

## Key points

- Regardless of the nature of allegations and who receives the allegation, it must be reported to the LADO. This must include situations where the worker resigns. Compromise agreements are not acceptable in such circumstances and may put others at risk in the future.
- Complaints procedures are separate to the allegations process and just because someone does not wish to make a complaint, this does not mean the allegation should not be considered and investigated.
- Unless the allegation is found to be malicious, records will be kept for 10 years or until the individual, subject to investigation, retires; whichever is longer.



## Employers

If you employ or manage adults (paid or unpaid) who work with children, you must:

- let children and their families know how they can raise a concern that a worker in the service may have harmed a child
- let workers in the service know that they have a responsibility to raise a concern if they think a colleague has harmed a child
- have a procedure and an appointed person for responding to concerns that a worker may have harmed a child.

If you are worried that a worker has:

- behaved in a way that has, or may have, harmed a child
- possibly committed a criminal offence against or in relation to a child
- behaved towards a child or children in a way which indicates they may pose a risk of harm to children; or for education settings
- behaved towards a child or children in a way which indicates he or she would pose a risk of harm if they work regularly or closely with children.

**And** if you are the person in your organisation who is responsible for responding to that concern, you **must** consult with the local authority designated officer (LADO) **within 24 hours.**



## Process for reporting and managing allegations

Managing allegations against individuals who work or volunteer with children in Surrey

**Surrey LADO**  
(local authority designated officer)

**Safeguarding Children Unit**  
**Fairmount House**  
**Bull Hill**  
**Leatherhead**  
**KT22 7AH**

Phone: **0300 1231650**

Select option 3 LADO

**When you contact us you will be directed to the duty LADO**

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## The LADO

Every local authority has a statutory responsibility to have a local authority designated officer (LADO), who is responsible for coordinating the response to concerns that an adult who works with children may have caused them harm. Current guidance refers to this role as a Designated Officer (DO). However in Surrey as in other authorities the title of LADO has been retained.

In Surrey we work to the Surrey Safeguarding Children's Board Procedures which can be found at <http://surreyscb.procedures.org.uk/>

### The LADO's key role is to:

- provide advice / guidance to employers or voluntary organisations
- liaise with the police and other agencies including OfSTED and professional bodies such as the General Medical Council, HCPC and the College for Teaching and Leadership
- monitor the progress of referrals to ensure they are dealt with as quickly as possible, consistent with a thorough and fair process
- seek to resolve any inter-agency issues
- collect strategic data and maintain a confidential database in relation to allegations
- disseminate learning from LADO enquiries throughout the children's workforce.

### If there are immediate child protection issues:

These will need to be addressed in the first instance in the normal manner. The LADO should then be informed.

### What will the LADO advise you when you refer an allegation?

- Next steps (i.e. referral to Children's Social Care, police or disciplinary).
- How to manage talking about the concerns with the adult who may have harmed the child.
- How to inform the child's parents /carers.
- How the employer safeguards children throughout any investigation.
- What they expect of you and other agencies involved.

The LADO may consult with the police and children's social care to share information and establish if there is a role for them. If not, the matter will be referred back to the employer for them to conduct their own internal investigation. Support for any children involved as well as the person against who the allegation is made will also be considered.

If required, the LADO will convene a managing allegations meeting and invite key people. Information is shared and recorded and recommendations and actions agreed. A review meeting may take place at a later stage to consider what has been discovered as part of any investigation. There may be disciplinary issues to consider and possible referrals to professional bodies.

