

SGSCB Allegation Management FORM 1

**Allegations Against Those Who Work With Children- Referral & Recording Form**

This form is to be returned to, Jon Goddard, Local Authority Designated Officer (LADO)

via e-mail [LADO@southglos.gov.uk](mailto:LADO@southglos.gov.uk) (if emailing from a South Glos email account or a

secure email address)

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| **Report a 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 which could mean and that concern could amount to:   1. A member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child; or 2. Possibly committed a criminal offence against or related to a child; or 3. Behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children; or 4. Behaved or may have behaved in a way that indicates they may not be suitable to work with children. |

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| **Details regarding the Member of Staff / Volunteer involved in the Incident / Concern** |  |
| **Name of adult** |  |
| **Date of birth** |  |
| **Home address** |  |
| **Are they a Parent/Carer?**  **Names of Children**  **DoBs** |  |
| **Role**  **Status** | Permanent / Temporary / Agency / Volunteer |
| **Name & Address of “employing“ organisation** |  |
| **Any other roles with children?** |  |
| **Details regarding the Child involved in the Incident / Concern** |  |
| **Name of Child/Young Person**  **Address** |  |
| **Date of Birth** |  |
| **Date of Incident/ Allegation** |  |
| **Brief details of alleged incident (include location, precipitating factors, injuries sustained, potential witnesses action taken to date)** | • **Description of incident / concern (Date, time, location, and what happened):**  • **Are there any injuries to the child?**    • **Are there any witnesses to the incident?**  • **What is your view / assessment of this incident / concern?**  • **What actions have you undertaken, including to safeguard the member of staff / child?** |
| **Background regarding the member of staff** | **• How long have they worked in this role?**  **• Have there been any previous concerns or allegations about them?** |
| **Additional Information about the child and their carers** | • **What has been the impact on / response of the child?**  • **Have parents been informed? What do they want to happen?**  • **Provide any other information about the child you feel may be relevant. Eg: Child in Care, Child who has a history of allegations.** |
| **Referred by (Name, Role & Agency)**  **Contact information Address & Phone**  **Email** |  |
| **Date of notification to LADO** |  |