

Employers

If you employ or manage adults (paid or unpaid) who work with children you must:

- Let children and their families know how they can raise concern that a worker in the service may have harmed a child;
- Let workers in the service know that they have a responsibility to raise concern if they think a colleague has harmed a child;
- Have a procedure and an appointed person for responding to concerns that a worker has harmed a child.

If you are worried that a worker has:

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

And if you are the person in your organisation who is responsible for responding to that concern, you **must** consult with the Local Authority Designated Person (LADO) **within 24 hours**.

Contact the Wandsworth LADO on:
(020) 8871 7208.

Contacts for referrals

- Safeguarding Standards Services
9am-5pm, Monday-Friday
(020) 8871 7208
- Social Care Services
Outside office hours
(020) 8871 6000
- LADO
Local Authority Designated Officer
lado@wandsworth.gov.uk
(020) 8871 7208
(020) 8871 7401
- Ofsted
0300 123 1231
- **www.wscb.org.uk**

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LADO Procedure

A guide to managing allegations against adults working with children

APRIL 2013



The LADO

Every Local Authority has a statutory responsibility to have a Local Authority 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 Wandsworth we work to the London Child Protection Procedures which can be found at 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?

- Next steps (i.e. referral to Children's Social Care, police or 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.

Wandsworth LADO (Local Authority Designated Officer)

Deputy Safeguarding Manager
Safeguarding Standards Service
Welbeck House
3rd Floor
43-51 Wandsworth High Street
London SW18 2PT.

Email: lado@wandsworth.gov.uk

Phone: **(020) 8871 7208**

Fax: **(020) 8871 7217**

When you contact the LADO in Wandsworth you may be directed to a Child Protection (CP) Co-ordinator.

LADO Procedure Flowchart

