

Managing allegations against adults working or volunteering with children in Nottinghamshire - information for employers

**Any person working or volunteering
with children may be the subject of
an allegation/concern at some point
in their career.**

**Employers must have a procedure
and an appointed person for
responding to concerns that an
adult employee/volunteer has
harmed a child.**

**Working Together to Safeguard
Children requires that
employers work with the Local
Authority Designated Officer
(LADO).**



Nottinghamshire

In Nottinghamshire the work of the LADO is undertaken by the Managing Allegations Service.

The service brings together the LADO Allegations Officers (LADO AO) and a team of social workers. These workers provide advice and guidance to employers and voluntary organisations where there are allegations/concerns about an adult working or volunteering with children and young people. The social workers undertake assessments with the adult involved and any linked children.

The service considers both current and non-recent allegations/concerns and those made by an adult about events from their childhood.

The majority of people who work with children act professionally and provide a safe and supportive environment. It is never acceptable for an adult in a position of trust to harm a child and allegations or concerns are always to be taken seriously.

Relevant concerns in a professional or volunteer's personal life may have an impact on their work with children and should be referred.

Employers of employees/volunteers/agency workers who work with children should:

- Let children and their families know how they can raise a concern that a worker in the service may have harmed a child
- Let workers in the service know that they have a responsibility to raise a concern if they think a colleague has harmed a child or may pose a risk to children
- Have a procedure and an appointed person for responding to concerns that a worker has harmed a child
- Co-operate with the LADO AO and participate in the managing allegations process

If you are the person in your organisation who is responsible for responding to these concerns, please complete the online referral form to provide full details to LADO within 24 hours, if you are worried that a worker 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 towards a child or children in a way that indicates they may pose a risk of harm to children
- Behaved or may behave in a way that indicates they may not be suitable to work with children

NB: refer to the Nottinghamshire LADO only those employees/volunteers/agency workers who work in Nottinghamshire.

What will the LADO AO do when you refer a concern or allegation?

- Agree what the next step should be (i.e. referral to children's social care, police, employer investigation)
- Discuss how and when to talk about the concerns with the person who may have harmed the child
- Discuss how to inform child's parents/carers, where applicable
- Provide a view about required safeguarding measures, including suspension, however this decision rests with the employer
- Agree what is expected of you and other agencies involved

The employer's role with employees, volunteers and agency workers

The employer will:

- Consider safeguards required and the employee/volunteer/agency worker's duties while the investigation continues
- Advise the employee/volunteer/agency worker to seek support from their Trade Union as applicable
- Provide the employee/volunteer/agency worker with a named support person

What if your employee/volunteer/agency worker resigns or leaves?

The process will continue. The most recent employer is required to participate and progress, including making referrals to Disclosure and Barring Service (DBS) and any relevant professional bodies.

How long will the process take?

We are unable to predict how long a process may take, however it will be progressed as quickly as possible while allowing for a fair and thorough investigation.

When LADO Advice is agreed

Following your referral and the LADO consideration, a LADO Advice outcome returns the matter to the employer to address through the relevant HR processes.

LADO will not contact the employee/volunteer, the employer will be asked to advise their employee that the LADO has been contacted and that details of the concern will be held securely.

When LADO Referral - No Meeting is agreed

Following your referral and the LADO consideration, a LADO Referral – No Meeting outcome returns the matter to the employer to address through the relevant HR processes, however the LADO will track and record the outcome of the HR process.

The employer will advise their employee the LADO has been contacted and the LADO AO will advise the employee/volunteer/agency worker by letter that the process will be tracked to conclusion.

When LADO – Managing Allegations meeting process is agreed

Following your referral and the LADO consideration, this outcome will progress to a Managing Allegations meeting.

- Your employee/volunteer/agency worker will be allocated a social worker from the service who will contact them and you, to introduce the service and discuss the work they will need to complete.
- If the employee/volunteer/agency worker has children, the social worker may complete a child and family assessment to determine how the allegation impacts their family.
- If there is a police investigation the social worker may not initially be able to discuss the details of the concerns with the employee/volunteer/agency worker.
- Multi-agency meetings will take place; as these are investigative meetings, you will be invited, however your employee/volunteer/agency worker will not be invited.
- The social worker will provide a report to the meeting, the employee/volunteer/agency worker views will be included in the report and relayed to the meeting by the social worker.
- As the employer you will need to provide the meeting with full employment information relating to the employee/volunteer/agency worker
- Attendees from the agencies involved will review all of the available information and agree an outcome.

Investigation outcomes

Substantiated

There is sufficient evidence to prove the allegation.

Unsubstantiated

There is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

Unfounded

To reflect cases where there is no evidence or proper basis which supports the allegation being made.

Malicious

There is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

False

There is sufficient evidence to disprove the allegation.

Information for adults of concern

Confidentiality and record keeping

The information gathered as part of this process is kept confidential and any information sharing will be carefully considered.

The information relating to this matter will be kept on the employee/volunteer/agency worker's confidential social care record.

Links to Nottinghamshire's Managing Allegations Practice guidance

For current allegations

[Managing Allegations / Concerns in Relation to Adults who... \(trixonline.co.uk\)](#)

For non recent allegations

[Non Recent Cases of Abuse by Adults who are or have... \(trixonline.co.uk\)](#)

For allegations against foster carers

[Investigating Concerns and Allegations Against Foster... \(trixonline.co.uk\)](#)

Information for adults of concern

[Nottinghamshire's leaflet for Adults of Concern](#)

Nottinghamshire's LADO Referral Form

[Link to Nottinghamshire's LADO Referral Form:](#)