



REFERRAL GUIDE

A practical guide for organisations considering a referral

1 SHOULD I MAKE A LADO REFERRAL?

Refer when there is reasonable cause to believe that a person who works or volunteers with children has:

1**HARMED OR MAY HAVE HARMED A CHILD**

behaved in a way that has harmed, or may have harmed a child; (Harm Threshold)

2**POSSIBLY COMMITTED AN OFFENCE**

possibly committed a criminal offence against or related to a child; (Criminal Threshold)

3**MAY POSE A RISK OF HARM**

behaved towards a child or children in a way that indicates they may pose a risk of harm to children. (Risk Threshold)

4**SUITABILITY CONCERN**

behaved towards a child or children in a way that indicates that the person is unsuitable to work with children (suitability threshold)

YES TO ANY? REFER TO THE LADO

2 WHAT DOES THE LADO DO?

- ✓ Manages allegations about adults working or volunteering with children
- ✓ Coordinates police, social care, employers and other professionals
- ✓ Oversees and directs processes rather than investigating directly
- ✓ Promotes timely, fair and consistent decisions
- ✓ Keeps the child's voice and safeguarding central
- ✓ Monitors progress and may chair a strategy meeting

3 OUTSIDE THE LADO REMIT

x

LOW-LEVEL CONCERNS

Manage under your organisation's safeguarding or low-level concerns policy.

x

PERFORMANCE OR CONDUCT

If the referral criteria are not met, manage through HR procedures.

x

COMPLAINTS OR DISSATISFACTION

Dealt with through your complaints process.

4 WHAT MAY HAPPEN NEXT?

POLICE / SOCIAL CARE

Police or social care involvement

NO LADO ROLE

No LADO involvement required; employer progresses under its processes

ADVICE / EMPLOYER

Advice given; no further LADO role; employer-led investigation

FORMAL MANAGING ALLEGATIONS

Threshold met; initial meeting arranged to agree next steps, with LADO oversight

5 BEFORE YOU SUBMIT

- ☐ Record known facts clearly and objectively
- ☐ Put safeguarding measures in place
- ☐ Do not investigate if police are involved
- ☐ Do not delay to obtain a complete account
- ☐ Follow your organisation's procedures

6 HOW CONCERNS MAY BE TRIAGED

TIER 1**Advice / conduct**

No LADO action may be needed

TIER 2**Log / no further action**

Concern may be recorded

TIER 3**Significant care concerns**

Standards of care or behaviour raise concern

TIER 4**Other agency referral**

Police, Ofsted or social care

TIER 5**Immediate protection**

Urgent protective action

REFER WITHIN**1 WORKING DAY****RESPONSE WITHIN****3 WORKING DAYS*****READY TO REFER?**

Use the Leicestershire County Council online form
<https://leicestershirecc-self.achieveservice.com/service/Report-a-childcare-worker-or-volunteer>

*Depending on urgency