

What to Do If (LADO)

The LADO service manages allegations against individuals who work or volunteer with children (Local Authority Designated Officers) - Contactable through SPA.

Practitioner or person to discuss their concerns with:

Emma Ross - (DSL)

Chloe McCarthy (DDSL)

Hannah Smith (DDSL)

Designated Safeguarding Lead (DSL)
Deputy Designated Safeguarding Lead (DDSL)

You must notify the DSL or DDSL on the same day the concerns are raised.

Make a detailed record of child/young person's own words including the time, date and place of incident(s), persons present and what was said; if adult is reporting they must write an account of their own

If LADO agree or believe there are signs of a concern, they will:

1. Consult with relevant professionals (such as the police).
2. The LADO arranges an allegation against staff and volunteers (ASV) meeting, which is a multi-agency meeting chaired by the LADO, to exchange information and decide on formal investigation processes.
3. The matter could be concluded and closed by the LADO, or potentially there may be a follow-up meeting to discuss outcome(s) or agree next steps.

If LADO do not believe there are signs of a concern, they will:

1. Provide advice to the referrer.
2. Get feedback around Aston Pierpoint own investigation and decision we have made.
3. LADO will close the case if all agreed.

Aston Pierpoint's DSL and DDSL must ensure all necessary risk assessments are completed in relation to the event. Make parents and staff aware if the practitioner has been dismissed. Ofsted **MUST** be notified through the online notification system, please ensure you contact them if you have not received confirmation of the notification. Within 24 hours - latest 14 days.

DO NOT CONDUCT ANY INVESTIGATIONS YOURSELF UNLESS TOLD TO DO SO BY LADO.

The DSL, DDSL or person with concerns must Contact L.A.D.O immediately prior to any investigation follow LADO's advice and contact Ofsted via the website to report, follow up with email. This **MUST** be completed within 24 hours or within one working day.

Keep a record of the call to L.A.D.O and ensure you record the processes they have told you and what their name was. L.A.D.O will confirm of what evidence you need to keep a record of. LADO will direct you into your next steps of the process.

Within 24 hours, the LADO decides whether the adult may have:

- behaved in a way that has harmed, or 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
- has behaved in a way in their personal life that raises safeguarding concerns

*If a child has been involved parents must be notified in a confidential meeting on the same day once you have spoken with LADO, unless told not to by LADO, if so, you must record the reasoning why.

Regardless of the nature of the allegations and who receives the allegation, it must be reported to the LADO Service immediately. This must also include situations where the worker resigns. Compromise agreements are not acceptable in such circumstances and may put others at risk in the future.

Contact the LADO

E: LADO@achievingforchildren.org.uk

T: 020 8891 7370

Kingston and Richmond SPA: 020 8547 5008 - SPA is open 8am-6pm

Out of hours: 020 8770 5000 - The Emergency Duty Team can be contacted outside of office hours, weekends & public holidays.

Call 999 if you think a child or young person is in immediate danger.

https://www.richmond.gov.uk/services/children_and_family_care/single_point_of_access/single_point_of_access_for_professionals

Ofsted: 0300 1231231 & https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.