

Designated Officer (LA)DO Procedure

A guide to managing allegations against adults working with children



For advice and guidance in respect of individual cases
contact details for (LA)DO are as follows:

0208921 3930

Email: Childrens-LADO@royalgreenwich.gov.uk

or

childrens-lado@royalgreenwich.gov.uk.cjsm.net

Schools (LA)DO is Ken Palmer, School Safeguarding Co-ordinator

on Tel: 0208 921 4438

Email: ken.palmer@royalgreenwich.gov.uk and

Childrens-LADO@royalgreenwich.gov.uk

For more information on the work of the
Greenwich Safeguarding Children Board visit:
www.greenwichsafeguardingchildren.org.uk

The (LA)DO

Every Local Authority has a statutory responsibility to have a

(Local Authority) Designated Officer (LA)DO who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them harm.

In Greenwich we work to the London Child Protection Procedures which can be found at www.londonscb.gov.uk/procedures.

The (LA)DO's key role is to:

- Provide advice/guidance to employers or voluntary organisations;
- Liaise with police and other agencies including Ofsted and professional bodies such as the General Medical Council or General Teaching Council;
- Oversee the progress of the (LA)DO process to ensure matters are dealt with as quickly as possible, consistent with a thorough and fair process;
- Collect strategic data and maintain a confidential database in relation to allegations;
- Disseminate learning from (LA)DO enquiries throughout the children's workforce.

The (LA)DO will advise you on:

- Next steps (i.e. referral to Children's Social Care, police, internal investigation);
- How to manage talking about the concerns with the adult who may have harmed the child;
- How to inform child's parents/carers;
- Their view regarding suspension, although the decision rests with the employer;
- What they expect of you and other agencies involved.

