

Local Authority Designated Officer (LADO)

The role of the LADO is set out in section 11 of the Children's Act 2004 and in the HM Government guidance [Working Together to Safeguard Children \(2015\)](#) (external link).

Their role is to give advice and guidance to employers and voluntary organisations; liaise with the Police and other agencies, and monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process. Every agency that works with children and young people should have a Designated Officer whose job it is to liaise with and refer to LADO.

The LADO should be alerted to **all** cases in which it is **alleged** that a person who works with children 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
- Behaved towards a child in a way that indicates they may pose a risk of harm to children.

What to do if an allegation or concern is raised about a member of your staff

If you're faced with an allegation against an employee, volunteer, or a professional working or providing services to children you must contact the Designated Officer in your agency at the earliest opportunity. Failure to do this could put children and young people at risk of harm. The Designated Officer should inform the LADO within 1 working day.

If you are not sure if the situation meets the threshold contact LADO for an informal discussion.

What is the process?

The LADO process can be described in 6 stages:

1. You become aware of a risk to a child from an employee, volunteer, or professional in your employ. You report your concerns to your Designated Officer at the earliest opportunity, who will then liaise with LADO. Every organisation should have a Designated Officer who deals with Safeguarding issues
2. LADO will work with you and the designated officer to decide; who the case needs to be referred to; if an initial action meeting is needed to discuss safeguarding issues; whether Human Resources need to be involved and what immediate action needs to be taken to make a child or children safe
3. LADO will consult wherever appropriate, with the police, children's social care team and the person's line manager (if this is a different person from the referrer)

4. Following the initial discussions the LADO will either arrange an Initial Action meeting or record the case as advice given or no further action required
 5. The Initial Action meeting brings together information and evidence to plan the investigation. This is a multi-agency meeting that will decide if there is a criminal offence that needs to be investigated by the police, whether a child is in need of protection or services, and if an employer needs to consider disciplinary action against the individual
 6. The LADO co-ordinates the investigations and reviews the actions as necessary. They record all the information and actions ensuring where necessary that individuals are reported to regulatory bodies.
- Down load and complete a [LADO referral form from the website](#)

Greater Manchester procedures

The roles, responsibilities and procedures for LADO is outlined in [section 5.1 \(external link\)](#).

Training

We have a LADO course for managers and schools to walk you through the LADO process and manage allegations against staff.

Visit our [Training page](#) for more information.

Useful references

Although it's now a few years old the [Guidance for safer working practice for adults who work with children and young people](#) provides useful guidance in addition to the Greater Manchester Safeguarding Partnership guidance.

Contact LADO

The Local Authority Designated Officer in Wigan:

- Telephone: 01942 486034
- Out of normal office hours: 01942 828300
- Email: lado@wigan.gcsx.gov.uk

Important factors to consider when making a referral

Understand and know the local thresholds of need to safeguard and protect children see at Wigan Safeguarding Children Board professionals –

<http://www.wigan.gov.uk/WSCB/Professionals/index.aspx>

When making a referral or seeking advice any previous information such as a chronology, the most recent assessments, plans and reviews or relevant information should be used to support and evidence the appropriateness of the referral.

If a request is accepted, organisations will carry out appropriate assessment.

If appropriate, a multi agency plan will be formulated to provide the required level of support.

If a request does not meet an organisations threshold, they will provide information about suitable alternative resources that might help, and if appropriate, signpost the request on to other services.

WIGAN CONTACT NUMBERS

Children's Central Duty Team – Wigan Council 01942 828300

Wigan SCB Tel: - 01942 705 942

Bruising in NON-MOBILE children - Refer Child immediately to Paediatrician On-Call for Child Protection : 01942 244000

Emergency Out of Hours Duty 0161 834 2436

Gateway – Wigan Council 01942 486262

Police Public Protection Unit 0161 856 1940

NSPCC National Helpline 0808 800 5000

Greater Manchester Local Safeguarding Children procedures should be followed, which can be found at

<http://greatermanchesterscb.proceduresonline.com>

Welcome to your Greater Manchester

Safeguarding Children Procedures Manual Use the 'quick guide' on the left hand side then use the contents option for WIGAN Follow the link for WIGAN contacts