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**Managing Allegations or Concerns about Adults who Work or Volunteer with Children**

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| Quick Reference Guide |

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| Is it alleged (or there is a concern) that an adult who works with or volunteers with children has:* harmed a child
* committed a criminal offence in relation to a child
* behaved towards a child/ren in a way that indicates they may pose a risk to children
* behaved or may have behaved in a way that indicates they may not be suitable to work with children

**See over for further guidance** – *What the LADO needs to know about* |

**You do not need to contact the LADO.**

However, other procedures may be relevant e.g. disciplinary or code of conduct such as low-level concerns or contact HR re disciplinary safeguarding procedures.

Yes

**No**

**Please contact the LADO**

Before making contact please take note of the following Do’s and Don’ts

DO

• Clarify, with the person reporting the matter, basic information such as when, where, who. It is okay to make your own notes of what you are told.

• Take all allegations or concerns seriously

DO NOT

• Investigate the matter at this stage. Avoid seeking written statements until after you have made contact with the LADO and have been advised to do so

• Seek alternative explanations or offer your own personal view

• Inform the person concerned (at this stage)

**Child/ren may have suffered harm or may be at risk**

**No**

**Yes**

Do the following **without delay**:

1. Contact City MASH and/or Police
2. Inform parents or carers unless doing so may put the child/ren at risk
3. Refer to the LADO within 1 working day [LADO Referral](file:///C%3A%5CUsers%5Cjmatra%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CJVC4XTSN%5CLADO%20Referral%20Form%20%28009%29.doc)

**The LADO does not need to know about the following:**

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| Situation | Advice |
| Concerns about the welfare of a child which are not connected to an adult in a position of trust | Contact the City MASH on 0115 8764800 (Out of hours Emergency Duty Team on – 0115 8765600). If you are concerned about immediate risk of harm call the police on 999. |
| Allegations or concerns about adults working exclusively with vulnerable adults | Please contact the Safeguarding Adults Team on 0300 131 0300 and select option 2 or email adult.contactteam@nottinghamcity.gov.uk.  |
| Parental complaints regarding child on child bullying. | Follow your organisations anti bully policy/formal complaints procedure. |
| Staff issues that do not relate to child safety or welfare. | Contact your human resources provider. |
| Physical intervention where there has been no harm which sits within the scope of the Governments Use of Reasonable Force in Schools Guidance (2013)  | [Use of reasonable force in schools - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools) |
| Circumstances where the presenting issue relates to poor practice, error or accident.  | Contact your Human Resources provider. |

**The LADO does need to know about the following (use flow chart)**

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| **Physical:** Allegation of physical mistreatment or abuse against an adult in a position of trust. Includes - hitting, shaking, pushing, aggressive or intimidating behaviour. **Note:** *If concern is about significant harm (an injury for example) please contact the City MASH and/or Police first and the LADO second.* |
| **Sexual:** Disclosure of sexual abuse perpetrated by an adult in a position of trust. Includes - sexual assault, sexual touching, sexual relationship, grooming behaviour, other behaviour which causes concern about a sexual motivation towards a child. **Note:** *If concern is about significant harm please contact City MASH and/or Police first and the LADO second.* |
| **Emotional:** An adult in a position of trust emotionally mistreating children. Includes – excessive shouting, belittling, humiliating, making fun of a child, persistently choosing to ignore a child’s needs. **Note:** *If concern is about significant harm please contact City MASH and/or Police first and the LADO second.* |
| **Neglect:** An adult in a position of trust neglecting their duty to keep children safe. Includes – serious or persistent failure to adequately supervise a child. Failure to take action to protect a child from harm or abuse. **Note:** *If concern is about significant harm please contact City MASH and/or Police first and the LADO second.* |
| **May pose a risk to children:** Information about an adult in a position of trust, perhaps unrelated to their work with children, which raises a concern that they may pose a risk to children.*Includes* - abuse or mistreatment of their own child/ren or another child outside of their role, a pattern of concern relating to poor practice error or accident (impacting on children), behaviour in their private life which may present a transferable risk in to their role with children. This might include drug and alcohol misuse or involvement in crime including perpetrating domestic abuse, accessing indecent images of children, information that indicates a sexual interest in children, allegation of non–recent sexual abuse. |

See NCSCP Interagency Safeguarding Children Procedures Chapter Allegations Against Staff or Volunteers: [Allegations Against Staff or Volunteers (proceduresonline.com)](https://nottinghamshirescb.proceduresonline.com/p_alleg_against_staff.html)