

What to bring to a Position of Trust meeting

If you are a Senior Manager for Allegations, you may be invited to a Strategy Meeting or a Position of Trust Meeting as a result of the concerns. If so, you should ensure you have the following information:

- Initial incident/concern report including date, time, what happened or what was disclosed, what was said and by whom
- Name, address and date of birth of the member of staff
- Employment record including details of any previous allegations or concerns of a safeguarding nature, and outcome of investigations
- Details of staff member's employment or volunteering activity with any other organisation that works with children
- Details of any identified child(ren) if known
- Any information on training undertaken by the member of staff such as safeguarding induction and training, health and safety training, safer working practice guidance
- The code of conduct/staff behaviour policy for your organisation
- Work context and role of the member of Staff
- Details of any action already undertaken in regard to the allegation
- Names of possible witnesses with contact details
- Information about the child's behaviour, family background or special needs which may be pertinent to the allegation
- Details of any previous allegations against staff made by the child
- Any language and communication difficulties of child or adult

Whistleblowing

Organisations must ensure that they have an effective allegations policy and procedure which is understood by staff, parents and children, for raising concerns about the behaviours of employees/volunteers who are in a position of trust, working with children. In addition, there should also be a safeguarding 'whistleblowing' policy so that staff can always raise concerns of this nature, even if they are unable, for some reason, to follow the organisation's allegations against staff policy. If an organisation is situated in Staffordshire, their Whistleblowing Policy must state the LADO service contact details as a referral route for staff to follow in these circumstances.

Duty of care

The welfare of a child is paramount, and this will be the prime concern in terms of investigating an allegation against a person in a position of trust. However, when an allegation or safeguarding concern is being investigated it is likely to be a very stressful experience for the adult subject of the investigation, and for their family members. It is important that an employer offers appropriate welfare support at such times and recognises the sensitivity of the situation. Information is confidential and should not be shared with other staff, children or parents who are not directly involved in the investigation.



Are you concerned about an adult working or volunteering with children?

For advice and case oversight to promote fair, robust and timely investigations please contact **Staffordshire LADO (Local Authority Designated Officer)**

**Telephone: 0300 111 8007
Option 1, Option 5 Option 2**

Further guidance can be found in the SSSCB Inter-agency policy and procedure **Section 4A Managing Allegations of Abuse against a Person who works with Children and Role of the LADO**. This can be found at

[Home - Staffordshire Safeguarding Children Board \(staffsscp.org.uk\)](http://staffsscp.org.uk)

Role of the Staffordshire LADO

The role of the Local Authority Designated Officer (LADO) was initially introduced within 'Working Together to Safeguard Children' guidance in 2006. The role has been developed over time to meet changing national guidance, including 'Working Together to Safeguard Children' 2018, and 'Keeping Children Safe in Education' 2021. Statutory requirements are incorporated into the SSSCP procedure (4A).

A Staffordshire LADO is specifically involved in cases where there is a concern or allegation that someone working or volunteering with children:

- has or may have harmed a child
- may have committed a criminal offence related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

The Staffordshire LADO gives advice and guidance on how concerns or allegations should be investigated. Staffordshire LADO does not investigate but must ensure that an appropriate investigation is carried out, whether that is by the police, children's social care or the employer or a combination of these.

The LADO will advise the employer on such issues as suspension (as a neutral act), or change to working duties, in order to protect children and allow an open and transparent investigation to proceed unimpeded. Employers should also seek HR or legal support in such circumstances, where this is available.

The employer or, in the case of a sole trader (e.g. a childminder), may also have a duty to inform an Inspectorate, such as Ofsted, or a regulatory body, about an allegation.

Referring to Staffordshire LADO

If your workplace has a Designated Senior Manager who deals with allegations, advise him/her of your concerns. If, after professional consideration by the manager, the allegation or concerns appear to meet the criteria he/she must contact the Duty LADO via the Staffordshire Children's Advice & Support Service (SCASS) **within 24 hours of any situation arising** (see contact details below).

If you are a sole trader, or do not have a designated senior manager for allegations, you should contact SCASS directly with the concerns, including if an allegation has been made about you directly by a parent or child.

It is important that you take advice from the LADO before commencing an internal investigation. For instance, it may not be appropriate to immediately inform an employee or volunteer that there has been an allegation or that there are safeguarding concerns. Such action could prejudice a criminal investigation.

Concerns may not be solely in connection with what happens in the working environment. The actions of an individual in their personal life may indicate that their behaviour could be a risk of harm to children they work with e.g. perpetrators of domestic violence, neglect of their own children.

Contact Details

Freephone: 0300 111 8007

(Monday to Thursday, 8.30am to 5pm and
Friday 8.30am to 4.30pm)

In an emergency outside office hours telephone
0345 6042 886

What will happen when I refer?

The SCASS call taker and/or duty LADO will ask you for key details, such as:

- Your details;
- Identity of any identified child(ren) including address and date of birth;
- Identity, date of birth and address of the adult(s) about whom the concerns relate
- A brief summary of the allegation(s) or concern(s)
- Details of any previous concerns about conduct of the adult

You may be asked to complete a referral form, when necessary. Your referral will be passed promptly to the Staffordshire LADO Duty Officer and appropriate next steps will be agreed. This may include discussing setting a date for a Child Protection Strategy meeting, or a Position of Trust (POT) meeting (see SSSCP procedure 4A 'Managing allegations against adults who work with children' for more details – [Managing Allegations of Abuse Against a Person Who Works With Children - Lite Bites Training - Staffordshire Safeguarding Children Board](#) (staffsscb.org.uk))

Any referrals which require ongoing management and oversight by Staffordshire LADO will be allocated to a named team member. Staffordshire LADO has a responsibility to review and monitor cases with the aim of achieving a thorough, fair and timely investigation. The LADO also has a responsibility to retain accurate records about how a matter has been investigated, and the outcome. A case will be recorded at conclusion as being 'Substantiated', 'false', 'malicious' or 'unsubstantiated'. The LADO will give advice on the conclusion of a case about whether a referral to the Disclosure and Barring Service is required – this is an employer's legal responsibility.