



Managing Allegations against those Working with Children and Young People - Local Authority Designated Officer Service (LADO)

LADO REFERRAL FORM

Please consult the LADO service for advice and support prior to completing the form below.

The Local Authority Designated Officer (LADO) Service will need to consider if the threshold for the Management of Allegations process has been met using the following measures.

Has the reported behaviour in respect of person or persons who work with children met any of the following criteria?

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against, or related to, a child; or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

If the allegation meets any of the above criteria, the employer or agency should report it to the LADO within 1 working day – Referral should not be delayed to obtain further information

In order to ensure that your referral is being progressed in a timely way, please contact the LADO service to confirm that your referral has been received.

Local Authority Designated Officer (LADO):

Service Details:

Tel: 01296 382070

E-mail: secure-LADO@buckinghamshire.gov.uk

If you think a child is at immediate risk of significant harm phone First Response and/or the Police immediately

First Response: 01296 383296

If you need an urgent response outside of these hours, contact the Emergency Duty Team on 0800 999 7677

Police: 101 (999 if an emergency)

When receiving an allegation:

- Treat it seriously and keep an open mind
- **Do not** investigate
- **Do not** make assumptions or offer alternative explanations
- **Do not** promise confidentiality
- Record the details using the child/adult's own words
- Note time/date/place of incident(s), persons present and what was said
- Sign and date the written record
- Do not tell the member of staff/volunteer if this might place the child at risk of significant harm or jeopardise any future investigation
- **Do** refer to Buckinghamshire managing allegations against people who work with children procedures <https://www.bucksscp.org.uk/parents-carers/allegations-against-staff-or-volunteers-lado/>

Referral to: secure-LADO@buckinghamshire.gov.uk

Copy of referral to First Response at: secure-cypfirstresponse@buckinghamshire.gov.uk



LADO REFERRAL FORM

Referrer Details		
Name:	Job Title:	
Organisation:		
Address:		
Tel:	E-mail:	
Referrer signature	Date	Time

Child details (to whom the allegation involves)		
FULL Name:		
Date of Birth:	Ethnicity:	Male/Female:
Home address:		
Nursery/School/College/Work Place:		LCS Number:
Additional information e.g. disability, communication or other special needs, previous child protection concerns:		
Is there currently an allocated social worker?		
Yes / No		
If YES, provide details:		
Name:		
Tel:		
E-Mail:		
If the child is placed by another local authority, provide details.		

Family Details	
Parent/Carer Name:	
Relationship:	
Date of Birth:	
Address:	
Telephone contact:	
E-mail contact:	
Additional Relevant Information:	



Member of staff/volunteer concerned – The person(s) who the referral is about

Name:

Date of Birth:	Ethnicity:	Male/Female:
Telephone:	E-mail:	
Job Title:	Employment status:	
Employing Agency (include statutory or voluntary agency):	Place of employment:	

Home Address:

Do they have children (either living with them or with other adults) Provide details:

NAME	DOB	ADDRESS

Additional information e.g. employment history; previous concerns raised, any previous LADO advice:

Are they engaged in any other activity/job/volunteering that may bring them in contact with children? If so please provide details:

NAME OF AGENCY	CONTACT DETAILS

Details of any previous allegations made (brief description) if known:

DATE OF ALLEGATION	NATURE OF ALLEGATION	OUTCOME

Have safer recruitment processes been followed when this person was appointed?	Yes/No:
--	---------

Date of most recent DBS:
 Did the certificate contain any information:
 If yes, was a risk assessment completed and signed off by a senior manager?

Details Of Allegation / Concern

Date of Allegation:	Time of Allegation:	Place of Allegation:
Allegation in Personal Life?		Yes/No:
Allegation in Professional Life?		Yes/No:

Details Of Concern

Record the details of the allegation using the child/adult's own words where possible:

Record nature of allegation – physical abuse, sexual abuse, emotional abuse, neglect:

CATEGORY OF ABUSE	PLEASE TICK
Physical	
Sexual	
Emotional	
Neglect	
Other (Please State)	

Has the child been spoken to about this incident or concern? If yes, please give details

Has a parent/carer been informed? If yes, please give reason and details

Has the member of staff / volunteer been informed? If yes, please give reason and details

Advice given by the LADO



OFFICE ONLY
(Tick box the following)

	Please Tick	Date
Does this meet the threshold of significant Harm?		
Will Position of Trust Meeting be required?		
Date of POT		
Management Oversight		
Has a copy of the final advice to the referrer been shared with the Principle manager?		

Outcome summary

Date Closed		
LADO SERVICE Signature	Date	Time

Outcome	Definition	Tick all applicable
Allegation substantiated	Allegations supported or established by evidence or proof	
Allegation unsubstantiated	An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.	
Allegation unfounded	This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation	
Malicious allegation	This means there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.	
S47 enquiries	This applies where Bucks Children Services has made S.47 enquiries (where it has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm).	
Criminal investigation and outcome	This applies where the police have been involved in investigating an allegation to determine whether or not a criminal offence has been committed.	
Disciplinary proceedings	This applies where the employer has considered the allegation under the terms of their own internal disciplinary investigation	
Internal Investigations in line with the LADO Processes	This applies when there are clear concerns, but insufficient information to convene a Positions of Trust Meeting (POT) and it would be helpful to the processes for the employing organisation to carry out an investigation and feedback the findings to the LADO. This may lead to a POT	
Dismissal	This applies where the employer has decided, following due consideration of the allegation, to dismiss the member of staff from their employment.	
Referral to regulatory body	For example the Teaching Regulation Agency, Health & Care Professional Council and Ofsted.	
Referral to DBS	This applies to a decision to refer a person to the DBS for barring or restriction on their work with children or young people.	
No further action after initial consideration	Initial consideration means the discussion about whether the alleged incident constitutes an allegation within the scope of these procedures.	
Cessation of use	This applies only in proven cases involving volunteers or non-contracted staff.	
Resignation	This applies where a person resigns before disciplinary proceedings can be completed, or resigns as an alternative to being dismissed. This however does not indicate that the LADO process or any disciplinary should end.	
Caution	This would apply if the police issued any cautions, reprimands, warnings or bind overs relating to the allegation. This is a criminal conviction and the employer may need to consider instigating their disciplinary processes.	
Suspension	This applies where the employer has taken the decision to ask the staff member to refrain from work or has suspended them for the duration of the investigative process.	
Acquittal	This is where the legal result of a criminal trial ends in a verdict of not guilty, or some similar end of court proceedings that terminate without a verdict of guilt being entered against the accused. An acquittal formally certifies the innocence of the accused in criminal law. This however does not mean that the adult of concern does not pose a risk to children; the employer may be required to carry out a risk assessment.	