

Key Information for

Leicestershire Local



Employees Referred to the LADO

Authority Designated Officer (LADO) Service

What is the LADO?

The Local Authority Designated Officer (LADO) manages and oversees concerns or allegations about adults who work or volunteer with children. The LADO does not investigate allegations directly. Their role is to provide oversight, advice and coordination with employers, children's social care, the police and other agencies when required.

Why might a referral be made?

A referral may be made if there is concern that a person working with children has harmed or may have harmed a child, may have committed an offence related to a child, may pose a risk of harm to children, or may be unsuitable to work with children.

How does the referral process work?

Usually, an employer or organisation makes a referral to the LADO. The referral is reviewed and a decision is made about whether the concerns meet the threshold for LADO involvement. Additional information may be requested and, if required, a multi-agency managing allegations process may be arranged.

Important information for employees

Your employer is responsible for informing you about a LADO referral, providing updates on the process and sharing outcomes, where appropriate. The LADO communicates with employers and agencies rather than directly with employees during the management of a referral.

Possible outcomes

Outcomes vary depending on the information available. These may include: no further LADO involvement; advice to the employer; employer-led investigation or disciplinary processes; involvement from children's social care or police; or a formal managing allegations process overseen by the LADO.

In some cases, an employer may need to consider whether a referral to the Disclosure and Barring Service (DBS) is required. This is separate from the LADO outcome and is usually the responsibility of the employer or organisation. A DBS referral may be considered where an allegation is substantiated and the person has been removed from regulated activity, would

have been removed had they not resigned, or there are ongoing concerns about their suitability to work with children.

Possible outcomes following a DBS referral may include:

- The DBS decides that no further action is required.
- The DBS asks the employer or other agencies for further information.
- The DBS considers whether the person should be placed on the Children's Barred List.
- The DBS makes a barring decision, which may prevent the person from working in regulated activity with children.
- The DBS decides not to bar the person but may still retain relevant information as part of its decision-making process.

The LADO does not make DBS barring decisions. Where a DBS referral is required, your employer should explain what information has been shared, where appropriate, and how this relates to any employment, disciplinary or safeguarding outcome.

What happens next?

Your employer should explain any actions being taken, expected timescales and whether there are restrictions or safeguarding arrangements in place while enquiries are completed. You may wish to seek advice from your trade union, professional body or HR representative.

Accessing information about you

If you wish to request personal information held by Leicestershire County Council, you may make a Subject Access Request (SAR). Please note that some information may be withheld where legal exemptions apply or where disclosure could affect the rights of others or ongoing investigations.

LADO referrals	https://www.leicestershire.gov.uk/leisure-and-community/community-safety/report-a-childcare-worker-or-volunteer
Email	CFS-LADO@leics.gov.uk
Telephone	0116 305 4141
Subject Access Requests	SAR@leics.gov.uk County Hall, Glenfield, Leicester LE3 8TG

Need support? Speak with your employer, HR team, trade union representative or professional association.