

The LADO Process



What is LADO?

The Local Authority Designated Officer, or “LADO”, oversees all allegations relating to harm and suitability against people who work with children in Warwickshire. This work can be paid or voluntary in accordance with statutory guidance, and can be carried out by agency workers. To meet LADO criteria, at least one of the four criteria set out in Box 2 needs to be established and, on so doing, the referrer should advise the appropriate person (set out in Box 4 & 5) within 24 hours of receiving information. LADO will then liaise with organisations regarding who will undertake the investigation which can be Police, Social Care or organisation led depending on the nature of the allegation. LADO do not investigate allegations themselves.

Further Reading

- [WM Child Protection Procedures: 1.14 Allegations against staff or volunteers](#)
- [Keeping Children Safe in Education](#)
- [Information Sharing - Advice for Practitioners](#)
- [Working Together 2018](#)
- [Warwickshire - Concerns about a person in a position of trust](#)

Criteria for LADO

Concerns should be referred to the LADO if one or more of the following criteria are met:

1. Person behaved in a way that has harmed or may harm a child
2. Person possibly committed a criminal offence against or related to a child
3. Person's behaviour towards a child or children indicates that they may pose a risk of harm to children
4. Person's behaviour outside of work indicates that they may not be suitable to work with children (transferrable risk, see Box 3)

Minute briefing

Information sharing justification

Where, as described in Box 5, the LADO shares information with a person's organisation following receipt of information from a 3rd Party, this information sharing is justified under GDPR. This is because information sharing is permitted when there is a reasonable cause to suspect safeguarding issues, even where the data subject does not provide their consent to this information being shared.

Transferrable Risk

Transferrable Risk relates to things that happen in a person's private life that may show transferrable risk to children. Examples of this include; domestic abuse, mental health issues, drug & alcohol use, extremism & radicalisation, and friendships or close personal relationships with people who may pose a risk to children.

Allegations made by 3rd Party

Allegations may also come from outside an organisation where the accused person works/volunteers, for example: the Police, Social Care, Ofsted, Children's Services or a member of the public. In this situation, the allegation against a person should be passed directly to the LADO. Following receipt of the allegation, LADO may be required to pass information to the person's organisation if there is reasonable cause to suspect that criteria is met. That organisation can then risk assess transferable risk and/or investigate.

Referral Process

Organisations should appoint a designated senior manager to whom all allegations against employees / volunteers should be passed to, unless an allegation is against that manager, in which case the allegation should be brought to a designated alternative senior manager. The designated person will decide whether the allegation should be passed to the LADO. For example, in a school, any allegations against a member of staff (or agency worker) should be brought to the headteacher / principal. But, if an allegation is against a headteacher / principal, then the allegation should be passed to the chair / head of school governors (or a proprietor of an independent school / academy).