



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

# **Information for those subject to an allegation**

It is never acceptable for an adult in a position of trust to harm a child and therefore allegations or concerns about behaviour are taken seriously. An allegation is simply that and no decision on validity has been reached at this point. If an allegation has been made or a concern raised about your behaviour in relation to children, further information is needed to understand what has happened. An allegation can apply to your workplace, the community or to your personal life.

We understand this may be a difficult time for you and this leaflet aims to give you a little more information about the process of managing allegations.

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

## **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

## **The process of managing allegations**

1) Allegation reported to LADO

2) A Strategy Meeting may be convened to consider any employment or voluntary work with children, your suitability to work with them, and whether there are any risks to children you have or care for.

3) There are 3 potential outcomes from the allegation: No further action after initial consideration, criminal investigation, or internal investigation

4) Following an investigation, a decision will be made to conclude the outcome as: substantiated, unsubstantiated, unfounded, false, or malicious.

5) Details of allegations that are found to be malicious are removed from personnel records. All other records will be retained at least until normal pension age is reached. An allegation proven to be unsubstantiated, unfounded, false, or malicious will not be included in employer references.

## **Support**

You should be:

1) Advised to contact your union or professional association representative

2) Given a workplace contact if you are suspended who will update you about normal news. Social contact with colleagues should not be precluded unless detrimental to the investigation

3) Offered staff support, counselling service and/or Occupational Health support if available.

## **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.

Keeping Bristol Safe Partnership (City Hall) Bristol City Council, PO Box 3399,

Bristol BS1 9NE

<https://bristolsafeguarding.org/>

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