

EMPLOYERS & REFERRER: WHEN TO CONTACT LADO

An introduction to Leicestershire County Council LADO contact and referral process.

WHAT IS AN ALLEGATION

SHOULD YOU REFER TO LADO

1. Does the adult work with children?
2. Does the person work/ volunteers in Leicestershire County?
3. Is there reasonable cause to believe and is there an allegation?

If **YES** to the above, you need to consider if the criteria for LADO are met.

LADO CRITERIA

You should make a referral to Leicestershire LADO if there is reasonable cause to believe that a person who works with or has responsibility for children, in connection with their employment or voluntary activity, has:

- behaved in a way that has **harmed**, 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 are unsuitable to work with children; (at work)
- or behaved or may have behaved in a way that indicates they may be unsuitable to work with children (at home)



NEVER INVESTIGATE – SAFEGUARDING ALWAYS COMES FIRST

If you believe, there's a crime or if a child has suffered harm, then please:

- Do you have reasonable cause to believe that a crime has or is being committed call:
 - Immediate risk of harm – 999
 - To report a crime, call the appropriate Police Force
- If you believe a child has been harmed, then you **MUST** make a referral to the correct children's services.



24 HOURS

IF THE ALLEGATION MEETS THE LADO CRITERIA, THE REFERRER SHOULD REPORT IT TO THE LADO WITHIN 24 HOURS



IF THERE IS A CRIME **DON'T TELL THE ADULT (YET)?**

Sometimes you are asked not to tell the accused the allegation. When it's safe the allegation will be shared. When the matter is a criminal offence, the adult could destroy evidence, the risk to the 'victim' could increase or the person could intimidate the victim or witnesses.



MOST IMPORTANTLY YOU DO HAVE A DUTY OF CARE TO YOUR EMPLOYEE. THIS DOES NOT CHANGE WHEN AN ALLEGATION HAS BEEN MADE.

1. Be fair and honest
2. Never forget its an allegation not a fact
3. Always consider the adults welfare

The procedures for dealing with allegations need to be applied with common sense and judgement

Many cases may well either not meet the criteria set out/or may do so without warranting consideration by LADO



CONTACTING LADO

1. LADO has one contact process for all advice, thresholds and discussions and referrals – this is the online allegations referral form.
2. For a new referral – do not contact a named LADO directly, only do this for existing allocated matters.
3. Once you have completed the form, a LADO will be allocated and appropriate advice provided.

CONTACT LINK

leicestershire.gov.uk/lado

email: CFS-LADO@leics.gov.uk

Useful Links

[Working Together](#)

[Equality Act](#)

[LCC - Allegations against persons who work with children](#)

[LCC - Requesting personal information](#)