**It is your duty to IMMEDIATELY report concerns to your Designated Safeguarding Lead (DSL)/Manager. If you feel that your concern has not been dealt with appropriately you have a duty to report your concern directly.**

**As defined by Working Together (2018) and Keeping Children Safe in Education (2023) - an allegation has been made whereby a person working (employed or volunteer) with children may have:**

* **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 or**
* **Behaved towards a child or children in a way that indicates they may pose a risk of harm to children**
* **Behaved or may have behaved in a way that indicates they may not be suitable to work with children**

**If an allegation is made against any adult who comes into contact with children in either a paid or unpaid capacity , the DSL/Manager/Employer MUST contact the Designated Officer (LADO) within 1 (one) working day.**

**For Early Years/Childcare providers please contact:**

**For Yvonne Nelson-Brown – 01384 813110**

**For Sukhchandan Kaur – 01384 813066**

**General line: 01384 813061**

[**allegations@dudley.gov.uk**](mailto:allegations@dudley.gov.uk)

**AND** **Ofsted 0300 123 1231**

**For Any other professional organisations please contact:**

**For Yvonne Nelson-Brown – 01384 813110**

**For Sukhchandan Kaur – 01384 813066**

**General line: 01384 813061**

[**allegations@dudley.gov.uk**](mailto:allegations@dudley.gov.uk)

**Step 1: Contact LADO discussion to take place regarding initial planning and whether the member of staff/person concerned is to be informed of the allegation; the LADO will ask you to complete a referral form.**

**Step 2. For Allegations/concerns/ongoing risk to a child you must also make a referral to Dudley Front Door Service (MASH) Portal Link**

<https://childrensocialcare.dudley.gov.uk/web/portal/pages/home> **or call 0300 555 0050**.

**(MASH hours are 9am–5pm Monday to Friday** **or out of hours contact the Emergency Duty Team – 0300 555 8574)**

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**There is involvement with Social Care and/or a Police investigation. A S47/Strategy discussion between Social Care & Police is held to consider appropriate response. e.g. whether single or multi agency meeting is necessary.**

1. **Following the LADO referral, if an allegation is false or unfounded.**

**b) If an allegation is founded and possible disciplinary procedures or potential criminal proceedings.**

**A Position of Trust (PoT) meeting may be convened to consider the allegation and plan any further enquiries/investigation – this is a multi-agency meeting which will include attendance from your agency and may include the Police, Childrens Social Care and Ofsted.**

**The LADO chairs pot meetings to exchange information and to decide on a formal investigation process.**

**(There are occasions when investigations are in process before a PoT is convened these are usually when the allegation has been made directly to the Police.)**

**If the allegation is SUBSTANTIATED. It is the employers responsibility make a referral to DBS service and/or to other regulation bodies, e.g. TRA, SWE, Sports Associations, etc. informing them of the outcome of the allegation.**

**If you are an Early Years/Childminder setting you must contact Ofsted. They will decide on any action i.e. withdraw registration and will liaise on the referral to the DBS – 01325 953795.**

**LADO to discuss with Police for an initial evaluation.**

**LADO discuss with Children’s Social Care the need for a PoT meeting.**

**It is the employer’s responsibility to share info to all professionals involved.**

**You decide upon action to safeguarding children and young people within your establishment. i.e. staff suspension, restricted duties, etc.**

**If a child has suffered, or is likely to suffer significant harm.**

**REMEMBER…….**

**Is the child safe?**

**Make sure to document everything. Do not investigate.**

**If in doubt seek advice from LADO**

**No significant harm but allegation might constitute a criminal offence.**

**There is no further action but refer to LA children’s Social Care or Police if allegation is deliberately invented.**

**There is NO Social Care or Police investigation.**