



## **Safeguarding Children**

**The Management of Allegations  
against staff or volunteers who  
work with children**

**Child / Young people's guide  
to Allegation Management**

**5**



**SWINDON**  
BOROUGH COUNCIL

**There is a duty on all agencies to make arrangements to safeguard and promote the welfare of children – Children Act 2004 and Education Act 2002.**

**These Safeguarding principles apply to the management of staff and volunteers .**

## **We want to make sure that you are kept safe**

Most adults who work or volunteer with children and young people do a great job. Sometimes things happen that make children feel uncomfortable or unsafe. If this happens to you, we want you to tell someone. This leaflet will tell you what to do and what will happen next.

### **Introduction**

If you are worried about the way an adult who works with you or supports you is behaving, you can do the following:

- Tell your parent or carer
- Talk to another adult who you trust
- Tell another adult who works in the same place.

## **Allegation Management Threshold**

### **What happens next?**

The person you tell will listen and take seriously what you say. They will make sure you are safe. They will then tell the people that need to know what you have said, for example, in a school this might be the Head Teacher. They will decide what initial steps are needed. Concerns and complaints can usually be dealt with internally. More serious concerns that evidence harm or abuse will be treated as an allegation and referred to the LADO.

### **What is a LADO and what do they do?**

The Local Authority Designated Officer (LADO) provides advice to employers to make sure that your allegations are looked into properly. They will ask for information about the allegation and decide how serious it is. If it is very serious the Police or a Social Worker may need to be involved. Less serious concerns can usually be managed by the place where the person works. The LADO will provide advice to the employer and agree what needs to happen.

### **Who can I talk to?**

Someone may need to ask you more about what has happened, and the LADO will agree who this will be. You should be told how long it will take to sort things out and have support throughout the process. The adults involved will work together to make sure that whatever made you feel unsafe or uncomfortable does not happen again.

### **What is an investigation?**

Although the LADO doesn't conduct the investigation, they will agree and coordinate who should do what and who will investigate. They will be kept updated on progress to ensure everyone is doing what was agreed.

## What will be the outcome?

Your allegation will have been taken seriously. If an investigation was necessary you can be told the outcome but won't be told details about the investigation or personal information about the person of concern. The outcome of an investigation into an allegation can be any of the following.

### **Substantiated:**

There is sufficient evidence to prove the allegation.

### **Unsubstantiated:**

There is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

### **Unfounded:**

There is no evidence or proper basis which supports the allegation being made.

### **False:**

There is sufficient evidence to disprove the allegation.

### **Malicious:**

There is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

## What will be the outcome?

Sometimes an allegation may be found to have happened but the person may need some additional guidance or training to make sure the concern doesn't happen again and they can remain in work. Sometimes the allegation is more serious so the person cannot remain in their role and may also need to be referred to the Disclosure and Barring Service (DBS).

## Additional support?

If you would like to speak in confidence to someone about how you are feeling, you can contact ChildLine on **0800 11 11** (24-hour hotline) or visit: **[www.childline.org.uk](http://www.childline.org.uk)**

