. You may also wish to contact your GP.

It is the duty of your employer to keep you informed of both the progress of the case and current work related issues.

Social contact with colleagues and friends will not normally be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence. You will be directed not to discuss the case with colleagues as this could interfere with any investigation.

If you are self employed, or do not have an employer this support may not be available and you may wish to contact your GP.

Referral to the Disclosure and Barring Service (DBS) and other Regulatory Bodies

If the allegation is substantiated **AND** you are dismissed or your employer ceases to use your services, or you resign or otherwise cease to provide your services, the LADO will discuss with your employer whether a referral to the [Disclosure and Barring Service \(DBS\)](#) for consideration of inclusion on the barred lists, and / or to a Professional Regulatory Body is required.

If a referral is made you will be notified.

DBS will gather information and make a decision on an action. They will inform you directly of any decisions made.

Future References

Your employer / agency will include any substantiated allegations in any future reference requests.

Further Guidance

More detailed guidance can be found in the Local Safeguarding Children Partnership Procedures Guidance.



Specific guidance for education is included in: “**Keeping Children Safe in Education**” www.gov.uk/government/publications/keeping-children-safe-in-education--2

LOCAL AUTHORITY DESIGNATED OFFICER

LADO

Allegations Against Those Who Work or Volunteer With Children.

This leaflet has been designed to provide you with information when a safeguarding allegation has been made that you have:

- 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 you may pose a risk of harm to children.
- behaved or may have behaved in a way that indicates you may not be suitable to work with children.

You will be informed as soon as possible of the details of the safeguarding allegation that has been reported to the **Local Authority Designated Officer (LADO)** *unless* the Police or the Local Authority Children’s Social Care need to be consulted to agree what information can be disclosed.

Any queries you have regarding the allegation or management of the process should be addressed to your employer and/or to the Police, if they are involved.



Initial Action

Where necessary, a Child Protection strategy Meeting and/or an Allegation Meeting will take place to share relevant information and to determine whether an investigation needs to be undertaken, and, if so, by whom.

These meetings should involve all relevant professionals and can include police, Children's Social Care, professional regulators, your manager, and the HR provider, as appropriate.

The meeting will identify any child/ren who may be affected. This will also include discussion about whether there is need to assess the welfare of your own children and / or any other children with whom you have contact, including through any other paid / voluntary work.

You will not be invited to attend this meeting.

Investigation(s)

It is not the role of the LADO to investigate allegations.

If the Police have determined they are going to conduct a criminal investigation, they will contact you directly. It is the responsibility of the Police to provide you appropriate information about the progress of their investigation.

If Children Social Care decide they need to undertake enquiries and/or assessments about any children in your care you will be contacted by them directly.

Where it has been agreed there is no role for the Police or Children Social care your employer will need to determine if an internal investigation and any disciplinary action is required.

It is the responsibility of your employer to keep you up to date with any investigation and you will be provided with opportunities to respond in full to any allegation that has been raised.

Any police investigation will take precedence over any employment procedures.

Volunteers, Supply Staff in Schools, Foster Carers and Prospective Adopters

Normal disciplinary procedures may not apply to you if you are a volunteer, supply staff in schools, Foster Carer or Prospective Adopter.

Your organisation will need to determine if they will undertake an investigation to decide whether to continue to use your services.

Regulations on suspension also may not apply and your organisation will need to decide if your work should continue and whether any conditions should be put in place.

Self employed

For those who do not have an employer or regulator the LADO will assess what arrangements will need to be made to investigate the allegation.

Suspension

Suspension should only be considered by your employer in cases where:

- there is cause to suspect a child or other children at the workplace is, or are, at risk of harm, or
- the allegation is so serious that it might be grounds for dismissal.

Regulators

Professional regulators will be informed and involved in investigations as necessary.

Allegation Outcome

Once the investigations and any internal employment processes have been completed, the relevant information and actions from these procedures will be considered by the agencies involved to determine the outcome of the allegation.

The outcome will be recorded by the LADO and/or your employer. You will be advised in writing of the allegation outcome by your employer, or identified agency.

You will also be advised what (if any) information will be provided in a future reference and also if a referral will be made to the Disclosure and Barring Service and / or any other regulatory bodies.

Possible Outcomes

Substantiated - there is sufficient evidence to prove the allegation

Unsubstantiated - there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence

Unfounded - there is no evidence or proper basis which supports the allegation being made.

Malicious - there is sufficient evidence disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation.

False - there is sufficient evidence to disprove the allegation.

NFA – allegation after consideration does not meet the threshold for these procedures

