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| **Guidance notes:** | **Reflective questions:** | **Links to supporting information:** | **Your evidence:** |
| **“If you are concerned that someone in a position of trust has harmed a child or behaved in a way that indicates that they may be unsuitable to be in a position of trust, please contact the LADO to discuss your concerns promptly, before speaking to the person of concern”**  Where possible referrals to the LADO should be documented for evidence.  The LADO will ask for all relevant information and will advise accordingly. Where necessary, strategy meetings chaired by the LADO will be schedule for those concerned to attend.  Should the threshold for the LADO not be met, individuals will be signposted to the appropriate services e.g. Duty and Assessment (DAS), Early Help, Ofsted etc.  Staff should be confident of their responsibilities with regard to allegations. It is important that individuals do not ‘investigate’ or pass judgement following an allegation. | * Are staff confident in articulating their knowledge and understanding of what to do should they wish to make an allegation about another adult? * Are staff clear about the process they should follow should an allegation be made to them about another adult/themselves? * Do policies and procedures make clear the action that is to be taken when an allegation is made? * Is the LADO’s contact details readily available for staff should they need it? Do they know this information is available? * Have any staff accessed the Allegations training delivered by the LSCB? * What opportunities have staff been offered to develop their understanding of the LADO’s role and the responsibilities they have themselves? | **Q Cards;**  **Coming soon**  **LADO contact details:**  0116 454 2440  Email (non secure):  [Lado-allegations-referrals@leicester.gov.uk](mailto:Lado-allegations-referrals@leicester.gov.uk)  Email (secure – can only receive emails from secure email addresses)  [Lado-allegations-referrals@leicester/gcsx.gov.uk](mailto:Lado-allegations-referrals@leicester/gcsx.gov.uk)    *This information is subject to change – please refer to the Leicester city council website for updates.*  **Useful Links:**  **LLR LSCB procedures online;**  **3.9 Allegations against persons who work with children**  http://llrscb.proceduresonline.com/chapters/p\_alleg\_staff.html  **Training:**  **Allegations against persons who work with children training, is delivered by the LSCB. See the Local Safeguarding Arrangements website for the Multi-agency Training Programme for details.** | **Guidance note: Remember to date your evidence to allow you to revisit and review relevance.** |