**Designated Officer (LADO) Notification Process –**

**Allegations against Staff / Volunteers (ASV)**

**Allegation of harm\* to a child Concern about adult’s conduct\*\***

Contact CAAS:

[Child@westberks.gov.uk](mailto:Child@westberks.gov.uk)

**01635 503190**

Contact LADO directly:

[LADO.LADO@westberks.gov.uk](mailto:LADO.LADO@westberks.gov.uk)

**LADO will:**

* Request **LADO notification form**
* Have initial consideration discussion with employer
* Determine if allegations thresholds are met

**CAAS/Allocated WBC SW will:**

* Advise on / complete any immediate safeguarding actions, e.g. strategy discussion
* Notify the LADO

**Allegation thresholds\*\*\* met Allegations thresholds\*\*\* not met**

* ASV discussion/meeting held
* Actions identified
* Actions reviewed
* Outcome recorded and outcome letter sent by **LADO**
* **LADO** sends consultation record to employer, summarising advice and recommendations
* Outcome letter sent to DSL and family by **CAAS** (if involved)

Strategy meeting arranged,

actions identified,

actions reviewed,

outcome recorded and formal outcome letter provided by **LADO**

Strategy meeting arranged,

actions identified,

actions reviewed,

outcome recorded and formal outcome letter provided by **LADO**

Advice / recommendations given formally in outcome letter sent to designated safeguarding lead by **CAAS** and **LADO**

**Out of hours allegations/concerns:**

**Contact Emergency Duty Service (EDS) – 01344 351999**

*\* E.g. alleged physical harm, sexual harm to a child*

*\*\* E.g. inappropriate conduct; non-recent allegations; concerns in private life*

*\*\*\* Thresholds in Working Together to Safeguard Children, 2023*