



Children's Safeguarding and Family Help
Local Authority Designated Officer (LADO)
procedures

1 Legal framework

- Under the statutory guidance *Working together to safeguard children* and *Keeping Children Safe in Education*:
 - Agencies providing services to children must have a process in place to deal with allegations that a member of staff or volunteer has:
 - 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 he or she may pose a risk of harm to children; or
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children (a transferrable risk).
- Local authorities must appoint a suitably qualified and experienced officer (the Local Authority Designated Officer or LADO) to provide advice and guidance to employers on who to deal with allegations.
- These procedures cover the role of the LADO and actions to be taken to manage allegations against staff who work with children in Camden. The CSCP guidance on managing allegations provides further details on how agencies should work together. [Introduction](#)
- Where allegations are made against teaching staff, the schools guidance on dealing with allegations should be followed. [Introduction](#)
- Where the allegations involve a looked after child and are made against a foster carer or residential worker or keyworker, the Fostering Service policy on dealing with allegations against carers should be followed. [fostering-9-complaints-and-allegations-against-foster-carers-v3-oct-2020.pdf](#)
- Camden follows the London Safeguarding Children procedures when dealing with allegations. [CP7. Allegations Against Staff or Volunteers \(People in Positions of Trust\), who Work with Children](#)

Role of the LADO

- The LADO is responsible for ensuring that any allegation made against staff or volunteers working with children in Camden are investigated in line with statutory requirements and that appropriate action is taken with regard to the adult in order to ensure children's welfare is safeguarded.

- However the LADO is not responsible for carrying out investigations or taking disciplinary action against individuals; this is the responsibility of the agency.
- The LADO will:
 - respond to all phone calls and emails from agencies requesting advice
 - monitor the LADO email inbox and dealing with LADO referrals
 - decide on whether an allegation or concern has met the threshold for a LADO response
 - provide advice and guidance to referring agencies on LADO matters
 - liaise with referring agencies, police and social work colleagues in order to monitor the progress of LADO cases
 - make accurate records of discussions and decisions in LADO cases
 - chair Allegations Against Staff and Volunteers (ASV) meetings.
- There are 2 processes that may be followed by the LADO:
 - An informal process of consultation that allows agencies to discuss any allegations or concerns with the LADO on a “no names” basis where it is not clear whether the case reaches the threshold for a LADO referral.
 - The formal LADO process where the allegation/concern reaches the threshold set out above where the LADO provides advice and guidance to employers and oversees the process.

Consultation with LADO

- Often agencies are unsure as to whether an incident, allegation or concern raised reaches the threshold for a LADO referral and may contact the LADO for an informal discussion to help them decide on the best course of action.
- The consultation process allows agencies to discuss any allegations or concerns with the LADO on a “no names” basis in order to establish whether the allegation/concern has met the threshold for a LADO referral or alternatively what other action could be taken to address any concerns about the individual’s behaviour.
- Consultations should be recorded using the LADO consultation record in order to help the LADO to identify any emerging patterns of behaviour and as a source of background information in the event of a LADO referral being made at a later date.

LADO procedures

- It is advised that the LADO completes and sends out the record within **1 working day** of the consultation and this should contain the outcome of the consultation including whether a LADO referral should be made.
- Following consultation, the LADO should send a copy of the completed consultation record to the agency and to the LADO Business Support Officer who will keep a central of the consultation form and record the consultation on the Non-LADO spreadsheet.

LADO referrals

- All LADO referrals will be sent to the LADO email inbox and the LADO should check the email inbox on a regular basis and deal with all referrals, making a decision on each one as to whether the allegation has met the threshold for action under LADO procedures.
- Referrals that do not reach the threshold for a LADO response should be passed back to the referring agency to take action under the agency's policy for dealing with low level concerns.
- Where referrals are accepted, the LADO should make contact with the referrer within **1 working day** to discuss the allegations and agree the next steps.
- The LADO will email the referral for to the LADO Business Support Officer to record on MOSAIC against the perpetrator. Cases will have an id number only and access will be severely restricted to relevant staff only.
- The LADO Business Support Officer will add the referral to the LADO spreadsheet which will be used to monitor the outcomes of LADO investigations.
- The LADO will complete the LADO investigation form to record the outcome of the investigation available on MOSAIC.
- The LADO will keep the LADO Business Support Officer informed of the outcome of each case and the date the case was resolved will be recorded on the spreadsheet.
- The LADO will refer to the spreadsheet to monitor the progress of LADO investigations and take any necessary action to ensure matters are resolved in a timely manner.

Cross borough issues

- Incidents involving allegations and concerns about staff will be investigated in the borough where the incident arose.
- The Camden LADO will deal with incidents arising in Camden.
- If the child who is a victim needs to be referred for a social care service the referral will be made to the local authority in which the child lives.
- Where allegations arise in another borough but involving a Camden child the LADO in the host local authority will deal with the issue but will be supported by the Camden LADO.
- Where the individual works across a number of boroughs the investigation will be led by the borough where the greatest risk is held.

