

## Appendix M: Local Authority Designated Officer (LADO) process



### When a concern is raised:

If you have a concern or allegation about a member of staff or persons who is living, working, or looking after children where Ofsted registered childcare takes place, who have:

- behaved in a way that has harmed a child or may have harmed a child or young person.
- possibly committed a criminal offence against or related to a child or young person.
- behaved towards a child or young person in a way that indicates they may pose a risk of harm to a child or young person.
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Please note: “staff” can include owners, directors, trustees, managers, voluntary management committee (VMC), registered childminders and childminding assistants, students, volunteers, and visitors including supply and agency staff, or other staff e.g., cleaners, cooks etc.

For childminders using this appendix “staff” can include allegations against yourself, a co-childminders, an assistant, a family member, or anyone living or working on the premises.

### You must:

- You must assess and ensure the immediate safety of the child or young person.
- Follow your provisions Safeguarding and Child Protection policies and procedures.
- Notify and consult with a member of the Senior Leadership Team (SLT).
- If a member of the SLT is the subject of the concern or connected to the allegation, you must identify an alternative person to notify and consult.
- **Complete** a '[Derby and Derbyshire LADO Referral Form](#)' and send to the Duty LADO via a secure email: [professionalallegations@derbyshire.gov.uk](mailto:professionalallegations@derbyshire.gov.uk) **within 24 hrs.**
- Contact Ofsted to report an allegation or concern that has been made.

Please note - A joint child protection and police response may follow.

### Roles and responsibilities:

In all cases, the LADO has an advisory role to establish any next steps for regulatory provision, including Ofsted registered childcare providers.

The LADO assesses whether allegations or concerns meet the criteria and plans a response.