

## Be conscious of 'blind loyalty', you have a duty of care and accountability to the SCSP to refer Position of Trust issues

If a concern is raised that a person may have behaved inappropriately or information is received that may constitute an allegation the following actions should be taken:

- report it to the designated Senior Manager as soon as possible, however trivial it may seem; This person needs to have management responsibility for the employee/volunteer & service
- make a signed and dated written record of the concerns, observations or the information received to pass on to the Designated Senior Manager;
- maintain confidentiality and guard against publicity while an allegation is being considered or investigated and follow local information sharing protocols.

### Do not

- make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents;
- keep the information and promise confidentiality;
- take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents or carers.

The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to children.

## Challenge poor practice in the workplace; it may prevent an allegation being made Monitoring and progressing of cases is crucial – Outcomes must be fed back to the LADO

You can ask the LADO for advice or consultation prior to submitting the referral form. Please be reminded not to ask individuals to complete statements (these are done by the Police) however, internal incident logs/reporting mechanisms need to be completed. **Do not** start internal investigations and/or dismiss the Person of Concern when in a POT Process.

**You can find the [POT referral form and Guidance](#) as well as the [MARF](#) under the 'Key Information' section of the [SCSP website](#). The [MARF](#) It is important to contact QASU if you are unsure about what to do next.**

**Send completed POT referrals to :**  
[access\\_team@sandwellchildrenstrust.org](mailto:access_team@sandwellchildrenstrust.org)

**If you are requested to attend a Position of Trust Coordination meeting - Managers & HR please come prepared with any information your agency may hold in respect of the children and family and especially in respect of the Employee/ Volunteer concerned.**

### Contact Details:

Ms Uzma Bhatti  
Local Authority Designated Officer  
Quality Assurance and Safeguarding Unit  
(QASU) Broadwell Road, Oldbury B69 4HE  
Tel: 0121 569 4770  
POT Admin: Lis Johnson: 0121 569 4771



## The role of Sandwell's Local Authority Designated Officer (LADO)

# Managing Allegations Against Employees/ Volunteers In Sandwell

## Managing Allegations should be fair, balanced and proportionate

### What Sandwell's Local Authority Designated Officer (LADO) do?

The Local Authority Designated Officer is a Social Work Manager who on the behalf of the Sandwell Children's Safeguarding Partnership (SCSP) oversees all allegations against any person who is working with children and vulnerable young people.

The appointment of the Local Authority Designated Officer is in response to 'Working Together to Safeguard Children' (2006); now updated March 2015, pg 52; Chap 2 and CA 2004 S10 and S11.

The SCSP and its partner agencies are under a duty to inform and assist the Local Authority Designated Officer in managing this process from referral to conclusion.

Local Authority Designated Officers have the authority to refer individuals in a Position of Trust to Governing Bodies or to relevant authorities for consideration of barring an individual from working with children e.g. HCPC, Ofsted, NCTL and so forth.

**Partner Agencies are strongly encouraged to familiarise themselves with 'Working Together' guidance provided by the LADO.**

### What is an allegation in respect of someone in a Position of Trust?

- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way which indicates he or she would pose a risk of harm if they work regularly or closely with children.

### Don't Delay

- If you suspect a child is suffering, or likely to suffer, significant harm, referral to MASH needs to be made; they are contactable on:
- **0121 569 3100** - ask the question 'is a strategy meeting needed', if not why not [access\\_team@sandwellchildrenstrust.org](mailto:access_team@sandwellchildrenstrust.org)
- If no cause to suspect that 'significant harm' is an issue, but a criminal offence might have been committed, the police should be informed and convene similar discussion involving employer.

### Position of Trust Principles

- Child's welfare paramount.
- Covers whole of Children's Work Force including volunteers.
- Adults about whom there are concerns should be treated fairly and honestly and provided with support.
- Responsibility of all adults to promote welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.
- It is important to note that situations in a personal environment are considered in the wider context of safeguarding children.

### What are the LADO's responsibilities?

Management and oversight of individual cases, providing advice and guidance to social need provider managers.

Monitoring the progress of cases to ensure they are dealt with within agreed timescales. To scrutinise and challenge employers where procedures are not followed.

Ensuring a consistent and fair process for all those working with children and young people where allegations have been made.

Maintains information on a secure databases on all allegations.

Produces an Annual LADO report for the Sandwell Safeguarding Children's Board.

Chairing of Position of Trust meetings (including complex and Professional Meetings).

Contribute to training and development programmes and raising awareness across Sandwell's workforce.

Liaise with Strategic Leads for Safeguarding eg Ofsted, Police, Education, Health and other Partner agencies in respect of governance and leadership.

Supporting employers in and/or referring identified individuals to the DBS (Disclosure & Barring Service) when they deemed to pose a risk of harm.

*It is recommended that employees/ volunteers also access the [Safer Working Practices Policy for Sandwell](#) available on the SCSP Website*