



# THE ROLE OF THE LADO AND HOW TO MAKE A REFERRAL

Claire Wakeman- Principle Manager  
Kathryn McGovern- Child Protection Chair



# AIMS OF THE SESSION

+ •

- Understand the role of the LADO
- To have an understanding of the allegations/concerns processes
- How to complete an online referral and what is required

○



# LADO ARRANGEMENTS IN NOTTINGHAM CITY

- +
  - Nottingham City has 1 LADO and a Service Manager who oversees LADO referrals.
  - The only way to refer to LADO is via the Nottingham City website. This allows the LADO to provide written communication on the information which has been provide.

Below is the link to the online form

[LADO - Nottingham City Council](#)

If you have further information which needs to be sent to the LADO ie an internal investigations, further information in respect of a concern these need to be emailed to [LADO@nottinghamcity.gov.uk](mailto:LADO@nottinghamcity.gov.uk).

Please note referrals are no longer accepted via the LADO inbox.



# THE ROLE OF THE LADO

- The role of the LADO (or Designated Officer) is set out in Working Together to Safeguard Children (2018) (Chapter 2 Paragraph 4) and is governed by the Local Authorities duties under section 11 of the Children Act 2004.

The Officer LADO is responsible for managing allegations against adults who work with children. This involves working with police, children's social care, employers and other involved professionals. The LADO does not conduct investigations directly, but rather oversees and directs them to ensure thoroughness, timeliness and fairness. Ordinarily, to ensure impartiality, the LADO will not have direct contact with the adult against who the allegation has been made, or the family of the child/children involved but will, as part of their role ensure that these have information regarding outcomes.

# THE ROLE OF THE LADO

The LADO is responsible for:

- + • Providing advice, information and guidance to employers and voluntary organizations around allegations and concerns regarding paid and unpaid workers.
- • Managing and overseeing individual cases from all partner agencies.
- • Ensuring the child's voice is heard and that they are safeguarded.
- • Ensuring there is a consistent, fair and thorough process for all adults working with children and young people against whom an allegation is made.
- • Monitoring the progress of cases to ensure they are dealt with as quickly as possible.
- • Recommending a referral and chairing the strategy meeting in cases where the allegation requires investigation by police and/or social care.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case. The LADO is available to discuss any concerns and to assist you in deciding whether you need to make a referral and/or take any immediate management action to protect a child.



# KEY PRINCIPLES

## + Who would a LADO referral apply to ?

- All staff/professional workers whether paid or unpaid
- Foster carers
- Volunteers

## When would it apply?

On any occasion where there is a concern of harm to a child or suitability within their role with children

It would apply to any historical concern or recent concerns

## In what context would it apply ?

In employment, working for an agency or in a personal capacity



# WHEN TO REFER TO LADO

If you have not done so already, please complete and submit our online referral form, please note only online referrals will be accepted: <https://myaccount.nottinghamcity.gov.uk/service/lado>

The criteria for meeting the LADO threshold is allegations against someone who is in a position of trust who work or volunteer with children in which 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 an offence against or related to a child;
- behaved towards a child(ren) in a way that indicates he or she may pose a risk of harm to children;
  - behaved or may have behaved in a way that indicates they may not be suitable to work with children.

If you consider a child or young person is at immediate risk of harm, please call the Police on 999.

# WHAT INFORMATION IS REQUIRED ON THE REFERRAL FORM ?

Name

• DOB

• Address

- + • The reasons you think LADO criteria has been met and as much information about the concern/incident
- 
- 

(Supplementary information can be attached)

- Details of the child/children involved
- Details of the last DBS
- Have the police been contacted?
- Has a referral been made to City Mash?

# WHY IS THIS INFORMATION IMPORTANT ?

Name, DOB, Address- This will be checked on Liquid Logic and if they are not know a record will be created. This information may also be used if further information is required from MASH Police. If you are not the employer and limited information please submit the referral to LADO and further enquires will be made.

- + The reasons you think LADO criteria has been met and as much information about the concern/incident (Supplementary information can be attached)-It is important that you clearly demonstrate the concerns you have as this is what the LADO will base their decision on and may need to contact other agencies to ensure appropriate safeguards are in place.
- 
- 

Details of the child/children involved with the concern- This information will be crossed referenced with systems and used to ensure that professionals involved with the child are made aware.

Have the police been contacted?- This information is needed to ensure that we are in contact with the police as soon as possible.

Has a referral been made to City Mash? We work with our MASH colleagues and will enquire as to whether a strategy discussion is going to be held.

If there is a joint social care and police investigation the LADO will work with both agencies and there may be a delay with any LADO.

# RESPONSE TIMES

The LADO currently aims to respond to online referrals within 24 hours. On occasions there maybe a slightly longer wait as the LADO may require further information from other agencies to make a decision on the outcome.

- + All referrals will receive written response which will either be:
  - Reject the referral (the reasons for rejection will be provided and it may be due to missing information or the LADO criteria not being met).
    - Accept the referral and request the employer to undertake an internal investigation and update the LADO within 20 working days.
    - Accept the referral and arrange an Allegations Against Professionals Meeting.



# THANK YOU

Claire Wakeman- Principal Manager  
Kathryn McGovern- Child Protection Chair