

LADO

General Guide for
Professionals and
Volunteers Who Work
With Children

1.0 What is a LADO?

- 1.1 The Local Authority Designated Officer (LADO) is a statutory role. The role and responsibilities are set out in Working Together 2015 and the process is set out in the South West Child Protection Procedures endorsed by the Safeguarding Children's Board (SCB).
- 1.2 The LADO's primary function is to manage and have oversight of 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.
- 1.3 The LADO sits within the Safeguarding Children Standards Unit in Cornwall Council.

2.0 When do you contact the LADO?

- 2.1 It is your responsibility to contact the LADO **within 1 working day of an incident arising and prior to any further investigation taking place** where it appears that an allegation or concerns about a person who works with children, has:
 - 2.1.1 Behaved in a way that has harmed a child or may have harmed a child.
 - 2.1.2 Possibly committed a criminal offence against or related to a child.
 - 2.1.3 Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.

3.0 What will the LADO do with your referral?

- 3.1 You can speak to the LADO immediately for initial Advice and Guidance and to determine whether a formal referral is required.
- 3.2 All formal referrals are completed on a proforma available on the SCB website which should be sent to the Multi-Agency Referral Unit (MARU).
- 3.3 The LADO will manage and co-ordinate any subsequent multi-agency investigation of an individual case and ensure that any immediate risk to children is addressed.
- 3.4 The LADO will be the chairperson for the multi-agency Professional Allegations Strategy Meeting (PASM).
- 3.5 The LADO will monitor and ensure that a thorough and fair process is undertaken which may include:
 - 3.5.1 A criminal investigation.
 - 3.5.2 A joint police and social care investigation.
 - 3.5.3 An internal disciplinary investigation by the employer/fitness to practice/practice standards.
- 3.6 Liaise with Ofsted/other regulatory bodies.

4.0 **What else can you expect during the process?**

The LADO will provide advice and guidance in respect of:

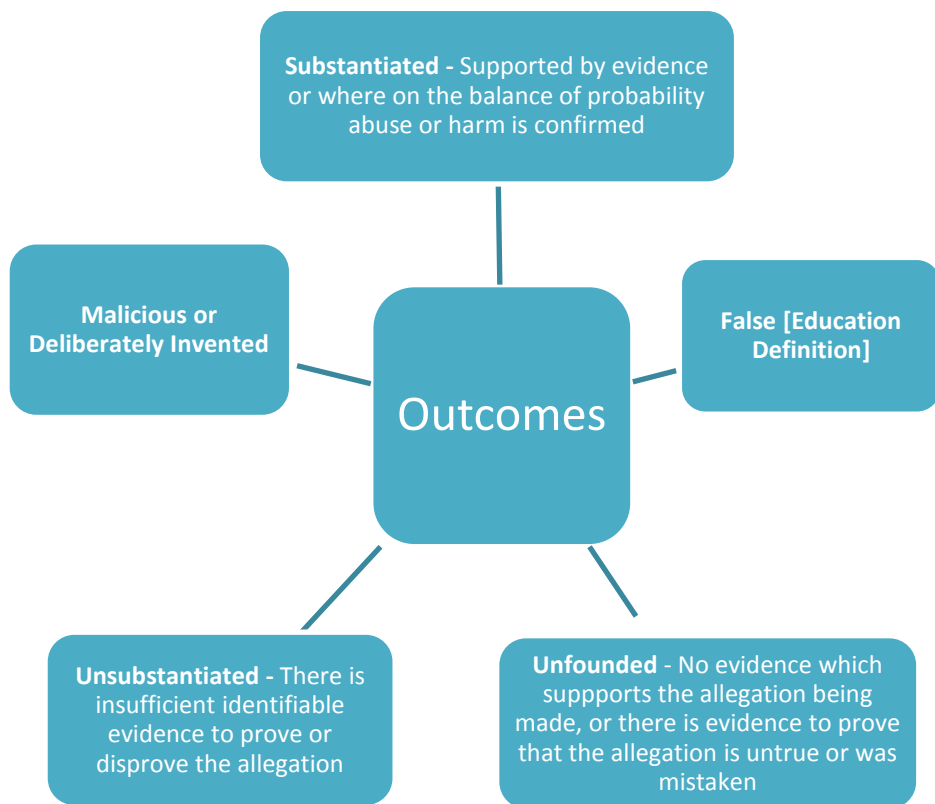
- 4.1 How to liaise with and support the child involved and their family to ensure that the child's welfare remains paramount.
- 4.2 How to monitor and support the accused staff member or volunteer during the process and/or where they have been suspended or resigned.
- 4.3 Confidentiality, Data Protection Act and sharing information.
- 4.4 How the allegation impacts on other children or responsibilities within the accused staff member or volunteer's home, work and community life.
- 4.5 Impact on reputation of staff member or volunteer, the organisation and whether the allegation is part of a wider investigation.
- 4.6 Advise on any media strategy.

5.0 **What happens at the conclusion of the LADO process?**

- 5.1 The LADO recommends in conjunction with the views of the employer, Social Care and the Police whether or not on the balance of probabilities, the allegation is substantiated.
- 5.2 This recommendation will form the basis of a written Case Summary which will be distributed to all parties including the staff member/volunteer who has been affected by this allegation.
- 5.3 If substantiated, further advice is provided in terms of the proportionality of any disciplinary action and/or dismissal.
- 5.4 The LADO considers with the employer whether an onward referral is required to the Disclosure and Barring Service (DBS) and the professional's regulatory body if the accused staff member is deemed to be a future risk to children.

6.0 **What do I do now?**

- 6.1 Ensure that you and your organisation are familiar with and understand the LADO process as part of your Safeguarding Policy.
- 6.2 Ensure that you have access to statutory guidance – Working Together 2015, Keeping Children Safe in Education 2016, South West Child Protection Procedures and Safeguarding Children Board website.



[Need more help?](#)

For more information and advice contact

Contact 1

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[Other bitesize guides in this series:](#)

- General Guide for Employees and Volunteers who work with Children
- General Guide for Employers and Voluntary Agencies who work with Children

[What should I do if I have a concern about a child?](#)

- Contact the MARU: 0300 1231 116 or out of hours: 01208 251300 or website www.safechildren-cios.co.uk

[If you would like this information in another format please contact:](#)

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