

# Children and Families Service

# One Minute Guide

1<sup>st</sup> August 2016

## Local Authority Designated Officer (LADO)

Statutory Guidance (WTSC 2015) states local authorities should have a **Local Authority Designated Officer (LADO)** to be involved in the management and oversight of allegations made against adults who work/volunteer with children and young people.

The Cheshire East LADO oversees allegations and concerns about adults who work/volunteer with children and young people in Cheshire East when the following criteria are met:

The adult has allegedly:

- Behaved in a way that has harmed, or may have harmed a child;
- Possibly committed an offence against, or related to, a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

The above criteria relates to the adult's behaviour in the **workplace**, the **community** and in their **home and social life**.

The LADO provides advice and guidance to employers and voluntary organisations, liaises with the police and other agencies and has oversight of all investigations to ensure a timely, thorough and fair process.

## Referrals to LADO

Allegations meeting the above criteria should be referred to the LADO within one working day (WTSC 2015) using a LADO referral form. LADO referral forms can be accessed via the Cheshire East LSCB website: [www.cheshireeastlscb.org.uk](http://www.cheshireeastlscb.org.uk) or from the LADO Business Support Officer (contact details below).

Completed referral forms must then be sent securely to the LADO inbox: [LADO@cheshireeast.gcsx.gov.uk](mailto:LADO@cheshireeast.gcsx.gov.uk)

The LADO will provide an initial response to the referrer within one working day advising the need for further action under LADO procedures. If the LADO advises no further action is needed they will provide a written rationale within one working day.

If further action is necessary under LADO procedures a LADO Strategy Meeting will be convened within five working days of this decision being made.

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The LADO chairs the LADO Strategy Meeting. The employer will always attend and other attendees might include Police, Social Care, HR, Regulatory Bodies i.e. Ofsted CQC. The adult who the allegation has been made about **does not** attend the LADO Strategy Meeting.

The LADO Strategy Meeting will consider: the allegation details; employment details; the involved children; immediate and wider safeguarding concerns and the need for:

- A police investigation of a possible criminal offence;
- Children's social care enquiries and/or assessment about whether a child is in need of protection or services;
- Consideration by an employer of disciplinary action.

A LADO Strategy Review will take place every four weeks; however it is expected that the majority of cases will have reached a conclusion within one month of the allegation being made.

A final LADO Strategy Review will consider the outcome of the investigation and determine whether the allegation is: Substantiated; Unsubstantiated; Unfounded; or Malicious.

The LADO will retain a confidential record of the allegation and subsequent actions for future reference.

Information regarding allegations is collated and reported to Cheshire East LSCB to inform: training; research; safer recruitment processes; safer working practice guidance; and to raise awareness.

The Cheshire East LADO sits within the Children's Safeguarding and Quality Assurance Unit. The LADO is supported by a LADO Business Support Officer who undertakes the administrative duties of the LADO role.

In the absence of the LADO, a Child Protection Independent Reviewing Officer will carry out the LADO's duties.

## **LADO contact details:**

LADO: 01606 288931

LADO Business Support Officer: 01270 685904

Email: LADO@cheshireeast.gcsx.gov.uk