**Managing allegations against those working with children**

**‘The first 5 minutes’**

An allegation or incident against a staff member is received

Manager / person in charge receives complaint

Make sure children are safeguarded

 Refer to IFD WSChildrenServices@westsussex.gov.uk or 01403 229900

 or inform allocated social worker

If out of hours inform EDT on 0330 222 6664

At this stage do not question the victim or alleged perpetrator or witnesses

Ring designated safeguarding lead /manager

Contact LADO as soon as possible and within 24 hours of allegation being made

LADO@westsussex.gov.uk or 0330 222 6450

Designated safeguarding lead / manager will discuss with LADO regarding course of action

Three possible courses of action

No further action

or

Action by employer / setting

or

Initial Evaluations Meeting