

## Role of the LADO

Local authorities should have designated a particular officer, or team of officers (either as part of local multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people who work with children.

The LADO is responsible for:

- Providing advice, information and guidance to employers and voluntary organisations around allegations
- Ensuring investigations are carried out in an open and transparent way
- Chairing LADO strategy meetings
- Ensuring the child's voice is heard and that they are safeguarded.
- Establishing a consistent, fair and thorough process for dealing with allegations made against adults who work with children and young people
- Monitoring the progress of cases to ensure they are dealt with in line with agreed timescales

## Outcomes

At the end of every investigation we must come to a conclusion. The conclusions will be one of the below:

### **Substantiated**

Evidence was able to prove that the alleged incident/malpractice did happen.

### **Unsubstantiated**

Evidence was unable to prove or disprove that the alleged incident/malpractice did or did not happen.

### **Unfounded**

Evidence was available to prove that what was alleged did not happen or could not have happened or information has been misinterpreted.

### **Malicious**

A deliberate act to deceive. For an allegation to be classified as malicious, it will be necessary to have evidence which proves the intention to deceive.



Trafford Strategic  
Safeguarding Board

## Managing concerns about adults who work with children and young people

### **Information for employers**

Last updated in March 2019

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## Introduction

This information leaflet provides a brief guide to the allegations management process and the role of the Local Authority Designated Officer (LADO) in Trafford.

If you receive any information with regard to a safeguarding complaint, concern or allegation against an employee, volunteer or professional working or providing services to children, you must contact the LADO within one working day. Failure to do this could put children and young people at risk of harm.

This leaflet is about managing allegations of abuse made against adults who work with children and young people in any setting and occur in the workplace or relate to the individual's personal life.

It is important that all allegations of abuse of children and young people are treated seriously and in line with the [Greater Manchester Safeguarding Children Procedures](#).

Trafford Local Authority Designated Officer (LADO):  
Anita Hopkins

## Criteria for referral

A referral must be made to the LADO if an adult who works with children and young people (in regulated activity) under 18 has:

- Behaved in a way that has harmed, or may have harmed a child;
- Possibly committed a criminal offence against, or related to a child; or
- Behaved towards a child or children in a way that indicated they are unsuitable to work with children.

## Making a referral

To seek advice or make a referral, please contact the Local Authority Designated Officer. You can do this by email, telephone or online notification form.

Telephone: 0161 912 5125

Email: [MARAT@trafford.gov.uk](mailto:MARAT@trafford.gov.uk)

Online Notification Form - [www.tssb.uk](http://www.tssb.uk)

## The process of managing allegations

Agency receives information about a possible allegation



Ensure children are safeguarded and make referrals to the police and children's social care as required.



Do not investigate the matter, question the alleged victim, the alleged perpetrator or potential witnesses without consultation with the LADO.



The designated senior officer within the organisation will agree a way forward with the LADO.

