

This is the role and responsibility of the employer/ voluntary agency. However, the views of the relevant agencies involved will always be taken into account in relation to continuing contact with young people.

In each individual case, the designated person must ensure that:

- the level of risk to service users is properly considered and managed;
- all alternative options and the consequences of any immediate action taken (for example, suspension) are appropriately considered;
- any action is taken in the best interests of all concerned and is based on assessment of risk, with a clear rationale;
- any relevant procedures are appropriately followed;
- appropriate advice is sought;
- the person who is subject of the allegation receives appropriate support, understands the procedures that will be followed and is kept informed of the progress of the case.

Concluding the case

Once all appropriate procedures have been concluded, the designated person will need to manage the outcomes. This may include:

- management of the return to 'work' where an individual has been asked to remain away;

- referral to the DBS and/or a referral to the relevant regulatory body;
- improvements to procedures or practice;
- depending on the circumstances of the alleged abuse, support for others at the workplace, including other members of staff or other children or adults at risk.

DBS referral guidance is available at:

www.gov.uk/government/collections/dbs-referrals-guidance

Who to contact regarding a possible allegation or safeguarding concern

All adults have a responsibility to report any concerns. Allegations should be reported to the appropriate manager immediately. Unless there is clear evidence to prove that the allegation is incorrect the manager must **REPORT THE ALLEGATION WITHIN 24 HOURS** to the Local Authority Designated Officer (LADO).

Dorset Council LADO	01305 221122
Dorset Children's Advice & Duty Service	01305 228558
Out Of Hours Emergency Duty Service	01202 228558



Managing Allegations and the Local Authority Designed Officer (LADO)



Working together to keep Dorset's children and young people safe

Responsibility for dealing with allegations or concerns

Once a concern or allegation is identified regarding the behaviour of an adult, advice should be sought as soon as possible. This would most appropriately be obtained from the Local Authority or Police but could be sought from a national or local organisation if such an affiliation is in place. If a young person makes an allegation, this must be reported immediately to the Dorset Children's Advice & Duty Service (CHAD). **To do nothing is not an option**

The allegation

This guidance refers to any allegation where an employee or volunteer has, or may have:

- behaved in a way that has harmed, or may have harmed a child or an adult at risk;
- possibly committed a criminal offence against, or related to, a child or an adult at risk;
- behaved towards a child/children or adult(s) at risk in a way that indicates s/he may pose a risk of harm to children

All allegations must be taken seriously as they may be substantiated

However, some allegations may be:

- unfounded (misinterpreted);
- unsubstantiated (insufficient evidence);
- false (untrue)
- malicious

Allegations come from various sources and the management of an allegation may involve one or all of:

- a police investigation of a possible criminal offence;
- enquiries and assessment by children's services about whether a child is in need of their services;
- consideration by an agency of the position of a volunteer within its structure.

Responsibility for managing allegations

The County Council works in partnership with others to safeguard children.

The **Pan-Dorset Safeguarding Children Partnership (PDSCP)** ensures that key agencies work together to safeguard children in Dorset. When an allegation is made against a member of staff or a volunteer who has contact with children and young people, the Partnership's procedure for managing allegations will be followed. The Local Authority Designated Officer (LADO) has overall responsibility for ensuring that this procedure is followed. The LADO also provides advice and guidance to the employer.

The Employer/Service/Line Manager

As an agency, you will have a duty to support those working for your service. You will also have some responsibility for supporting the individual whilst any investigation is taking place.

The role of the designated person in managing allegations against an employee

Allegations will be taken seriously and dealt with sensitively and promptly. The service will provide appropriate support to any member of staff/volunteer who is the subject of an allegation and will consider the appropriate action to be taken.

The allegation may have a potential impact on the individual's contract of current or future employment or their position as a volunteer. How the service responds to the allegation is a matter for the designated person to decide with advice from HR and the relevant professionals where available and appropriate.

Taking action

The manager of the individual who is the subject of the allegation will work with the appropriate professionals (routinely the Local Authority Designated Officer) to determine the appropriate course of action.

The individual's line manager has responsibility to follow the appropriate procedure in a fair manner and to decide on the appropriate course of action.

The individual circumstances of the case may have an impact, for example whether it is possible to conduct an internal inquiry in parallel with a police investigation, if the police are involved.

Before taking/recommending any action advice should be sought from the appropriate agency/professionals. The Pan-Dorset Safeguarding Children Partnership, Local Authority or police, if involved, cannot require the agency to suspend the member of staff.