



One Minute Guide



When should the NYSCP Allegations Procedure be followed?

In all cases in connection with the person's employment or voluntary activity where it is alleged that a person who works with children 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, or
- 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.
- If the concern is not connected to the person's employment or work activity, these procedures may also apply:
- Where concerns arise about the person's behaviour towards his/her own children or any other child. The police and/or Children's Social Care (CSC) should consider if they need to inform the person's employer and/or the Local Authority Designated Officer (LADO) in order to assess whether there may be implications for children with whom the person has contact at work
- If an allegation relating to a child is made about a person who also undertakes paid or unpaid care of vulnerable adults, NYCC Safeguarding Adults' procedures should be followed
- The procedures also apply to support workers, foster carers and prospective adopters

Initial considerations and contacting the LADO?

If there is an immediate risk you need to contact the police and the Children & Families Service You should also consider other appropriate actions may need to be taken e.g. the removal of member of staff, securing

evidence and urgent medical attention.

Any allegation or concern which arises should be reported immediately to the Senior Manager identified in the employer's internal procedures, unless that person is the subject of the allegation, or where their relationship with the subject could compromise their independence, in which cases it should be reported to the designated alternative, who should then inform the LADO. Where there is no Senior Manager e.g. a self-employed person, the matter reported directly to the LADO. Where staff receive an allegation against someone from another organisation, this should be reported directly to the LADO.

Staff who become aware of an allegation about a person from another agency should report this to their agency's Safeguarding Lead without delay who should in turn inform the LADO straight away.

The LADO should be consulted on all allegations that appear to meet the criteria, **within one working day**. This should take place before any investigations commence. In less serious cases, police and CSC may not need to be involved but the LADO will provide an objective view.

How can I contact the LADO?

In the first instance you should contact the Duty LADO by telephone on 01609 533080. Contact details for the LADOs are also available on the NYSCP website [here](#).

Should I make a referral to the LADO?

Where appropriate a referral should be sent to the Local Authority Designated Officer using the [LADO Referral Form](#), giving as much detail as possible. Completed LADO Referral Forms should be emailed using secure mail to lado@northyorks.gov.uk. **If you do not have secure email, please contact 01609 533080.**

Where can I read more about managing allegations against those who work or volunteer with children?

For more information, please see the NYSCP Procedure and Practice Guidance which is available [here](#).