**AGENCY REPORTING FORM FOR ALLEGATIONS AGAINST STAFF AND VOLUNTEERS WORKING WITH CHILDREN WITHIN WEST SUSSEX**

**WHEN AND HOW TO USE THIS FORM**

This form must be filled in and sent to the Local Authority Designated Officer (LADO) in West in every case where it is *alleged* that a person working/volunteering with children has

1. behaved in a way that has *harmed* or may have harmed a child
2. possibly committed a *criminal offence* against or related to a child
3. Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children or in the case of teachers behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children, is unsuitable to work with children.

This form should be used when an allegation has been made about a worker regarding their formal role with children or when there has been an allegation made in their private life.

You may be asked to provide associated relevant documentation with this referral form. Once the information has been evaluated by the LADO you will be advised re the appropriate action to be taken.

You may find it helpful to read the Allegations Managements Procedures for Sussex before completing this referral. These can be found at: <http://pansussexscb.proceduresonline.com/chapters/p_alleg_ppl_wk_ch.html>

**Referring Agency Details**

|  |  |
| --- | --- |
| Date of referral |  |
| Referrers name |  |
| Referrers job title |  |
| Place of work & address |  |
| Tel number |  |
| Email  |  |
| Who is your Designated Manager/Child Protection Lead |  |
| Status of organisation eg LA, private, voluntary etc |  |
| Who is your HR lead for allegations against staff |  |

**Details of potential victim/child** please repeat box if more than one child

|  |  |
| --- | --- |
| Name |  |
| DOB |  |
| Gender |  |
| Ethnicity/Religion |  |
| Home address/tel |  |
| Parent’s/carers names/contact details |  |
| Issues of disability/communication for child or parent/carer |  |
| Has the child made a previous allegation and if so give details |  |
| Are there other professionals working with this child eg social worker |  |
| Other information of relevance re this child and the allegation |  |
| Is the child aware of referral and if so when/ their views |  |

**Details of person/s subject to the allegation** please repeat box if more than one person

|  |  |
| --- | --- |
| Person subject to allegation  |  |
| Job title |  |
| DOB |  |
| Home address |  |
| Ethnicity/religion |  |
| Length of employment |  |
| If they are an agency worker please give contact details for the agency |  |
| Have they been subject to previous allegations/concerns and if so provide full details |  |
| Does this person work/volunteer in any other capacity with children if so please give details? |  |
| Does this person have children of their own?  |  |
| Has the person been suspended/ advice taken from HR |  |

**Allegation Details**

|  |  |
| --- | --- |
| What are we worried about? Full details of allegation e.g. injuries, medical treatment, context, witnesses etc. |  |
| What Safeguarding Measures have already been implemented to ensure the Child’s welfare**?** |  |
| Date of alleged incident |  |
| Date allegation reported to referrer |  |
| Category of Abuse Alleged – please tick  |

|  |  |  |  |
| --- | --- | --- | --- |
| Physical | Emotional | Sexual  | Neglect |
|  |  |  |  |

 |
| Did an allegation of physical harm follow a restraint?  | Yes No |
| Is this a work or private life matter |  |
| Who else has been informed regarding allegation |  |

**Please give details of any other information of relevance**

|  |
| --- |
|  |

**Please return this form to WSCC LADO Team:**

Email: Lado@westsussex.gov.uk

Telephone: 01403 229900

**Data security: when emailing this form please ensure it is sent safely, using password protection if needed.**

**Next Steps**

The Local Authority Designated Officer (LADO) is responsible for the oversight and management of allegations made against employees.

The LADO will evaluate the information provided on this form to determine whether the allegation meets the Allegations Management Thresholds. This may involve consulting with revelent statutoiry agencies such as the police, Children’s Social Care and Ofsted.

The employer must not commence an internal investigation before the LADO has responded to the referral. It is the responsibility of the Police and the Children’s Services to investigate allegations of abuse involving children. Any such intervention at this stage could jeopardise a potential criminal investigation. The employer may make basic enquiries to determine whether there may be some potential foundation to the allegation. The enquiries should be minimal to establish the facts of the allegation, if these were not established or were unclear at the time of the concern being raised.

**Please note:** When the next steps have been agreed and you speak with the staff member you must inform them that WSCC LADO department will be keeping a record of this case. You must also follow your organisation’s procedures for informing your regulatory and professional bodies.