

# Contacting the LADO (Local Authority Designated Officer)



## Concerns about a member of staff or a volunteer working with children or young people

If a professional receives an allegation or has a concern about the behaviour of a member of staff or volunteer working directly with children/young people and that concern suggests:

- a) member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child/young person
- b) a member of staff or volunteer has possibly committed a criminal offence against or related to a child/young person
- c) a member of staff or volunteer has behaved towards a child/young person or children in way that indicates s/he may pose a risk of harm to children
- d) a member of staff or volunteer is potentially 'unsuitable' to work with children



Report the concern to the most senior person not implicated in the allegation and to the Designated Person for Safeguarding (DPS)

Notify the Safeguarding Trustee instead of the DPS, if the DPS is the subject of the concern or closely related to the person of concern, or if the concern relates to the Minister.



The DPS/Safeguarding Trustee the report will:

Complete a written record of what happened, when, who saw or witnessed the concern and any other relevant information. This record will be stored confidentially.



The DPS/Safeguarding Trustee will contact the Local Authority Designated Officer (LADO) within 24 working hours of the concern arising. Informed consent is not sought for this referral.

The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues. Notify SCBA's Safeguarding Officer of the referral to the LADO.