

What to do if you are concerned about the behaviour of a staff member or volunteer towards a child or young person

A staff member / volunteer has a concern about the behaviour of a member of staff / volunteer towards a child
OR
A child has made a disclosure of inappropriate behaviour made towards them by a member of staff or volunteer.

This includes if a staff member or volunteer has:

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

RECORD AND INFORM NAMED PERSON FOR MANAGING ALLEGATIONS:

The individual raising the allegation / sharing the disclosure should make a **written record** of the incident. This should include any known times, dates, location of incident(s), any person present, what was said etc. In the event of a disclosure, the child's own words should be used where possible. The individual raising the allegation should sign and date the record and immediately inform the named person for managing allegations.

- If the named person for managing allegations is unavailable, do not wait. Contact the Local Authority Designated Officer (LADO) Office for advice on 01296 382070
- If the allegation relates to the named person for managing allegations, contact the LADO directly for advice.

AGREE NEXT STEPS

The named person for managing allegations should obtain the written record of the allegation which they should countersign and date. Next steps should be agreed with the named person for managing allegations based on considering whether the LADO threshold has been met. Decisions made and the reasons for these should be included in the written record. If in doubt, the LADO can be contacted for advice.

Priority must be given to keeping the child or young person safe following an allegation. If there are safeguarding concerns relating to the child / children involved, the procedure for responding to a concern about a child should also be followed: www.bucks-lscb.org.uk/concerned-about-child/professionals-report-a-concern/

THRESHOLD MET: REFER TO LADO

FOLLOW ADVICE OF LADO

If the allegation meets the criteria listed in box 1, the named person for managing allegations must contact the LADO within 1 working day. Referral should NOT be delayed in order to obtain more information. Consent is not required.

The parents / carers of the child or young person should be informed as soon as possible following the allegation or disclosure. The LADO can provide advice on how this should be managed.

The LADO should also be consulted about how and when the accused member of staff / volunteer is informed of the allegation by their employer. Unless there is a risk that sharing the information will undermine or impede a subsequent investigation, this should be done as soon as possible. They should be advised to contact his/her union or professional association if they are affiliated to one.

The LADO will support the organisation through subsequent investigations, actions and outcomes. Where necessary, the LADO will make a referral to Children's Social Care if this has not already taken place. The LADO will also contact the Police where the allegation may constitute a criminal offence.

REPORT OUTCOMES BACK TO LADO

The organisation should report back the outcome of internal investigations to the LADO to ensure correct and complete information is recorded and the case can close.

THRESHOLD NOT MET: MANAGE INTERNALLY

FOLLOW INTERNAL PROCEDURES

The named person for managing allegations must ensure a clear and concise record is kept regarding decisions that were made, the reasons for these and any additional outcomes.

The organisation's own internal processes for managing concerns should be followed and consideration given to any further work or support that should be undertaken with the adult against whom the allegation was made

The named person for managing allegations will need to ensure the child / young person involved in the concern is protected and supported.

ESCALATION AND CHALLENGE

If the staff member / volunteer who raised the concern does not agree that the allegation or concern is being dealt with appropriately by their organisation, they should report the matter directly to the LADO.

FURTHER INFORMATION

For more detailed information on the LADO process please refer to the BSCB Procedure for Managing Allegations against Staff and Volunteers