



# One minute guide

## The Local Authority Designated Officer (LADO)

(Updated April 2021)

### What is the LADO

The Local Authority Designated Officer (LADO) is the person who should be notified when it has been alleged that a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates she or he may pose a risk of harm to children.

The detail of the LADO role is highlighted in [Working Together](#) 2018.

### What does the LADO role involve?

The LADO manages allegations or concerns about professionals or adults working or volunteering with children. The LADO will have management and overview of cases from all agencies when the criteria is met; Give advice, guidance and information to Senior Managers; monitor the progress of cases in a timely and confidential way and ensure that consistent thorough application of the policies and procedures in organisations are used. This is so that children are protected from those who might harm them. It gives all agencies whether from the statutory, private or voluntary sector a central point of contact for them to discuss and make notifications falling within the above criteria.

Cases that meet the criteria will be subject to an initial evaluation and where appropriate involvement of other relevant professionals including the police, social care, employers and regulatory bodies. The initial evaluation will focus on the nature of the concern, safeguarding for the particular child and appropriate consideration for the member of staff/volunteer concerned.

### Who should contact the LADO?

Anybody who has concerns about professionals or volunteers working with children should inform the LADO within one working day.

### Who is the LADO and where are they based?

The Local Authority Designed Officer for Newcastle is **Melanie Scott** based in the Children's Safeguarding Standards Unit at Allendale Road, Byker, Newcastle NE6 2SZ  
Tel: 0191 2774636

### Urgent child protection concerns should be discussed directly:

Northumbria Police - Tel: 101 (non-emergency) or 999 (emergency)

Initial Response Service - Tel: 0191 2772500

Enquiries outside normal office hours, contact the Emergency Duty Team on  
Tel - 0191 2787878

### Want to know more?

If you want to know more about the LADO role, or managing allegations against staff, you can consult the Safeguarding Partnership online procedures by visiting:

[Newcastle Safeguarding Partnership Procedures](#)

Further statutory guidance for managing allegations in education settings can be found in Keeping Children Safe in Education 2020 by visiting:

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)