

# Local Authority Designated Officer (LADO) – One minute guide



## What is the Local Authority Designated Officer?

The Local Authority Designated Officer's role is set out in [Working Together to Safeguard Children](#). The LADO receives reports about allegations, supports employers to manage allegations, liaises with other agencies and monitor's progress of investigation.

The LADO should be told when it is alleged that someone working with children has;

- 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;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/ or
- Behaved or may have behaved in a way that indicated they may not be suitable to work with children.

The LADO process considers allegations that relate to an individuals professional **and** personal life.

## Who is it relevant to?

The managing allegations process is relevant to anyone in regulated activity. This includes paid and unpaid employees, contractors', volunteers and those in leadership positions. It is relevant for anyone working within a specified establishments such as schools, nursery, children's homes, childcare settings.

## What should you do if you have concerns?

1. Keep a written record of everything relating to the allegation including, dates, times, place and name of people involved.
2. Report the allegations immediately to your designated/nominated person.
3. If your concern is about your designated/nominated person, utilise the whistle blowing policy/contact LADO directly.
4. The designated/nominated person will then share the details with LADO (as soon as possible, within 24 hours)
5. The LADO and designated/nominated person will then discuss and agree threshold criteria as soon as possible, or within one working day.

If threshold for the managing allegations process **is met**, there would be three possible next steps;

- a. a police investigation of a possible criminal offence;
- b. enquiries and assessment by children's social care about whether a child is in need of protection or in need of services;
- c. Investigation by employer.

Which next steps taken may be discussed at an Allegation Management Meeting (AMM). This is not a strategy discussion, and a meeting will only be called if there is a clear purpose, or the outcome cannot be achieved via other methods of information sharing.

## Do not

- Investigate beyond preliminary enquiries. i.e. ascertaining the names of individuals involved and details of the concern.
- Arrange or conduct any fact-finding interviews with those concerned unless advised to do so by the LADO or police.
- Make assumptions or offer alternative explanations.

## How to get in touch

- Complete an [initial enquires form](#) and LADO will respond within 24 hours.
- If your unsure, give LADO a call. Telephone number 01983 823723
- For all other non urgent matters you can email the LADO service at [lado@iow.gov.uk](mailto:lado@iow.gov.uk)

## For more information

- [Isle of Wight Council Local Authority Designated Officer webpage](#)
- [HIPS Allegations Against Staff or Volunteers](#)

## Worried about a child?

- To report concerns about a child's welfare please complete the [Inter-Agency Referral Form \(IARE\)](#)
- For urgent child protection enquiries call the [Multi Agency Safeguarding Hub \(MASH\)](#) on 01983 823436
- In an emergency call the Police on **999**