

**Managing concerns about people that work or volunteer with children**

The LADO service has developed a new referral and consultation form for all agencies to report allegations or gain advice around concerns.

**LADO Threshold-** this applies when there is an allegation that any person who works in regulated activities with children, in connection with their employment or voluntary activity, with the children’s workforce.

* Behaved in a way that has harmed a child, 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.
* Behaved or may have behaved in a way that indicates they may not be suitable to work with children

**The difference between an allegation and a concern-** It might not be clear whether an incident constitutes an ‘allegation’. It is important to remember that in order to be an allegation the alleged incident has to be sufficiently serious as to suggest that harm has or may have been caused to a child/ren or that the alleged behaviour indicates the individual may pose a risk of harm to children. Issues that do not meet this threshold may constitute conduct, performance or disciplinary issues and should be addressed by employers using the appropriate organisational procedures. If it is difficult to determine the level of risk associated with an incident the following should be considered:

* Was the incident a disproportionate or inappropriate response in the context of a challenging situation?
* Where the incident involved an inappropriate response to challenging behaviour, had the member of staff had training in managing this?
* Does the member of staff understand that their behaviour was inappropriate and express a wish to behave differently in the future? For example, are they willing to undergo training?
* Does the child or family want to report the incident to the police, or would they prefer the matter to be dealt with by the employer?
* Have similar allegations previously been made against the employee – is there a pattern developing

**This flowchart describes the process for reporting concerns and allegations about someone in a position of trust.**

Concern identified or allegation made about professional/volunteer

The Police will be consulted about all cases where a criminal offence may have occurred.

Timescale- it is in everyone’s interest to resolve cases as quickly as possible consistent with a fair and thorough investigation.

Investigations, that do not involve Police enquiries, should all conclude within **one month**.

The Duty LADO reviews the referral and consultation form (within one working day) – this decision making may require the LADO to have further conversation with the referrer.

Agency completes LADO referral and consultation form and sends to Duty LADO Email- [lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk) Phone - 01865 810603. (within one working day)

Any immediate action to safeguard child/ren is taken if required.

Harm Threshold is **not met**

Harm Threshold is **met**

LADO allocated to have oversight of case

Duty LADO offers advice, signposting, supports risk assessment

Concern that the person poses a risk of harm-

LADO will consider the need for a **Position of Trust** meeting (this may involve Police, Social Care, Employer and HR) to gather and share information, plan and direct the investigation.

Or LADO will advise an **internal management investigation** is required and this will be quality assured by the allocated LADO. (ideally concluded within one week)

Outcome of consultation detailed on Lado consultation and referral form and shared with the referrer.

LADO records consultation on secure recording system