

Allegations Management



Concern about a member of staff or a volunteer working with children

If a professional receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern may amount to:

- a) A member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child or
- b) Possibly committed a criminal offence against, or related to, a child, or
- c) Behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children

Report their concerns

Report the concern to the most senior person not implicated in the allegation

Completion of written record

Complete a written record of the nature and circumstances surrounding the concern, including any previous concerns. Include where the concern came from and give brief details only

Seek advice before proceeding – Initial Discussion

Always contact the Local Authority Designated Officer (LADO) for advice prior to investigating the allegation. This is because it might meet the criminal threshold and so your investigation could interfere with a police or social care investigation

Local Authority Designated Officer (LADO) – Tel: 0117 903 7795

Complete LADO referral form ([here](#)) in one day

The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues

Allegations Management Process

If, after your Initial Discussion with the LADO, it is agreed that the allegation meets the criteria, a multi-agency meeting may be convened and you will be invited. This might result in a criminal investigation, a social care investigation and/or an investigation to inform whether disciplinary action is required

If it is agreed that the allegation does not meet the criteria, the LADO will record the Initial Discussion. Any further action will be taken within your setting if necessary

Further action

Further meetings might be required and these will be convened by the LADO, with your input at all times. Further information on the Allegations Management process can be found in the government document [Working Together to Safeguard Children 2015](#) and the [South West](#)

