



# Local Authority Designated Officer

Managing allegations against staff, carers,  
or volunteers who work with children.

in Hartlepool, Middlesbrough, Redcar &  
Cleveland and Stockton-on-Tees

# The Local Authority Designated Officer (LADO)

Every Local Authority has a statutory responsibility to have a Local Authority Designated Officer (LADO) who is responsible for co-ordinating the response to concerns that an adult who works with children who has, or may have caused them harm.

Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Any organisation that receives information regarding a complaint or allegation should report it to the LADO as soon as possible. Reporting should not be delayed in order to gather information. If an allegation is received outside normal working hours and requires immediate attention, the designated Senior Manager should consult the local authority Emergency Duty Team or Police and inform the LADO as soon as possible.

## The LADO's key role is to:

- Receive reports about allegations relevant to this procedure and be involved in the management and oversight of such cases.
- Provide advice and guidance to employers and voluntary organisations.
- Liaise with Police and other agencies.
- Monitor the progress of cases to ensure they are dealt with as quickly as possible, consistent with a thorough and fair process.
- Provide advice and guidance to employers, organisations and regulated activity providers and personnel suppliers in relation to making referrals to DBS and/ or to relevant regulatory bodies including Ofsted and, Teacher Regulation Agency.

## Employers:

- All organisations (including School Governors, Trustees and Voluntary Organisations) must have clear policies in place setting out the process, including timescales for investigation and what support and advice is available to individuals against whom allegations have been made.
- The individual policies and procedures must explain what should happen when allegations about a member of staff and/or volunteer are raised and make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint.
- The policies and procedures must include the requirement to nominate a Senior Manager to whom the allegations are reported.
- It should be the responsibility of the Senior Manager to report relevant allegations to and liaise with, the LADO.
- All policies and procedures should be consistent with this Tees Procedure and other relevant Tees Procedures and Practice Guidance.

# LADO Procedure Flowchart

**An allegation is made against an adult working with children and is reported to the agency/organisations designated Safeguarding Officer.**

**Designated Officer or manager contacts the Local Authority Designated Officer (LADO).**

**LADO decides whether the alleged may have;**

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they 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.

**Yes**

**Maybe**

**No**

**LADO consults with relevant professionals**

**If required the LADO arranges an Initial LADO Meeting, chaired by LADO to exchange information and decide on formal investigation processes, which may include a police investigation.**

**Agency investigates as a disciplinary matter.**

**Agency feeds back to LADO on setting own disciplinary investigation and decisions made.**

**No Further Action**

All allegations about people who work with children in statutory or voluntary organisations, whether paid or unpaid, must be referred to the Local Authority Designated Officer (LADO).

**This can be in connection with his/her employment or voluntary activity or where:**

- There are concerns about a person's behaviour or conduct in their personal or professional life that might indicate their unsuitability to work with children
- Concerns arise about a person's behaviour with regard to his / her own children
- Concerns arise about the behaviour in the private or community life of an individual, their partner, member of their family or other household member

**There may be up to three strands in the consideration of an allegation:**

1. A Police investigation of a possible criminal offence
2. Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services; and
3. Consideration by an employer of disciplinary action in respect of the individual

For further information please refer to the Tees Local Safeguarding Children Partnership procedures: <https://www.teescpp.org.uk/specific-issues-that-affect-children/allegations-and-concerns-against-staff-carers-or-volunteers/>

### **Hartlepool & Stockton LADO**

The Children's HUB, Civic Centre, Victoria Road, Hartlepool, TS24 8AY,  
01429 401844, [LADO@hartlepool.gov.uk](mailto:LADO@hartlepool.gov.uk)

### **Redcar & Cleveland LADO**

Daisy Lane, Ormesby, Middlesbrough, 01642 130708, [RedcarLADO@redcar-cleveland.gov.uk](mailto:RedcarLADO@redcar-cleveland.gov.uk)

### **Middlesbrough LADO**

Middlesbrough House, Middlesbrough, 01642 726004,  
[MiddlesbroughLADO@Middlesbrough.gov.uk](mailto:MiddlesbroughLADO@Middlesbrough.gov.uk)

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