

**Checklist for staff attending an allegations against staff and volunteers meeting when an allegation has been made against a staff member or volunteer**

The LADO considers which professionals, agencies, employer and regulators to invite to the allegations against staff and volunteers meeting and takes advice on who would be able to bring information to the meeting and / or action any recommendations and further support the process

The check list is aimed to assist and offer support, when invited to a strategy meeting. It is important that attendees are able to participate fully.

| <b>ASK YOURSELF</b> |   |       |  |
|---------------------|---|-------|--|
|                     |   | ✓ yes |  |
|                     |   | X no  |  |
|                     | <b>Am I able to bring along all relevant information?</b>   |       |  |
|                     | <b>Am I able to action or feedback tasks?</b>   |       |  |
|                     | <b>Is this person known to my service?</b>  |       |  |
|                     | <b>Am I familiar with the case notes?</b>   |       |  |
|                     | <b>Do I feel there may be a conflict of interest? Do I know the subject personally/work closely with the subject?</b> |       |  |
|                     | <b>Has a section 47 enquiry been carried out? Is one required prior to the professional Strategy meeting?</b>         |       |  |
|                     | <b>Please bring along (where appropriate)</b>   |       |  |
|                     |   |       |  |
| 1                   | <b>Name, Address, DOB of alleged victim (s)</b>   |       |  |
| 2                   | <b>Name, Address, DOB of subject (s)</b>  |       |  |
| 3                   | <b>Chronology of recent events</b>  |       |  |

|    |   |  |
|----|---|--|
| 4  | <b>What you know about the incident</b>   |  |
| 5  | <b>What you know about the victim</b>   |  |
| 6  | <b>What you know about the subject (s) of the allegation including employment history and any previous concerns</b> |  |
| 7  | <b>Any records/notes of interviews</b>  |  |
| 8  | <b>Any record/notes of assessments</b>  |  |
| 9  | <b>Historical information about the alleged victim</b>  |  |
| 10 | <b>Historical information about the subject (s) of the allegation</b>   |  |
| 11 | <b>A HR representative if required</b>  |  |

**Guidance for staff attending a Professional Strategy Meeting when an allegation has been made against a staff member or volunteer**

The vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment, that secures the wellbeing and very best outcomes for children and young people in their care; however children can be subjected to abuse by those who work with them, in any and every setting.

We also know that some professionals may feel vulnerable to false allegations. The length of time taken to deal with cases, plus the widespread publicity some cases attract, can have very damaging effects on children, the adults involved, their families and their carers. It is in everyone's interest to have a rigorous, fair and timely system for dealing with allegations of abuse, as outlined within the London Child Protection Procedures (Chapter 7).

Occasionally an allegation may be so serious, that child protection concerns will need to be addressed by a section 47 enquiry by the police and social services prior to the professional strategy meeting.

### **What happens at an allegations and staff and volunteers meeting**

At the meeting attendees will discuss the allegation and cover the following areas:-

- Review the case against three criteria: Criminal, child protection and disciplinary.
- Review any previous concerns or allegations regarding the conduct of the accused person.
- Consider whether a section 47 enquiry (children act 1989) has been carried out or is required and/or police investigation and consider the implications.
- Consider whether any parallel disciplinary process should take place.
- Consider whether a complex abuse investigation is applicable.
- Determine what information can be shared, with whom and when.
- Ensure that arrangements are in place to protect the child/ren involved and any other child/ren affected.
- Consider what support should be provided to all children who may have been affected directly and indirectly.
- Make arrangements to inform the child's parents/carers or the parents/carers of any other children involved, and consider how to provide them with support and information during enquiries.
- Make recommendations where appropriate, regarding suspension, or modifications to the persons employment.
- Share information about employment history
- Agree protocols for reviewing and consider the need to share the statements and evidence with the employer or voluntary organisation.
- Consider what support should be provided to the subject of the allegation and others who might have been affected.
- Consider whether the matter can be concluded or if there need to be further meetings.

- If the matter can be concluded to arrive at an outcome and to consider the implications of the outcome in terms of future employment and possible referral to a regulatory body and/ or the DBS (disclosure and barring service)