

## **Employers**

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If you employ or manage people who work (paid or unpaid) with children, your organisation will need to have a procedure for dealing with allegations against a member of staff/volunteer.

**If** you have a concern about a member of staff who 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 dealing with that concern,

You **must** consult with the Local Authority Designated Person (LADO) **within 24 hours.**

**Contact the Kingston LADO on: 0208 547 5243**

## **Contacts for referrals**

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### **Safeguarding Services**

(8.45 am – 5 pm Mon-Thurs)

8.45 am – 4.45 pm Fri)

**0208 547 6587**

### **Social Care Services**

(Outside Office Hours)

**0208 770 5000**

### **LADO**

(Local Authority Designated Officer)

**0208 547 5243**

### **Ofsted**

**08456 404040**

**LSCB** (Kingston Local Safeguarding Children Board)

<http://www.kingstonlscb.org.uk>



## **LADO Procedure**

**Managing Allegations Against Adults Working with Children**



Kingston Local Safeguarding Children Board

# What is the LADO Procedure?

The LADO procedure is a procedure for managing allegations of abuse against people who work with children ('LADO' stands for 'Local Authority Designated Officer'). It is different from an S47 Child Protection investigation, and is designed to deal separately with the professional aspect of an allegation in a neutral and sensitive way. This includes assessing the immediate and continued risk to children in the work setting, and identifying support for professionals against whom an allegation has been made. The blueprint for Kingston's LADO procedure is taken from the London Child Protection Procedure (4<sup>th</sup> Edition) and 'Working Together'.

## The LADO

Each borough has its own Local Area Designated Officer for managing allegations against adults working with children.

### Kingston LADO (Local Authority Designated Officer)

Dr Ming Zhang  
 Guildhall 2  
 Kingston upon Thames

E: Ming.Zhang@rbk.kingston.gov.uk  
 P: 0208 547 5243  
 F: 0208 547 5245

## 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 cases 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.

## What will the LADO advise you when you refer an allegation?

- Next steps (i.e. referral to Children's Social Care/ Police or disciplinary);
- Whether/ how to inform the accused person;
- How to inform child's parents/ carers;
- Their view regarding suspension, although the decision rests with the employer;
- How they will monitor the outcome.

## LADO Procedure Flowchart

