**FLOWCHART FOR SANDWELL CHILDREN TRUST SPOC & MASH RECEIVING INCIDENTS/ALLEGATIONS AGAINST THOSE IN A POSTION OF TRUST**

Allegations/Reported incidents received by the Adoption & Fostering Team and other internal Services eg CCM/LAC services must follow this process. Complete the LADO Referral form

All referrals to the LADO will be progressed via SPOC. Contacts will be created for the connected children. Any children residing outside of Sandwell – SPOC equivalent will be contacted by Sandwell SPOC regarding children residing in other LA’s/Trust highlighting the POT and request they contact the Sandwell LADO. In relation to a POT, Marf’s will be managed in the normal way by SPOC & Mash

**GUIDANCE**

External Employers will follow their own Safeguarding Procedures and Good Practice Guidance (hyperlinks) and can gain the referral form from the SSCB website. They must complete the POT referral even if they don’t think it meets the threshold and/or it’s a low -level concern eg they want consultation/advice. Make sure you confirm that the Employee/Volunteer works within the Sandwell borders. Always forward and confirm an acknowledgement when referring children to another LA

Other types of notifications & referrals may be submitted to SPOC by other agencies eg Ofsted, NSPCC & so forth. SPOC must ensure they differentiate the Safeguarding concerns (process as you would do a Marf) from a Parental Complaint (forward to Bob Brookes) –email box

Lateral checks must be carried out on all children and the alleged POCs. Strategy Discussion must take place on the child/ren. Outcome must be fed back to the LADO by TM in respect of Single Assessment/Section 47 at the same time confirming whether it is a joint or single agency approach. If NFA – TM must convey their rationale for NFA to the LADO and record on the child’s file

It is important that CSC and Police provide feedback on the same day to the referrer & and provide update on progress

Any discussion / clarification/ decision making in respect of the Person of Concern (POC) falls under the duty and responsibilities of the LADO within 24hrs (48hrs max). CSC Tm’s/SW’s must not make any decisions on behalf of the LADO in relation to a POC

Decision has been reached either to progress as a Single Assessment or Section 47 investigation via a single agency investigation or a joint investigation

NFA by CSC or Police – feedback outcome to the LADO. Both agencies will feedback to referrer

SPOC/Mash must alert LADO & CIAU of a Notifiable Occupation ie POT referral. Send LADO & Police the referral to their secure email box within 1 hour or receipt & inform them of the response/action you are taking an

Lado referrals will be work flowed to the LADO whether parents are implicated with details of the concern and management decision / SPOC Outcome – the decision needs to clearly indicate to the LADO of the Mash closing the contact and reasons why or that they are processing the matter to MASH and alerting the LADO Service via the receiving in email box to the named social worker and team manager. The Contact will evidence the basis of any decisions in respect of the child/ren. Referrals and accompanying documents will be sent to LADO secure email box.

The name of the POC will not be recorded in the contact or anywhere on the children’s record (unless related) or on any other documentation. When the contact is work flowed to the LADO, the name of the POC &/or establishment will be recorded in the actions in the work flow (& subject area of emails sent to the LADO Service).

CSC feedback to the LADO & Police (via the secure LADO email) and, independently from each other their decisions and the next steps each agency will be taking

CSC

It is the LADO’s decision whether the referral is managed as a POT Screening investigation or whether it is managed as a POT Coordination investigation managed via a meeting and/or by phone & email.

Critical to the Partnership working between CSC. Police & the LADO is the regular communication that must take place to evidence progress & outcomes