



**Process when an Internal Management Investigation is required with oversight from the LADO:**

Referrals often do not result in ASV Meetings, but instead the LADO may oversee the Internal Management Investigation undertaken by the employer and provides advice and support in relation to the disciplinary process, changes needed to safeguarding policies and procedures or training needs.

This is the most appropriate for cases where the threshold for Police and/or Social Care involvement is not met.

**What is expected from the employer?**

A) You will need to explore the following –

- written account of the MOS/volunteer – against whom the allegation is made account from the child involved
- CCTV footage
- written accounts from any other witnesses

B) You will need to identify –

- lessons learned
- training for this MOS/volunteer and/ or for the school as a whole
- changes to policy/procedure or practice needed.

C) You will need to consider –

- The appropriateness of formal or informal disciplinary action against the MOS/volunteer.

D) Is any specific safeguarding measure needed whilst the matter is investigated?

- For example: no lone working with children, admin duties only, change of class

E) Other action needed:

- Inform the parent of the child that an allegation has been made against MOS/volunteer involving their child and that it has been referred to the LADO for consultation

- Inform the MOS/volunteer of the allegation made against him and that it has been referred to the LADO for consultation. Please provide him/her with a copy of the LADO leaflet, so that they are aware of the process and their rights.

### **What you can expect from the LADO at the end of the process?**

A Written LADO outcome note, which will include –

#### Summary of the allegation

- Agreed safeguarding measures put in place - for example: suspension/change of duties
- Analysis of the information shared
- Outcome of the allegations
- If threshold not met – why is it not met?
- If met – substantiated, unsubstantiated, false, malicious, unfounded

#### Action taken so far

- Action needed to include the person nominated to provide feedback to the MOS/volunteer and the parent of the child involved (and the child if they are old enough)

#### **Other important note:**

Provide the LADO with feedback throughout the process, to avoid unnecessary delay. This is a guidance note only and the LADO may request you to take additional action not described above, which may be needed in individual cases.

In most cases once all the information requested in Section A has been gathered and shared with the LADO, it is likely that the LADO would be in a position to provide verbal guidance about whether the LADO threshold is met or not. Brief information can then be shared with the MOS/volunteer in relation to this to limit their distress, whilst the rest of the process is followed as explained above.

- MOS = Member of Staff