



## Process for reporting and managing allegations against adults who work or volunteer in Kingston and Richmond with children



### The LADO

Every Local Authority has a statutory responsibility to have a Designated Officer (LADO) who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them harm. In Kingston and Richmond we work to the London Child Protection Procedures which can be found at [www.londonscb.gov.uk/procedures](http://www.londonscb.gov.uk/procedures)

#### The LADO's key role is to:

- Provide advice/guidance to employers or voluntary organisations;
- Liaise with police and other agencies including Ofsted and professional bodies such as the General Medical Council and the General Teaching Council;
- Monitor the progress of referrals to ensure they are dealt with as quickly as possible, consistent with a thorough and fair process;
- Seek to resolve any inter-agency issues;
- Collect strategic data and maintain a confidential database in relation to allegations;
- Disseminate learning from LADO enquiries throughout the children's workforce.

#### What will the LADO advise you when you refer an allegation?

- Whether the allegation meets the Threshold for LADO involvement;
- Next steps (i.e. involvement of other agencies or internal disciplinary);
- How to manage talking about the concerns with the adult who may have harmed the child;
- How to inform child's parents/carers;
- Their view regarding suspension, although the decision rests with the employer;
- What they expect of you and other agencies involved.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

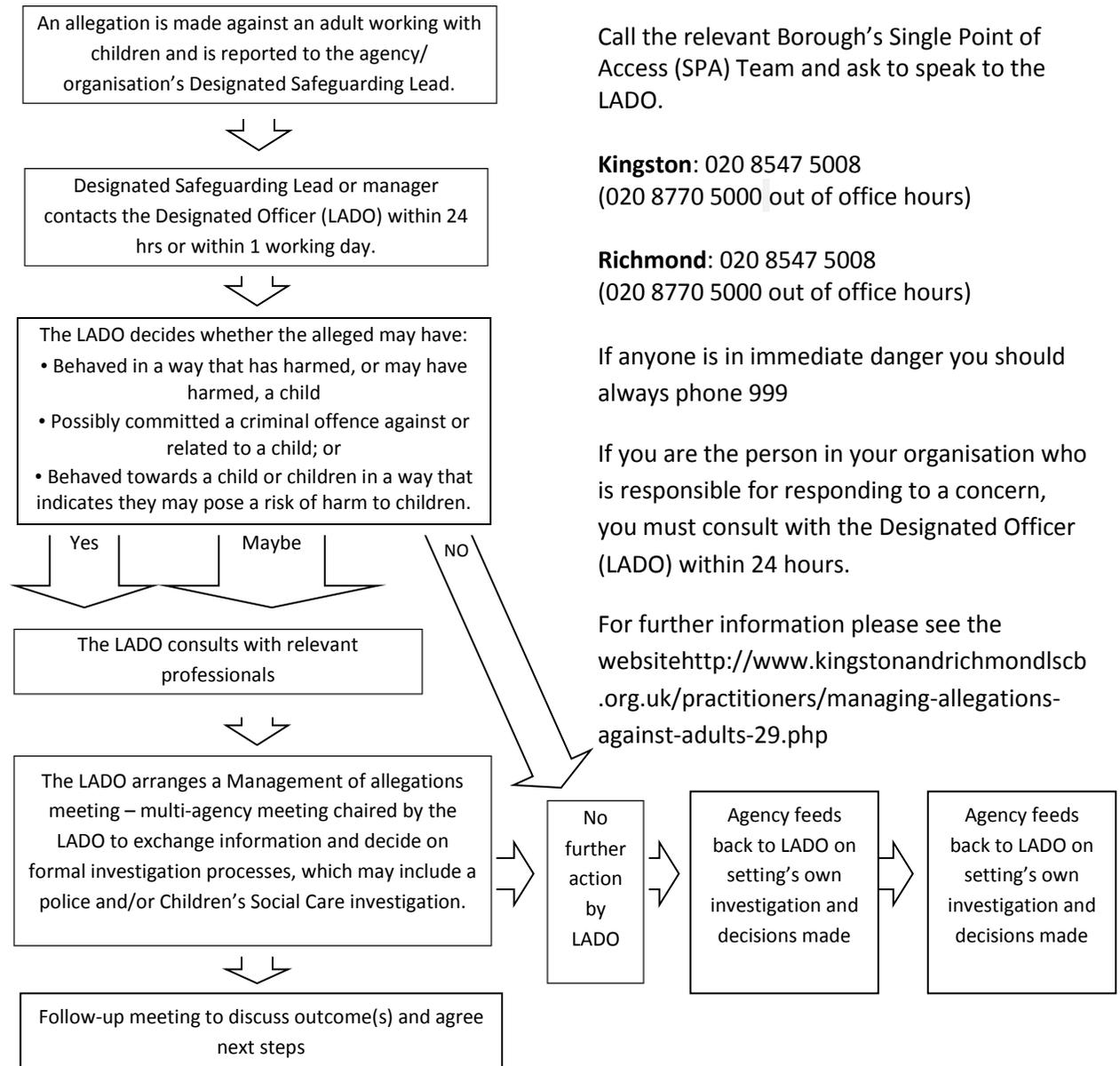
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

## Key Points

- *Regardless of the nature of allegations and who receives the allegation, it must be reported to the LADO. This must include situations where the worker resigns. Compromise agreements are not acceptable in such circumstances and may put others at risk in the future;*
- *Complaints procedures are separate to the allegations process and just because someone does not wish to make a complaint, this does not mean the allegation should not be considered and investigated;*
- *Unless the allegation is found to be false or malicious, records should be kept for 10 years or until the individual, subject to investigation, retires; whichever is longer;*
- *LADO procedures may also apply to an individual who work with children, but the allegations or concerns arise in his/her private life;*
- *All settings should have an up to date managing allegations/whistle blowing policy.*

## LADO Procedure Flowchart



## Contact the LADO

Call the relevant Borough's Single Point of Access (SPA) Team and ask to speak to the LADO.

**Kingston:** 020 8547 5008  
(020 8770 5000 out of office hours)

**Richmond:** 020 8547 5008  
(020 8770 5000 out of office hours)

If anyone is in immediate danger you should always phone 999

If you are the person in your organisation who is responsible for responding to a concern, you must consult with the Designated Officer (LADO) within 24 hours.

For further information please see the website <http://www.kingstonandrichmondscb.org.uk/practitioners/managing-allegations-against-adults-29.php>