

What is a Local Authority Designated Officer?

The role of the LADO is set out in the HM Government guidance [Working Together to Safeguard Children](#) (2018).

The Northumberland Children and Adult Safeguarding Partnership (NCASP) has procedures for managing allegations against people who work with children (for example, those in a position of trust). The procedures can be found [HERE](#).

The role applies to allegations about paid, unpaid, volunteer, casual, agency and self-employed workers in any setting. For example, schools, hospitals and nurseries.

Criteria

The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

- ☐ Behaved in a way that has harmed, or may have harmed, a child.
- ☐ Possibly committed a criminal offence against children or related to a child.
- ☐ Behaved towards a child in a way that may indicate they may pose a risk of harm.
- ☐ Behaved towards a child in a way that indicates they are unsuitable to work with children.

Allegation's procedures may also be used where concerns arise about:

- ☐ A person's behaviour in their personal life which may impact on the safety of children who they are responsible for;
- ☐ A person's behaviour regarding their own children;
- ☐ The behaviour in the private or community life of a partner, member of the family or other household member.

Referrals

To make a referral to the Northumberland LADO please use this [referral form](#). Information should not be disclosed to the person the allegations are about until discussions have taken place with the LADO, the police and/or LA children's social care as this may hinder investigations.

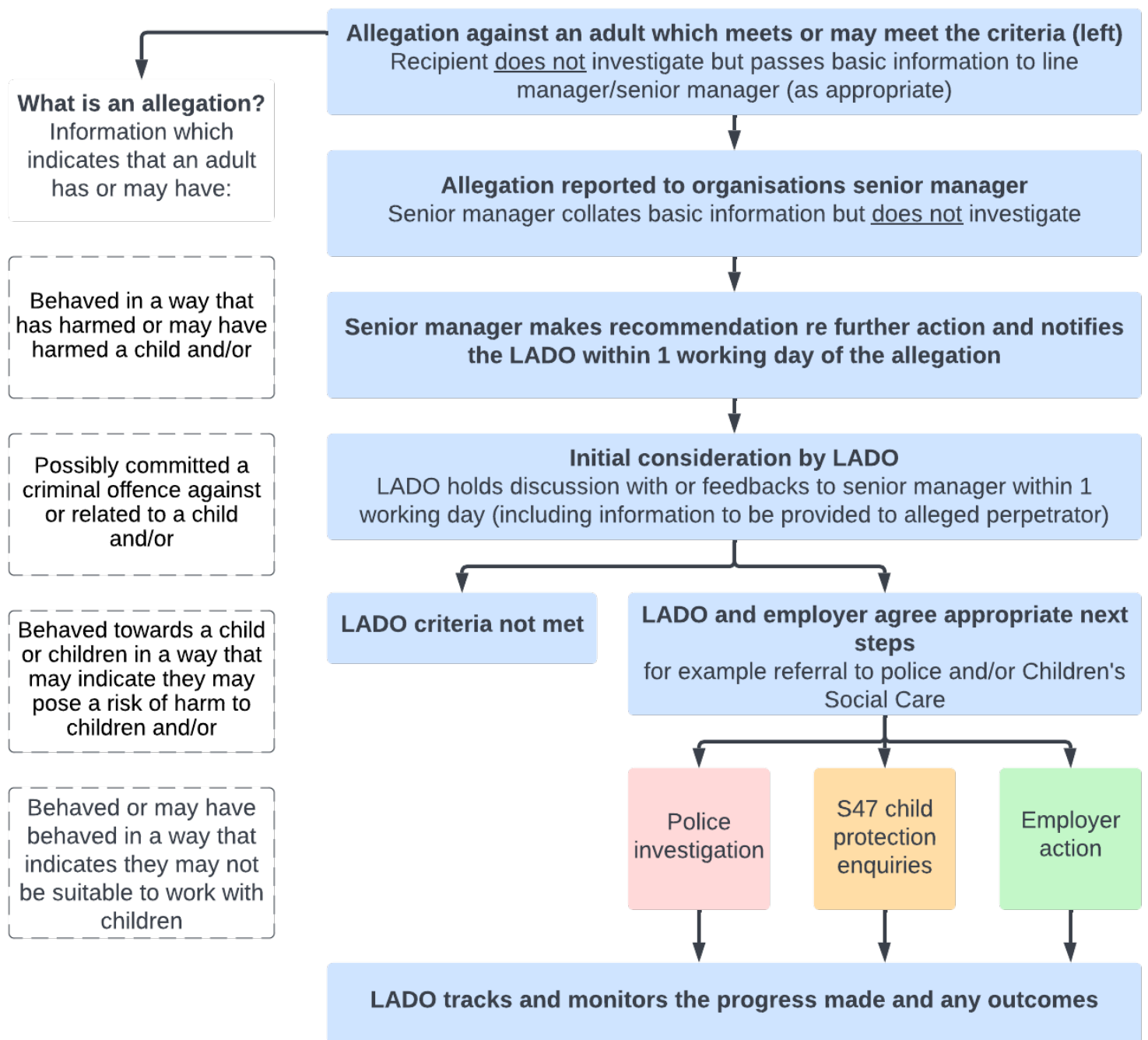
Please do not email LADO information to the named individuals that fulfill this role. Using the LADO mailbox helps to ensure information can be responded to in a timely manner.

LADO role

The LADO will provide advice, guidance and help to anyone who has concerns about someone who works with children, to determine what action needs to be taken.

The LADO co-ordinates information-sharing with the right people and will also monitor and track any investigations, with the aim of resolving it as quickly as possible.

Dealing with allegations involving people who work with children



The function of LADO allegation meetings

Allegation meetings relate to the allegations about an adult who works with children and young people.

The meeting/discussion take place to:

- ☐ Identify why the alleged or acknowledged behaviour raises concerns about suitability to work with children and young people;
- ☐ If relevant, review any previous concerns or allegations regarding the conduct of the person the allegation relates to;
- ☐ Ensure that arrangements are in place to protect the child/ren involved and any other children affected;

- ☐ Consider what support should be provided to the person the allegation relates to and others who might have been affected;
- ☐ Consider what support should be provided to all children who may have been affected directly and indirectly;
- ☐ Review the four criteria points;
- ☐ Make recommendations where appropriate regarding suspension, or alternatives to suspension;
- ☐ Determine what information can be shared, with whom and when;
- ☐ Agree arrangements to inform the child's' parents, and consider how to provide them with support and information during any enquiries;
- ☐ Ensure where necessary there has been a Child Protection Enquiry and/or police investigation and consider the implications;
- ☐ Ensure that investigations will be sufficiently independent;
- ☐ Consider the need to share the statements and evidence with the employer.

Key roles and responsibilities

Designated Senior Manager (DSM)

The DSM has overall responsibility for ensuring procedures are followed at an operational level.

DSM's responsibilities include;

- ☐ Advising the named officer (NO) as to whether NCASP procedures are properly applied and implemented in their agency;
- ☐ Providing advice, information and guidance for staff within the organisation;
- ☐ Being the senior manager within the organisation to whom all allegations or concerns are reported;
- ☐ Referring allegations in accordance with the organisation's and NCASP procedures;
- ☐ Gathering any additional information which may have a bearing on the allegation e.g. previous known concerns, care and control incidents, etc;
- ☐ Providing the subject of the allegation with information and advise them to inform their union or professional body;
- ☐ Should the allegation be unfounded consideration needs to be given to a referral to social care for support or to the police if the allegation is deemed to be deliberately malicious or invented;
- ☐ Attending allegation meetings where required;
- ☐ Liaising with the LADO;
- ☐ Liaising with human resources where employer's disciplinary action is required;
- ☐ Ensuring that risk assessments are undertaken when required;
- ☐ Ensuring that effective reporting and recording systems are in place which allow for the tracking of allegations through to the outcome;
- ☐ Undertaking appropriate checks with data the agency may hold;
- ☐ Providing reports and information as required by the named senior officer;
- ☐ Raising the awareness of the need to empower children and young people who are in vulnerable positions by ensuring their agency produce good whistle blowing and complaints procedures for all children;
- ☐ Ensuring appropriate and relevant training programmes are in place for all and accessed by all staff;
- ☐ Ensuring relevant support programmes are in place for staff, parents and young people.

Named Officer (NO)

Each agency represented within the NCASP should have a named senior officer who has overall responsibility for ensuring that their organisation operates procedures for dealing with allegations in accordance with this procedure; resolving any inter agency issues and liaising with NCASP on the subject.

NO's responsibilities include:

- ☐ Ensuring that their organisation complies with the standards identified and agreed by the NCASP for managing allegations;
- ☐ Ensuring that NCASP procedures for managing allegations are implemented within their own agency procedure;
- ☐ Ensuring that the workforce is aware of and implementing the procedures in relation to all allegations against adults who work with or on behalf of children;
- ☐ Ensuring that the organisation has systems in place to review cases and identify and implement any changes including, whether there are features of the organisation which may have contributed to the abuse occurring therefore improving procedures and practice;
- ☐ Resolving any inter-agency issues which impede the implementation of NCASP procedures;
- ☐ Ensuring that the roles of Named Officer, LADO (and their contact details) and Designated Senior Manager are included in their agency policy and procedures;
- ☐ Ensuring that effective reporting and recording arrangements within their agencies are in place.

Local Authority Designated Officer (LADO)

Local authorities are required to have designated officers to oversee allegations.

LADO's responsibilities include:

- ☐ Management and oversight of individual cases from all partner agencies of the NCASP if the allegation appears to meet the criteria set out in Allegations Against Staff or Volunteers Procedure, Introduction and Criteria;
- ☐ Providing advice, information and guidance to employers and voluntary organisations;
- ☐ Liaise with the police, social care and other agencies as needed;
- ☐ Monitoring the progress of cases, through to their conclusion to ensure they are dealt with within set timescales;
- ☐ Ensuring a consistent, fair and thorough process for all adults working with children and young people against whom allegations are made;
- ☐ Responsibility for maintaining information databases in relation to all allegations and concerns through to the outcome, producing qualitative and quantitative reports for NCASP and DfE;
- ☐ Attendance at strategy meetings and initial evaluation meetings and liaising with the chairs of the meetings;
- ☐ Contributing to the work of the NCASPs and the authority, regarding the content and availability of relevant training;
- ☐ Development of relevant single and inter agency policy, procedures and practice;
- ☐ Providing support, advice and expertise to senior managers identified in the employer's procedures in the consideration of referral of cases to social care and or the police, initiation and conduct of disciplinary procedures, suspension, appropriate action regarding false or malicious allegations report to the secretary of state for consideration of barring.

How to contact LADO

Call: 01670 623979

Email: LADO@northumberland.gov.uk

Online: [Referral form](#) (followed by telephone call to 01670 623979)

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