**Appendix 1: Process map for the managing allegations procedure**

Child protection procedures should be followed without delay, in all cases where it is alleged that a child has suffered or is likely to suffer significant harm and requires an immediate referral to Children Services and/or the Police. The managing allegations procedure does not replace child protection procedures and should be considered alongside.

LADO will coordinate, oversee, and manage the Allegation via Review Allegation Management Meetings (AMM) until the conclusion of all investigations. The concluding Allegation Management Meeting (AMM) will be held to agree an outcome of the Allegation, based on the evidence and facts, of the Investigations into the Allegation by Police, Children Services and the Employer.

Outcomes available at the concluding AMM:

* Substantiated
* Unsubstantiated
* Unfounded
* False
* Malicious

The AMM will consider how this outcome is shared with the accused and victims and their families. Any decisions and recommendation will be completed live within the meeting and sent to attendees within 1 working day. AMM records will be sent to attendees within 20 working days of the meeting.

Where there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm, a strategy discussion should be convened by Children Services. The LADO should be invited to the strategy discussion, including the employer unless there is good reason not to do so. The LADO will consider the scope of the Procedure and plan the initial Allegation Management Meeting from information presented at the Strategy discussion.

Where the threshold for significant harm is not reached but a police investigation might be needed, the LADO will hold an Initial Allegation Management Meeting (AMM). The meeting will include representation from the agencies investigating the allegation including Police, Children Services, the employer, and their HR partner.

Where it is clear that a Police Investigation and or Children Service enquires are not necessary the LADO will consider with the Employer the options available to the employer. Disciplinary investigations can result with outcomes ranging from NFA – dismissal. Investigation can be completed by the employer or an independent investigator. The LADO will convene an Initial Allegation Management Meeting (AMM)

When the LADO is satisfied that the scope of the Managing allegation procedure is met, the below actions are considered, dependent upon the seriousness of the allegation and its impact.

LADO will consider;

* If the allegation has, or if it needs to be reported to the Police for consideration of a criminal investigation, and or for immediate safety consideration
* Enquiries by Children Services if a child needs services or protection (considering all children, the victim, and any children the accused comes into contact with both personally and professionally.
* Consideration of employer or disciplinary action in respect of the accused including suspension risk assessment
* If a notification to Ofsted is required per the organisation’s regulations
* What information can be given to the accused, and the child and their parent/carers as soon as possible
* If the LADO referral and or Initial LADO consultation, is an allegation, a concern regarding care or practice or a complaint.

LADO may require further information from the referrer to consider the context, content, or circumstances of the concerns, to establish whether the allegation meets the scope of the procedure. This may result in a LADO consultation remaining open until further facts are established.

LADO referral received by LADO, and/or the named senior officer or referrer have held initial LADO consultation via phone/email. LADO will respond within 1 working day.

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If an allegation is made to Children Services, the person who receives it should refer to the LADO the LADO immediately (within 24 hours).

If an allegation is made to you, about a different organisation’s employee. A referral to the LADO is required immediately (within 24 hours).

If an allegation is made to the Police, the officer who receives it must report it to their designated liaison officer without delay and the designated liaison officer should refer to the LADO immediately (within 24 hours).

Allegations made to an employer should be reported to the organisations named senior officer immediately unless that person is the subject of the allegation in which case it should be reported to the deputy.

The employer/named senior officer or deputy should refer to the LADO immediately (within 24 hours).