

# LADO procedure flowchart

An allegation is made against an adult working or volunteering with children, and is reported to the agency's or organisation's designated manager for allegations.

Within 24 hours, the designated manager submits a local authority designated officer (LADO) referral, or requests a telephone consultation with the duty LADO before submitting a referral form.

Within 24 hours or one working day, the LADO will provide advice around:

- action to safeguard the child or children potentially at risk of harm
- whether there is an indication that a crime may have been committed that needs to be reported to the police
- whether a referral to children's social care is required
- whether the employer needs to undertake a risk assessment
- whether the employer needs to undertake a management investigation
- whether a LADO allegations against staff or volunteers (ASV) meeting is to be convened

A police investigation will take priority and the employer will need to await the outcome of the police investigation before taking any management action.

A children's social care enquiry may be joint with the police investigation or it may be a single agency enquiry.

If there is no role for the police or children's social care, the LADO will advise the organisation or agency what action they need to take.

LADO to advise employer of next steps. This can include management action (training and or policy review), management investigation or no further action.

If there is a management investigation, the report is shared with the LADO with one of the following allegation outcomes:

- substantiated
- unsubstantiated
- false
- unfounded
- malicious