Management of Allegations Handbook

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1. Working Together to Safeguard Children (Department for Education) 26th March 2015 (updated 1st August 2018).
2. Keeping Safe in Education (Department for Education) (Published on 17th June 2020 due for implementation in September 2020)
3. Use of reasonable force in schools (Department for Education) (17th July 2013)
4. Disqualification under the Childcare Act 2006 (Department for Education) 17th March 2015, (updated July 2018)
5. Disclosure and Barring Service Referral Guide for employers and volunteer managers (V.3i)
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7. Disclosure and Barring Service: Local Authority Referral Duty and Power
8. REVISED Guidance for Safer Working Practice for Adults who work with Children and Young People in Education 2019 (Safer Recruitment Consortium) (An Addendum to the document was made in April 2020).

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7. Leaflets
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9. Escalation Process
10. Threshold Model

**Local Authority / Board Procedure** (Insert own procedure)

**Template Documents relating to Management of Allegations**

1. Consultation/ Initial consideration
2. Notification / Referral
3. Running log or recording template
4. Minutes template, including agenda and statement of confidentiality
5. Follow up minutes template
6. Statement of confidentiality
7. Agenda (Initial and Review)
8. Outcome Form
9. Leaflets
10. Audit Tool
11. Template letter to individual when there is no employer
12. Template Response to safer area checks
13. Template response to Ofsted
14. Template response to Providers re LADO information
15. Template response when the threshold for referral is not met

**Calendar of Events for LADOs (pg. 4)**

1. National Conference March
2. Regional Dataset May
3. Quarterly – Regional North West Meetings. Either face to Face or video link.
4. Sub-Group / Workgroup Meetings, held face to face or via video link
5. Annual Reports to the Board

Management of Allegations

Handbook

**Executive Introduction**

The Local Authority Designated Officer (LADO) has responsibility for the management of allegations against adults who work with children. In accordance with 'Working Together to Safeguard Children', (2015), the LADO has oversight of individual cases as well as providing advice and guidance to employers and voluntary organisations, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible.

**National Regulations and Guidance**

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| --- | --- |
| Working Together to Safeguard Children (Department for Education) 26th March 2015) Update 2018 | https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/729914/Working\_Together\_to\_Safeguard\_Children-2018.pdf |
| Keeping Safe in Education (Department for Education) (Published on 17th June 2020 due for implementation in September 2020) | https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/835733/Keeping\_children\_safe\_in\_education\_2019.pdf |
| Use of reasonable force in schools (Department for Education) (17th July 2013)) | https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools |
| Disqualification under the Childcare Act 2006 (Department for Education) 17th March 2015, (updated July 2018) | https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006 |
| Disclosure and Barring Service Referral Guide for employers and volunteer managers (V.3i) | https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs |
| Disclosure and Barring Service Factsheet: Regulated Activity with Children | https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/377519/DBS\_referrals\_guide\_summary\_of\_regulated\_activity\_with\_children\_v2.2.pdf |
| Disclosure and Barring Service: Local Authority Referral Duty and Power | https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/434773/DBS\_referrals\_guide\_Local\_Authority\_referral\_duty\_and\_power\_v3.1.pdf |
| REVISED Guidance for Safer Working Practice for Adults who work with Children and Young People in Education 2019 (Safer Recruitment Consortium) (An Addendum to the document was made in April 2020). | https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final-1.pdf |
| Early Years Foundation Stage (EYFS 3/4/17) | https://www.foundationyears.org.uk/files/2017/03/EYFS\_STATUTORY\_FRAMEWORK\_2017.pdf |

**Regional Guidance and Policies**

|  |  |
| --- | --- |
| Information and retention policy |  |
| Cross Border Protocol |  |
| Regional Dataset |  |
| Directory on Regulated Activity |  |
| Directory of Independent school |  |
| North West LADO contacts |  |
| National LADO list |  |
| Directory of LADO contacts |  |
| Leaflets |  |
| GDPR Guidance |  |
| Escalation Process |  |
| Threshold Model |  |

**Local Authority / Board Procedure** (Insert own procedure)

**Template Documents relating to Management of Allegations**

|  |  |
| --- | --- |
| Consultation/ Initial consideration |  |
| Notification / Referral |  |
| Running log or recording template |  |
| Minutes template, including agenda and statement of confidentiality |  |
| Follow up minutes template |  |
| Confidentiality Statement |  |
| Agenda (Initial and Review) |  |
| Outcome from Employer |  |
| Audit Tool |  |
| Template letter to individual when there is no employer |  |
| Template Response to safer area checks |  |
| Template response to Ofsted |  |
| Template response to Providers re LADO information |  |
| Template response when the threshold for referral is not met |  |

**Calendar of Events for Local Authority Designated Officers**

|  |  |
| --- | --- |
| National Conference | March - Yearly |
| Regional Dataset | April - Yearly |
| Regional North West Meetings | Quarterly |
| North West - Sub-Group / Workgroup Meetings | Quarterly to inform the regional group |
| Reports to the Board | Annual |