

Managing Allegations against Adults who Work with Children and Young People

Guidance for
Chief executives
And
Strategic and operational managers

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1. Safeguarding children - a shared responsibility

All organisations that provide services in which children and young people are involved, share a responsibility to keep them safe from maltreatment and abuse.

Statutory guidance Working Together to Safeguard Children (2006) sets out how organisations must work together to safeguard and promote the welfare of all children. Chapter 6 (6.20) and appendix 5 provide guidance on how to respond to, and manage allegations made against adults who work with children and young people.

2. Roles and responsibilities of organisations

The Local Authority Designated Officer (LADO)

The Local Authority must designate an officer to be involved in the management and oversight of individual cases: providing advice and guidance to employers and voluntary organisations; liaising with the police and monitoring progress of cases to ensure that they are dealt with as quickly as possible through the use of a fair and thorough process.

The LADO must be informed of **all allegations** that come to an employer's attention. The LADO and the employer will discuss whether the allegation meets the criteria so that the LADO can consult Children's Social Care or the Police as appropriate.

Even what may appear to be 'less serious' allegations must be followed up and examined objectively by the LADO.

The LADO is responsible for:

- Management and oversight of individual cases from all partner organisations.
- Providing advice, information and guidance to employers and voluntary organisations.
- Liaison with the Police, Children's Social Care, Crown Prosecution Service and other agencies as needed.
- Monitoring progress of cases, through to their final conclusion, to ensure they are dealt with within set timescales.
- Ensuring a consistent, fair and thorough process for all adults working with children and young people against whom allegations are made.
- Responsibility for maintaining an information database in relation to all allegations and concerns through to the final outcome.
- Production of qualitative and quantitative reports.
- Attendance at strategy meetings and initial evaluation meetings where necessary and liaison with the chairpersons.
- Providing support, advice and expertise to senior managers in the consideration of referral of cases to Children's Social Care or the Police, initiation and conduct of disciplinary procedures, suspension, and appropriate action with regard to false and malicious allegations.

Meeting these responsibilities will require:

- A working mandate from Newcastle Safeguarding Children Board (NSCB)
- Sufficient status to liaise with Senior Managers and Nominated Senior Officers
- Access to database programmes
- Administrative support



The role of the Local Authority Designated Officer (LADO) will be piloted as a responsibility of the Children's Safeguarding Standards Unit, Co-ordinator with effect from 22.01.08. The acting unit manager will provide cover in their absence.

Named Senior Officer (NSO)

Organisations providing services for children must nominate a senior officer who has overall responsibility for ensuring that their organisation is implementing NSCB Procedures for managing allegations against persons who work with children, resolving any inter-agency issues and liaising with the NSCB on the subject. This person will be known as the Named Senior Officer (NSO).

The NSO is responsible for:

- Ensuring that NSCB procedures for managing allegations are implemented within their own organisation procedures.
- Ensuring that the workforce is aware of and implements the procedures in relation to all allegations against adults who work with or on behalf of children.
- Ensuring that the organisation has systems in place to review cases and identify and implement any changes including, whether there are features of the organisation which may have contributed to the abuse occurring therefore improving procedures and practice.
- Resolving any inter-agency issues which impede the implementation of NSCB Procedures.
- Ensuring that the roles of the Named Senior Officer, Local Authority Designated Officer and Senior Manager are included in the organisation's internal policy and procedures. Ensuring that effective reporting and recording arrangements within the organisation are in place.



Meeting these responsibilities will require:

- A strategic lead.
- Access to up to date and relevant information regarding the management of allegations.

Senior manager within organisations

Organisations must identify a senior manager who has overall responsibility for ensuring procedures are followed at an operational level, and to whom all allegations are reported.

This person may be, or may represent the organisation; In a school this is the head teacher, and the chair of governors in the event of an allegation against the head.

A deputy must also be identified to cover in the absence of the senior manager, or if the allegation is against them.

The senior manager is responsible for:

- Understanding the procedures for managing allegations or concerns against staff and volunteers.
- Understanding and following the criteria under which allegations or concerns of abuse must be notified to the LADO.
- Being the manager within the organisation to whom all allegations or concerns are reported.
- Understanding how strategy discussions and initial evaluations operate and be able to attend and contribute to these effectively when required to do so.
- Informing the LADO when a concern, complaint or allegation is made

against a member of staff or volunteer.

- Liaising with the LADO and gathering additional information which may have a bearing on the allegation.
- Liaising with the LADO and HR personnel regarding issues relating to suspension; provision of risk assessments; support for the accused person; progress of external investigations; disciplinary processes, including information provided by police and Children's Social Care; reports to Independent Safeguarding Authority and regulatory body; appropriate action regarding false allegations, including those made with malicious intent; and record keeping.
- Liaising with LADO in respect of information to be provided to the child, parent, accused person and others.
- Providing reports and information as required to the NSO.
- Liaising with the NSO to:
 - Inform him or her of any issues and ongoing investigations
 - Ensure there is always cover for his or her role.
- Ensuring that the establishment's policy and procedures are updated and reviewed and updated in accordance with NSCB procedure.
- Keeping detailed, accurate, secure written records of allegations or concerns received and how these were resolved, including the progress of external investigations.
- Receiving appropriate training for the role and attend any relevant or refresher training courses.

3. Procedure for managing allegations

In order to ensure consistency, effective protection for the child and appropriate support for the person who is the subject of the allegation, Newcastle Safeguarding Children Board (NSCB) has agreed that a single process compliant

with both Working Together to Safeguard Children (2006) and Safeguarding Children in Education: Dealing with Allegations of Abuse Against Teachers and Other Staff (2005) must be adopted across the city, therefore is developing a local procedure for organisations to follow and incorporate into internal procedures.

The procedure will apply to a wider range of allegations than those in which there is reasonable cause to believe a child is suffering, or likely to suffer significant harm. It also includes cases of allegations, complaints or concerns that might indicate that the adult may be unsuitable to continue to work with children in his or her present position, or in any capacity. It must be used in respect of all cases in which it is alleged or there are concerns about a person who works with children who may have:

- **Behaved in a way that has harmed, or may have harmed, a child**
- **committed a criminal offence against, or related to a child; or**
- **Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.**

The procedure is in its first draft and will be circulated for wider consultation at the end of March 2008.

All staff working or volunteering within your organisation must be made aware of the procedures for managing allegations so that they know what action to take if they receive an allegation, and who in the organisation must be informed.

Implementation and roll out is anticipated from May 2008. Multi-agency briefings will be arranged through Newcastle Safeguarding Children Board to support implementation.



4. Contacts

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5. Useful links (control + click to follow link)

Working Together to Safeguard Children (2006)
<http://www.everychildmatters.gov.uk/files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf>

Newcastle Safeguarding Children Board website www.newcastle.gov.uk/lscb

What to do if you are worried a child is being abused
<http://www.everychildmatters.gov.uk/files/FD21D51F594298457CF64BE9CDF6F179.pdf>

Safeguarding children in education: Dealing with allegations of abuse against teachers and other staff <http://www.wiltshirelscb.org/material/dealing-with-allegations-of-abuse-agst-teachers.pdf>

Teachernet [TeacherNet: the education site for teachers and school managers](#)

Every Child Matters [Home - Every Child Matters](#)

Independent safeguarding Authority [Resources and practice - Every Child Matters](#)

