

- You have become aware that a staff member/volunteer may have:
- Behaved in a way that could have harmed a child or young person.
 - Possibly committed a criminal offence against a child or young person.
 - Behaved in a way that indicates they are unsuitable to work with children/young people, or may pose a risk to children.

Allegations Against Staff & Volunteers Flowchart

Report immediately to your Designated Safeguarding Lead (DSL).

The child and/or alleged abuser **MUST NOT** be questioned (unless agreed by the LADO).

DSL or Deputy to **contact the Local Authority Designated Officer (LADO) within one working day.**

Police should be contacted in an emergency; seek medical help for the child if necessary.

Ensure the child/young person is safe and comfortable. Allow them to continue the activity if appropriate.

Agree with the LADO arrangements for informing parents/carers and the next course of action.

Is the person, against whom the allegation is made, still at work?

YES

Decide in discussion with the LADO and your HR advisor whether to remove the person from the situation (i.e. suspend them).
In agreement with the LADO, explain to the person that there has been a complaint/allegation (but do not provide the details of the complaint/allegation).

NO

Make sure the LADO is aware that the person is no longer at work.
The LADO will then consider informing other relevant organisations.

If the person is suspended, this is a neutral act pending investigation to safeguard all parties.