



MANAGING ALLEGATIONS ABOUT A MEMBER OF STAFF OR VOLUNTEER

Introduction

If you work with children and young people it is possible that an allegation or safeguarding concern, may be made against a member of staff, paid or unpaid, at some time. This could be through a misunderstanding, as result of poor practice or occasionally through deliberate intent to abuse or a malicious allegation. It is vital that the situation is dealt with quickly and effectively, whatever the circumstances in order to protect children and young people as well as staff members and your organization.

Who deals with an allegation or concern in my organization?

Your Safeguarding Lead. If the concern is about them you need to tell one of the following; your Chief Executive, Chair of Trustees or Management Committee. They must then tell the Local Authority Designated Officer (LADO).

ALLEGATIONS REFERRAL FLOWCHART

Allegation made or concern raised about an adult that works or volunteers with children/young people. Information passed to Safeguarding Lead within the organisation or Chair of Trustees/Management Committee

It is alleged that the adult has:

- Behaved in a way that has, or may have, harmed a child
- Possibly committed a criminal offence against, or in relation to a child
- Behaved in a way that indicates they may be unsuitable to work with children/young people

Contact your Area Safeguarding Manager who is also the LADO straight away

North: 01502 674612 South: 01473 260112 West: 01284 758816

Central Safeguarding Manager who monitors all allegations: 01473 263112

DO	DON'T
Check with the person making allegation the very basic facts e.g. Who? When?, Where?	Interview or take statement from the adult, child or anyone else involved
Make a record of the facts	Inform the adult until advised by LADO
Take further advice from LADO	Don't delay contacting LADO