

# Managing allegations against those working with children

## “THE FIRST FIVE MINUTES”

What to do if an allegation or incident against a staff member is received.



Manager/Person in Charge receives complaint



Make sure children are safeguarded.  
Refer to MASH (if required)



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



Ring Designated CP Person/Manager



Contact LADO within 24 hours of allegation being made



Designated CP Person/Manager will discuss with LADO and agree course of action



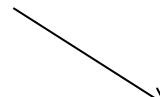
3 possible courses of action



Action by School or  
Establishment



No Further Action



Strategy Meeting