



**Managing concerns about adults who work or volunteer with children and young people**

# **Information for employers**

If you receive any information with regard to a safeguarding complaint, concern or allegation against an employee, volunteer or professional working or providing services to children, you must contact the Local Authority Designated Officer (LADO) within one working day. Failure to do this could put children and young people at risk of harm.

It is important that all allegations of abuse of children and young people are treated seriously and in line with the [South West Child Protection Procedures](https://www.proceduresonline.com/swcpp/bristol/p_alleg_against_staff.html).

## **Criteria for referral**

A referral must be made to the LADO if an adult who works or volunteers with children and young people (in regulated activity) under 18 has:

1) behaved in a way that has harmed, or may have harmed a child;

2) possibly committed a criminal offence against, or related to, a child;

3) behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or

4) behaved or may have behaved in a way that indicates that they may not be suitable to work with children

## **Making a referral**

To seek advice or make a referral, please contact the LADO.

Telephone: 0117 90 37795

Email: LADO@bristol.gov.uk

Online: <https://bristolsafeguarding.org/>

## **The process of managing allegations**

1) Agency receives information about a possible allegation

2) Ensure children are safeguarded and make referrals to the police and children’s social care if required.

3) Do not investigate the matter, question the alleged victim, the alleged perpetrator, or potential witnesses without consultation with the LADO.

4) The designated senior lead within the organisation will agree a way forward with the LADO.

5) LADO will advise whether the allegation does or does not meet the LADO threshold. There may be a strategy meeting convened. There will be either a police investigation or employer action.

## **Role of the LADO**

The Local Authority Designated Officer (LADO) is a statutory role.

The LADO’s primary function is to oversee and co-ordinate 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.

The LADO is responsible for:

1) Providing advice, information and guidance to employers and voluntary organisations around allegations

2) Ensuring investigations are carried out in a fair, timely and transparent way

3) Ensuring the child’s voice is heard and that they are safeguarded.

4) Chairing LADO strategy meetings

5) Monitoring the progress of cases to conclusion ensuring they are dealt with in line with agreed timescales

## **Outcomes**

Every investigation must be concluded using one of the following outcomes:

**Substantiated:** Evidence was able to prove that the alleged incident or malpractice did happen.

**Unsubstantiated:** Evidence was unable to prove or disprove that the alleged incident or malpractice did or did not happen.

**Unfounded:** Evidence was available to prove that what was alleged did not happen or could not have happened or information has been misinterpreted.

**False:** There is sufficient evidence to disprove the allegation.

**Malicious:** A deliberate act to deceive. For an allegation to be classified as malicious, it will be necessary to have evidence which proves the intention to deceive.

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<https://bristolsafeguarding.org/>

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