

Managing Professional Allegations

Local Authority Designated Officer (LADO)

'First Steps'

Concern / Allegation Raised

Note: Do not wait to act if the child is at risk of significant harm contact the Police or [Integrated Front Door](#) Tel 331500

Concern / Allegation is passed to the Head Teacher / Principle or Chair of Governors (if allegation relates to Head Teacher/ Principle)

Note: 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

If criteria thought to be met

Headteacher/Principal makes a consultation or referral to the LADO via the portal within **one** working day.

[Managing Professional Allegations Portal and Information, Bolton](#)

LADO determines that

LADO and Headteacher/Principal **agree next steps**
This could include intervention from Social Care and Police.

An Initial Consideration Meeting / Professional Strategy Meeting is held.

LADO determines that

LADO provides **advice and guidance** as appropriate.
Recorded on LADO systems and a 'no further action' letter is sent to the referrer.

No Further LADO Action required.