



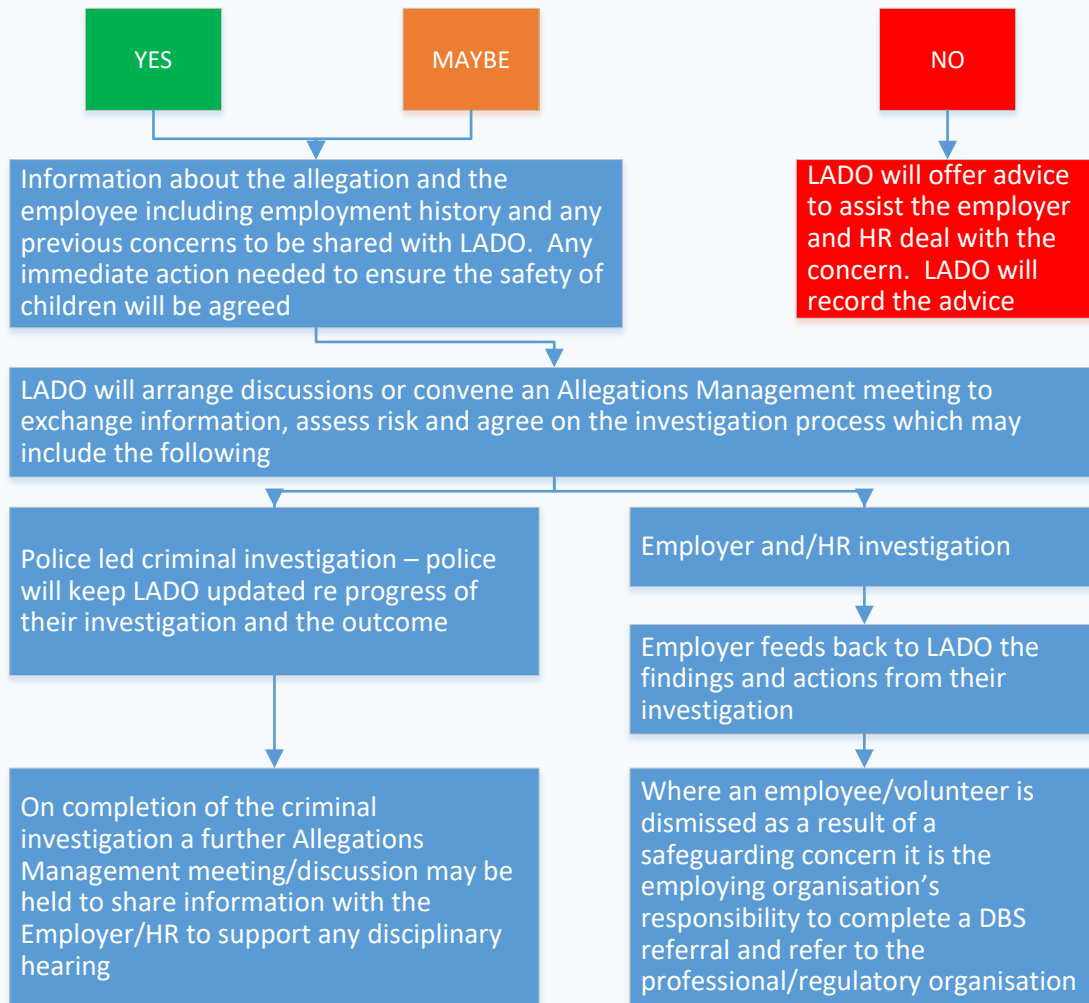
Process Flowchart - For Allegations against People working with Children

If an allegation is made about an employee or a volunteer working with children/young people you must report to your Safeguarding Lead or Senior Manager. This applies to allegations/concerns raised about people in their personal as well as professional lives.

The Safeguarding Lead/Senior Manager will contact Local Authority Designated Officer (LADO) within 1 working day for an initial discussion to determine if the allegations management process threshold has been met.

Allegations Management Process THRESHOLD (Working Together to Safeguard Children 2023)

- Behaved in a way that has harmed/may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children (Working Together to Safeguard Children 2023)
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children (Keeping Children Safe in Education 2023)



To Contact the LADO in South Gloucestershire
Call Verity Felles 01454 868508
Email LADO@southglos.gov.uk

Local Authority Designated Officer (LADO)

The role of the LADO is set out in Section 11 of the Children's Act 2004 and in the HM Government guidance Working Together to Safeguard Children (2026)

If you are concerned about the immediate safety of a child or if a child has an injury contact ART 01454 860000 or the Police on 101 or 999 for emergencies

The LADO is responsible for co-ordinating and overseeing the response to an allegation made against staff or volunteers working with children. Most allegations will relate to behaviours at work but concerns can also be about incidents in a person's home life or concerns about the care of their children.

Where the worker or staff member is closely associated with someone whom an allegation has been made against e.g. partner, parent the LADO should be informed as this person may pose a risk of harm to children the member of staff/volunteer works with.

The concern must be reported to your Designated Safeguarding Manager, (if the allegation is about them you should report to their Line Manager) who must notify the LADO within 1 working day.

The LADO will advise if further information is required to enable a fair decision to be made about whether the allegation meets the Allegations Management process threshold and if so what information should be sought:

If the allegation does not meet the threshold for a referral the LADO will offer advice and guidance to assist the employer and HR to manage the concern.

Where the Allegations Management Process Threshold is met the LADO will consider with you if any immediate action is required to safeguard both the child and the worker, who needs to be informed and what they can be told at this time.

The LADO will arrange an Allegations Management Discussion or an Allegations Management Meeting dependent on the nature of the allegation and identify who needs to be invited. The employing organization and their HR will always be invited other attendees could include the Police if there could be a criminal offence against or related to a child, any Professional and Regulatory Body, Children's Social Care. The person whom the allegation is against does not attend.

This meeting will share relevant information and agree how and by whom the allegation will be investigated, this could be a police criminal investigation or an employer and HR investigation. The meeting will set timescales for actions and for informing the LADO of the progress and outcome of these.

If further meetings are needed these will be convened by the LADO.

At the end of the investigation there may be a further meeting or discussion to share finding and agree the outcome and any further actions ie referral to the regulatory body, Disclosure and barring referral.

The LADO maintains a highly confidential record of all concerns and allegations the actions taken and the agreed outcome of the investigation.

You can read Working Together to Safeguard Children 2026 by clicking here