

WILTSHIRE COUNCIL and Local Safeguarding Children Board  
**ALLEGATIONS AGAINST STAFF- risk of harm to children**  
GUIDANCE FLOWCHART

**If you become aware that a member of staff may have:**

- behaved in a way that may have harmed a child or
- possibly committed a criminal offence against a child or
- behaved in a way that indicates s/he is unsuitable to work with children

The child and/or alleged abuser **SHOULD NOT** be questioned but a record made of what has been reported.

**Report immediately to your /a senior manager**

Unless there is clear evidence to prove that the allegation is incorrect **the manager must:**

**Report the allegation to the Local Authority Designated Officer for Allegations (LADO):**

8.45am – 5.20pm, Monday – Thursday and 8.45am – 4.20pm Friday

**LADOs - Nicholas Breakwell and Jeremy Fletcher 01225 713000**  
**Secretary to LADOs – Louise Jefferies 01225 713682**

**Out of hours contact: Emergency Duty Team 0845 607 0888**

**Your LADO will:**

1. Consider the relevant facts and concerns re the adult and child/ren, including any previous history.
2. Decide on next course of action – usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

If the DfE multi-agency procedures are NOT indicated, the LADO will agree with you an appropriate response (*eg for the agency to undertake further enquiries or to make an investigation*)

If the DfE procedures ARE indicated, a multi-agency strategy meeting will normally be held either by phone or in person. Normally a senior manager, the LADO, HR and the Police are invited. Information is shared confidentially, risks to children are considered and appropriate action agreed –eg s.47 Children Act enquiries, further enquiries, disciplinary measures or (unusually) criminal proceedings. A record of the meeting will be made, and further meetings held every 4 weeks until a conclusion.

**NB:** This document is intended for use as a quick guide only. For more detailed guidance refer to:

1. **The Multi-Agency South West Child Procedures at [www.swcpp.org.uk](http://www.swcpp.org.uk)**
2. **The Multi-Agency South West Child Protection Procedures at [www.wiltshirelscb.org](http://www.wiltshirelscb.org)**