

LOCAL AUTHORITY DESIGNATED OFFICER (LADO)



One Minute Guide

The LADO is a statutory role who has responsibility for ensuring that where there are concerns that a person working with children and young people either in an employed or voluntary role has

- Behaved in a way that has harmed or may have harmed a child or
- possibly committed a criminal offence against or related to a child or
- behaved towards a child or children in a way that indicates she or he may pose a risk of harm to children or
- behaved or may have behaved in a way that indicated they may not be suitable to work with children

Concerns are thoroughly and fairly investigated as swiftly as possible, ensuring we hear the “voice “of the child and that confidential records of investigations and outcomes are maintained. Concerns about an adult’s behaviour can be related to their work /voluntary role or incidents and information relating to their lives outside of work.

THE LADO DOES NOT INVESTIGATE, we oversee the investigation, liaise with the police and other agencies, provide advice, and support and record the outcome of the investigation

WHEN TO CONTACT THE LADO



Anyone who has concerns about a person working with children should discuss these with their manager or Designated Safeguarding Lead (DSL). If it is thought the above criteria may be met the manager /DSL must contact the LADO within 1 working day and if requested complete a LADO Referral form.

If you are unsure if the criteria are met, **CONTACT THE LADO FOR ADVICE** - The LADO will always be happy to discuss and advise on any concerns.

The South Gloucestershire LADO is Tina Wilson 01454 868508

LADO@southglos.gov.uk

LADO hours are 10am –3pm Monday to Friday



WHAT ELSE SHOULD I DO?

Make sure the child is safe, ensure any injuries are attended to and noted, and contact parents. Establish the facts and collate all the information e.g. what happened, when, where, who was involved. Are there any witnesses, ask them to write down what they saw. You should ensure the child and the member of staff whom the allegation is against do not have contact, this is for the safety and protection of both. You may wish to inform your HR Department.

DO NOT BEGIN TO INVESTIGATE

WHAT WILL HAPPEN?

The LADO will evaluate your information to determine if and which criteria is met and with the involvement of the employer, their HR, any professional or regulatory body and where appropriate the police agree how the allegation will be investigated, what information and when will be shared with the person whom the allegation is about, and any action needed to ensure the safety of everyone during the investigation.

The LADO may arrange an Allegations Management Meeting or agree actions through discussions. If there is a criminal investigation this will take place before the employer investigation. The Investigation report should be shared with the LADO so the Outcomes can be agreed and recorded. The Investigation will determine if the allegation is

Substantiated where there is sufficient identifiable information to prove the allegation

Unsubstantiated this is where there is insufficient evidence to prove or disprove the allegation, this does not imply guilt or innocence

Unfounded there is no evidence or proper basis which support the allegation,

Malicious there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false

The LADO will advise at the conclusion of the investigation if the employer should refer to any professional /regulatory body and if a referral to the Disclosure and Barring Service is required.

As a manager or DSL if you are unsure if a concern about the actions or behaviours of an employee or volunteer meets the LADO threshold, or during an investigation need additional advice please

CONTACT THE LADO Tina Wilson 01454868508

For more information - [follow this link to the LADO page on the Children's Partnership Website](#)