



LADO NOTIFICATION FORM

This form is for **referrals by professionals only**. The LADO should be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police. Please e mail this completed form to **LADO@hants.gov.uk** **If you do not receive a response within 2 working days, please contact this address**

When receiving an allegation: -

- Listen and keep an open mind
- Ensure the allegation is clearly recorded in the person's own words
- Note time/date/place of incident(s), persons present and what was said
- Collate and review relevant records
- DO NOT promise confidentiality
- DO NOT inform the member of staff prior to speaking to LADO
- DO NOT investigate the allegation prior to speaking to LADO

Guidance for parents and members of the public: -

- The LADO role involves working with police, children's social care, employers and other involved professionals, overseeing and advising on allegations.
- If you have concerns about someone in the children's workforce, please address them directly with the person's employer or senior safeguarding lead. **The employer has the responsibility to identify an allegation as per the LADO threshold criteria and make a LADO referral within one working day (s.226 Working together to Safeguard Children 2023).** If the threshold is not met, they may choose to resolve the matter under their lower level concerns process, disciplinary policy or as a formal complaint.
- If you are unhappy with the outcome, **please use their internal complaints procedure to register your dissatisfaction and follow any recommended routes for escalation.**
- If you believe that someone in the children's workforce has committed a crime against a child please make a direct report to the police. **Police must also refer to LADO where appropriate.**

If you think a child is at immediate risk of significant harm

phone the Police immediately

Police – 101 (999 if an emergency)

This form is for professionals only. If you are not a professional, please refer back to the guidance for parents and members of the public above.

Referrer's Name:

Job Title:

Organisation:

Address:

Tel No(s):

E-mail:

Please read the threshold criteria below to determine which one is met by your case. Examples are given of each to assist in your thinking, but they DO NOT form an exhaustive list. If you can't find your case example, but you believe it meets threshold criteria please select one and submit this form (If none of the criteria are met discontinue and follow your internal procedures for addressing disciplinary issues, low level concerns and complaints and/or check relevant statutory guidance and local HIPS procedures)

Please indicate which number threshold you have selected from below:

1. It is reported that someone in the children's workforce has harmed or committed an offence against a child (e.g. - deliberate acts of physical harm, sexual harm or emotional abuse rather than something accidental) OR
2. It is reported that someone in the children's workforce has behaved in a way towards a child that suggests they may pose a risk to children (e.g. - a deliberate act or course of conduct that suggests they would pose risk to children or they are closely associated with such a person, for example, a relative with whom they live and who might pose a risk to children by association) OR
3. It is reported that someone in the children's workforce has behaved in a way that suggests they may be unsuitable to work with children (e.g. - criminal offences against anyone, relating to drugs, fraud, stalking, violent or sexual criminal acts, serious acts of personal misconduct at work including the breach of policies intended to safeguard children, intention to harm children or to subvert safeguarding processes, serious substance abuse issues, child protection issues or mental health issues)

Child's Details

Name:

Date of Birth:

Ethnicity:

M/F:

Home address:

School:

Child's Parent/Carer Details

Name:

Home address:

Tel No(s):

Social worker Details (if the child is open to a social worker)

Name:

Local Authority:

Tel no:

Email:

Member of Staff / Volunteer concerned

Name:

Date of Birth:

Ethnicity:

Tel. no(s):

Job Title:

Employment status:

Employer:

Home Address:

Additional information e.g. employment history/previous concerns raised:

If suspended please give date and reasons:

Details of allegation/concern - **please tell us exactly what has been alleged, include date(s), time(s) and place(s):**

Has a parent/carer been informed? If not please give reason:

Has the member of staff or volunteer been informed? If yes, please give reason:

Actions carried out by the employer / organisation:

Date of referral:

Time:

Privacy Notice Hampshire County Council are collecting your personal data so you can make a referral about an adult in the Childrens workforce who may pose a risk to children. To assess your concerns, the Local Area Designated Officer (LADO) asks that you complete this form in which you will need to provide your name, role, the organisation you work for and details about the involved parties. We collect and use the information ensuring that we comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 requirements for processing through Article 6(1)(e) of the UK GDPR where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. This public task is supported by 'Working Together to Safeguard Children (2023)' statutory guidance. All information collected from the forms will be held within the County Council's Records and Document Management Systems and will be kept in line with our retention schedule and then deleted as appropriate.

If you have a concern about the way we are collecting or using your personal data, you can raise your concern with us in the first instance or you can go directly to the Information Commissioner's Office, as the supervisory authority, at <https://ico.org.uk/concerns/>.

For further information on how we handle personal information, your data rights, how to raise a concern about the way we are processing your information and the County Council's Data Protection Officer, please see our General Privacy Notice:

<https://www.hants.gov.uk/aboutthecouncil/privacy/privacy-general-notice>

For information about how the LADO handle personal information once you have made the referral please see our service privacy notice - [Children's Social Care: Local Authority Designated Officer \(LADO\) | About the Council | Hampshire County Council](#)