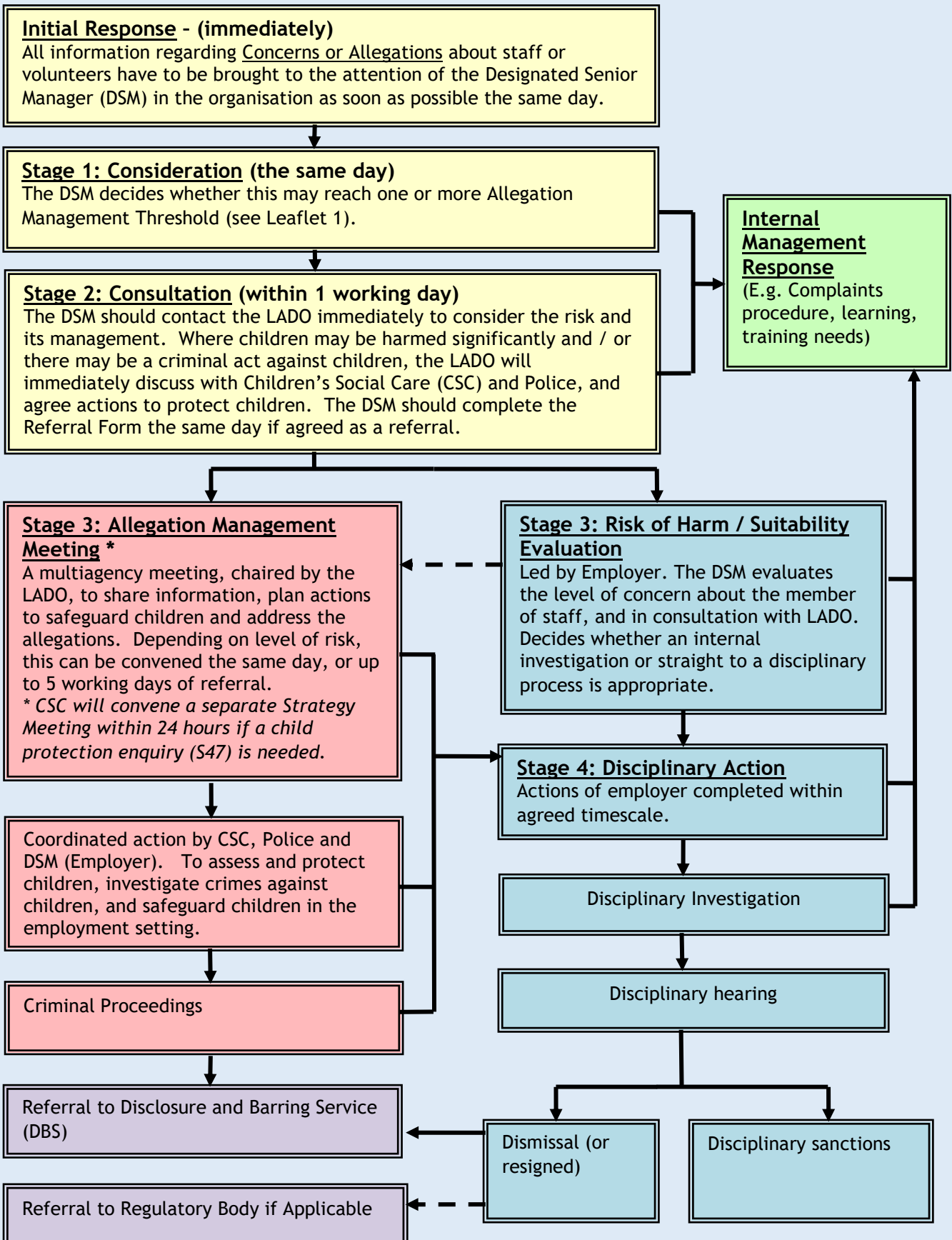


# SAFEGUARDING CHILDREN

The Management of Allegations against staff or volunteers who work with children  
Leaflet No 2: Flow Chart



## The Management of Allegations - points to note at the initial stages:

**Initial Response** - When a potential allegation or concern about a member of staff arises, it is the responsibility of staff members to inform the Designated Senior Manager (DSM) immediately, to ensure a prompt and objective consideration is carried out on the same day.

### **Stage 1 - Consideration:**

- An initial consideration to be undertaken by the DSM, and decision to contact the LADO immediately if the allegation appears to be at one or more of the Management of Allegation thresholds (see Leaflet 1).
- If it clearly does not reach any of the thresholds, the organisation should deal with any issues arising by an **Internal Management Response**.
- Any 'grey area' issue should be treated as needing a Stage 2 consultation.

### **Stage 2 - Consultation (within 1 working day):**

- The DSM should contact the LADO to discuss and consider the risk to children and the management of the member of staff. Where agreed, the DSM will complete a written referral.
- The LADO will give a timely response and lead on the management of the allegation regarding the member of staff.
- The LADO will immediately consult with Children's Social Care (CSC) and Police where children may be significantly harmed and / or there may be a criminal act against children.
- The MASH Team will consider any immediate action regarding the protection of children, including CSC convening a Strategy Meeting within 24 hours to decide if a child protection enquiry (S47) should be instigated.
- The LADO will consult with the DSM (Employer), MASH Team Duty Manager and Police Decision Maker the same day regarding the threshold for managing allegations and protecting children, including agreeing any immediate protective action on the day of the referral.
- A decision will be made the same day by the LADO, as to whether the allegation:
  - Indicates Significant Harm to children / Crime to children / Significant Safeguarding Risk within the organisation. If so, a **Stage 3: Allegation Management Meeting** should take place, chaired by the LADO, to share information, plan actions to safeguard children and address the allegations.
  - A **Stage 3: Risk of Harm / Suitability Evaluation** should be instigated by the Employer with advice from the LADO.
  - Doesn't meet any threshold, and the Employer should complete an **Internal Management Response**.

### **Stage 2 Specific Issues - Cross boundary issues:**

- The lead responsibility for action under the Allegation Management procedure lies with the Local Authority for the area where the alleged incident or abuse occurred. The priority is the safety and welfare of any children affected.
- If the allegation is considered to involve Significant Harm to children, that Local Authority CSC should consider convening a Strategy meeting within 24 hours.
- The LADO will lead on the management of allegations, ensuring that there is effective communication with key agencies, and effective action is taken in a timely way. This management may include holding a **Stage 3: Allegation Management Meeting**, including the participation of the LADO for the area in which the organisation is based.
- If the allegation or concern is considered to be at a Risk of Harm threshold, the organisation leads on the **Stage 3: Risk of Harm / Suitability Evaluation** process. The LADO for the area where the organisation is based will provide advice on managing the allegation or concern.

### **Working Together 2018 guidance and standards**

- There is local discretion with regard to the route for allegation management referrals. In Swindon the primary route is to contact the LADO directly, in order that any response is taken without delay and in a coordinated way.
- The LADO will ensure CSC and Police are consulted where there is a risk that children are being harmed significantly or where crimes against children may be occurring.
- There will be frequent consultation between the LADO, Designated Senior Managers (Employer), Children's Social Care, and the Police in order to safeguard children, and respond to concerns about members of staff in a proportionate and fair way.
- The allegation management records will be kept by the LADO, separate to those of children, with restricted access.
- In Swindon, the designated officers will continue to be referred to as LADOs.

### **Management Allegations Contacts:**

Allegation Management Team - (01793) 463854  
Allegation Management Email - [LADO@swindon.gov.uk](mailto:LADO@swindon.gov.uk)  
Jon Goddard (LADO) - 07392 103019 - (Monday - Wednesday, 9am - 5pm)  
Rachel Hull (LADO) - 07824 081177 - (Thursday - 9am-5pm, Friday - 9am - 4.30pm)  
Sean Capewell (Senior IRO) - 07392 103032 - (Monday to Thursday - 9am - 5pm, Friday - 9am - 4.30pm)  
Quality Assurance & Review Service, Clarence House, Civic Offices, Swindon SN1 2JH

Allegation Management Referral Forms should be emailed securely to [LADO@swindon.gov.uk](mailto:LADO@swindon.gov.uk) via Outlook Encryption. If you do not have Outlook Encryption please contact us (details below) to acquire a secure link.

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