

Managing Professional Allegations Local Authority Designated Officer (LADO)

'First Steps'



Bolton
Safeguarding
Children

Concern/ Allegation raised

Do not wait to act if the child is at risk of significant harm; contact Police or [Integrated Front Door](#)

Concern/Allegation is passed to your Designated Safeguarding Officer (DSO) or Manager

Try not to question the victim/witness just fully record the initial account and what you observed

Designated Safeguarding Officer or Senior Manager considers if the person who works with children has:

- behaved in a way that has harmed a child 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 he or she may pose a risk of harm if they work regularly or closely with children
- behaved or may have behaved in a way that indicates they may be unsuitable to work with children

See also [Things to Think About document](#)

Yes

Criteria met

No

Designated Safeguarding Officer or Senior Manager makes a referral to LADO within **one** working day
E-mail [Referral Form](#) to LADO@bolton.gov.uk
or for consultation/discussion call 01204 337474

Senior Manager/Employer/DSO & LADO agree next steps
(This could include intervention from Social Care and Police)

An Initial Consideration meeting/ Professional Strategy Meeting is held

No further LADO action required

LADO provides advice and guidance if needed.
Designated Safeguarding Officer or Senior Manager agree / decide if internal action is required.
Record action, rationale and relevant outcomes.