

## Summary of Allegations Management Procedures

### Concern about a member of staff or a volunteer working with children

If a professional receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern could amount to:

- a) a member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child;
- b) possibly committed a criminal offence against or related to a child; or
- c) behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- d) has behaved or may have behaved in a way that indicates they may not be suitable to work with children

Then that professional should:

### Report their concerns

Report the concern to the most senior person not implicated in the allegation.

### Completion of written record

Complete a written record of the nature of circumstances surrounding the concern, including any previous concerns. Include where the concern came from and brief details only.

### Seek advice before proceeding – initial discussion

Always contact the Local Authority Designated Officer (LADO) for advice prior to investigating the allegation. This is because it might meet the criminal threshold and so your investigation could interfere with a Police or Social Care investigation.

**Local Authority Designated Officer (LADO) – Tel: 03003 033892 or email: [lado@cumbria.gov.uk](mailto:lado@cumbria.gov.uk)**

The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues.

### Allegations Management Process

If, after your initial discussion with the LADO, it is agreed that the allegation meets the threshold, a Position of Trust referral should be submitted and will be recorded within the secure and confidential LADO system (LCS). A multi agency meeting may be convened, and a representative from the employing agency will be invited.

### Further action

Further meetings may be required and these will be convened by the LADO, with your input at all times. Further information on the Allegations Management Process can be found in the Government document: Working Together to Safeguard Children 2018  
Keeping Children Safe in Education 2022

[cumbrialscb.proceduresonline.com/files/alleg\\_manage\\_fc.pdf](http://cumbrialscb.proceduresonline.com/files/alleg_manage_fc.pdf)