

Managing Professional Allegations Local Authority Designated Officer (LADO) 'First Steps' (for schools & colleges)



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 the Head Teacher (Chair of Govs/trustees if allegation is against HT)

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

Head Teacher 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

Head Teacher 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

LADO provides advice and guidance if needed. Head Teacher agrees / decides if internal action is required. Record action, rationale and relevant outcomes.

Head Teacher & 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

