

**Managing allegations about adults working with children & young people  
Notification / progress and monitoring form to the Local Authority Designated Officer (LADO)**

Section one must be completed and emailed immediately to the Local Authority Designated Officer (LADO) if it is alleged that a person who works with children has:

- Behaved in a way that has harmed, 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/she is unsuitable to work with children

The manager should then telephone the LADO immediately to discuss the next course of action.

LADO: Lisa Kennedy  
Tel: 01708 431653  
Email: [LADO@havering.gov.uk](mailto:LADO@havering.gov.uk)

**Any referrals or communications with the LADO must be sent to : [LADO@havering.gov.uk](mailto:LADO@havering.gov.uk)**

Emails sent to personal email addresses may get lost or not responded

Do not assume that the form has been received – telephone the LADO.

**If you think a child is at immediate risk of significant harm phone Children's Social Care and/or the Police immediately**

Children's Social Care: 01708 433584 / 01708 433999 (out of hours)

Police – 0300 123 1212 (999 if an emergency)

When receiving an allegation:

- Treat it seriously and keep an open mind
- **Do not** investigate
- **Do not** make assumptions or offer alternative explanations
- **Do not** promise confidentiality
- Record the details using the child/adult's own words
- Note time/date/place of incident(s), persons present and what was said
- Sign and date the written record
- Do not tell the member of staff/volunteer if this might place the child at risk of significant harm or jeopardise any future investigation
- **Do** refer to Havering's 'managing allegations against people who work with children' policy

**The LADO will maintain a live record of the case using Section two.**

**SECTION ONE: REFERRER TO COMPLETE**

Referrer Details	
Name:	Job Title
Organisation:	
Address:	
Tel	E-mail:

Child 1 details (to whom the allegation refers)		
Name:		
Date of Birth:	Ethnicity:	Male / Female:
Home address:		
School/College/Work Place:		Unique Pupil Number:
Additional information e.g. disability, communication or other special needs, previous child protection concerns:		

Family Details	
Parent/Carer:	
Relationship:	
Date of Birth:	
Ethnicity:	
Address:	
Telephone contact:	
Email contact:	
Additional Information:	

Additional information e.g. disability, communication or other special needs, previous child protection concerns:
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<b>Member of staff / volunteer concerned – The person(s) about whom the allegation has been made</b>		
Name:		
Date of Birth:	Ethnicity:	Male/Female:
Telephone:		Email:
Job Title:		Employment status:
Employing Agency (include statutory or voluntary agency):		Place of employment:
Home Address:		
Additional information e.g. employment history; previous concerns raised:		
Details of any previous allegations made:		
Have safer recruitment processes been followed?		Yes/No
Date of CRB:		

<b>Details Of Allegation / Concern</b>		
Date of Allegation	Time of Allegation:	Place of Allegation:
Allegation in Personal Life?		Yes/No
Allegation in Professional Life?		Yes/No
Record the details of the allegation using the child/adult's own words where possible		
Record nature of allegation – physical abuse, sexual abuse, emotional abuse, neglect:		

Did the incident involve an authorised physical restraint?	Yes/No
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<b>Has the child been spoken to about this incident or concern? If yes, give details</b>

<b>Has a parent/carer been informed? If yes, give reason and details.</b>

<b>Has the member of staff / volunteer been informed? If yes, please give reason and details</b>

<b>Referrers Name</b>	<b>Referrers Agency</b>	
<b>Referrer signature</b>	<b>Date</b>	<b>Time</b>



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Outcome	Definition	Tick all applicable
Allegation substantiated	Allegations supported or established by evidence or proof	
Allegation unsubstantiated	An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.	
Allegation unfounded	This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation	
Malicious allegation	This means there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.	
S47 enquiries	This applies where LB Havering has made s.47 enquiries (where it has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm).	
Criminal investigation and outcome	This applies where the police have been involved in investigating an allegation to determine whether or not a criminal offence has been committed.	
Disciplinary proceedings	This applies where the employer has considered the allegation under the terms of their own internal disciplinary investigation	
Dismissal	This applies where the employer has decided, following due consideration of the allegation, to dismiss the member of staff from their employment.	
Referral to regulatory body	For example the General Teaching Council, General Social Care Council etc.	
Referral to ISA	This applies to a decision to refer a person to the ISA for barring or restriction on their work with children or young people.	
No further action after initial consideration	Initial consideration means the discussion about whether the alleged incident constitutes an allegation within the scope of these procedures. It does not mean following an initial assessment undertaken in accordance with the Framework for the Assessment of Children in Need and their Families.	
Cessation of use	This applies only in proven cases involving volunteers or non-contracted staff.	
Resignation	This applies where a person resigns before disciplinary proceedings can be completed, or resigns as an alternative to being dismissed.	
Caution	This would apply if the police issued any cautions, reprimands, warnings or bind overs relating to the allegation.	
Suspension	This applies where LB Havering has taken the decision to ask the staff member to refrain from work or has suspended them for the duration of the investigative process.	
Acquittal	This is where the legal result of a criminal trial ends in a verdict of not guilty, or some similar end of court proceedings that terminate without a verdict of <a href="#">guilty</a> being entered against the accused . An acquittal formally certifies the innocence of the accused in criminal law.	

Further actions	
<b>Date closed:</b>	
<b>LADO authorisation:</b>	