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Working Together to Safeguard Children
A guide to increagery working so adoption and provide the welfare of entire time.

March 2005

Referral to Disclosure and Barring Service

Referral to Regulatory Body if Applicable

(DBS)

SAFEGUARDING CHILDREN

The Management of Concerns and Allegations against staff or volunteers who work with children Leaflet No 2: Flow Chart (Berkshire West)



Initial Response - (immediately) All information regarding Concerns or Allegations about staff or volunteers have to be brought to the attention of the Designated Senior Manager in the organisation as soon as possible the same day. Stage 1: Consideration (the same day) The Designated Senior Manager decides whether this may reach one or Internal more Allegation Management Threshold (see overleaf). <u>Management</u> Response (e.g. Complaints Stage 2: Consultation (within 1 working day) procedure, learning, The Designated Senior Manager refers for advice on managing the training needs) Allegation to the LADO contact details overleaf. Any immediate action to protect the welfare of children considered. LADO to be consulted about the management of the allegation. Immediate decisions, actions and arrangements agreed and recorded. Stage 3: Suitability Evaluation Stage 3: Child Protection Procedure (Within 1 working day of referral) Employer consideration if at SUITABILITY / RISK OF HARM threshold. Section 47 Strategy Discussion if at Joint Evaluation Meeting within 2 days SIGNIFICANT HARM / CRIME threshold. led by employing organisation. Stage 4: Employer Action Action by Children's Social Care and/or Actions of employer completed within Police (Child Abuse Investigation Unit). agreed timescale. To assess the welfare of the child / children and to investigate any crime. **Disciplinary Process Criminal Proceedings** Disciplinary Investigation Disciplinary hearing

Dismissal (or

resigned)

Disciplinary sanctions

Allegation Management Threshold

Where an adult working with children may have:

- Behaved in a way that has harmed a child, 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 that indicates he/she is unsuitable to work with children **

See: Berkshire Local Safeguarding Children Boards Child Protection Procedures - Chapter 1.9: Allegations Against Staff, Carers & Volunteers. http://proceduresonline.com/berks/

Also: Working Together 2013 - Chapter 2: Organisational responsibilities. Including statutory responsibilities under Section 11 of Children Act 2004. https://www.gov.uk/government/publications/working-together-to-safeguard-children

- * This is referring to where the harm to a child may be at a Child Protection level The Children Act 1989 definition of "Significant Harm".
- ** Working Together 2013 notes this threshold as behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- ** Keeping Children Safe in Education 2014 notes this threshold as behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children. https://www.gov.uk/government/publications/keeping-children-safe-in-education

Management of Concerns and Allegations System: LADO Contact Details in the 3 LSCB areas for Berkshire West:

Reading Borough Council Working better with you	Reading Borough Council Sean Capewell - Team Manager R&QA / LADO Refer to: Reading Access & Assessment Team - 0118 9373770 Email: accessandassessmentdutydesk@reading.gov.uk Secure: gcsxaccessandassessment.team@reading.gcsx.gov.uk
* West Berkshire	West Berkshire Council Juliet Penley — Service Manager / LADO - 01635 519093 Karen Pottinger — PEWO/LADO (Schools) - 07796 551863 Email: child.child@westberks.gcsx.gov.uk
WOKINGHAM BOROUGH COUNCIL	Wokingham Borough Council Jackelyn Dance — LADO and Quality Assurance Manager Phone: 0118 9746141 Email: lado@wokingham.gcsx.gov.uk

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