



Kenmore Park Junior School.

Please refer to [www.harrow.lscb.co.uk](http://www.harrow.lscb.co.uk) for most recent updates. (21/3/14)

## HARROW LOCAL SAFEGUARDING CHILDREN BOARD

### Guidance regarding allegations of abuse against a person who works with children:

#### Responsibility to report

1. *Working Together to Safeguard Children 2006 (WT)* sets out new arrangements for sharing information about allegations of abuse or maltreatment made against a person who works with children. These are to be found at paragraphs 6.20 – 6.30, and in Appendix 5.
2. These arrangements are part of the continued drive for safer recruitment and safer environments for agencies working with children. As you are aware, the LSCB has responsibility for ensuring we achieve these improvements locally.
3. Paragraph 6.25 of *WT* defines the alleged behaviour which should trigger a referral to the Local Authority Designated Officer (LADO) as follows:

“...that a person who works with children has:

behaved in a way that has harmed a child, or may have harmed a child possibly committed a criminal offence against, or related to a child; or

behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

in connection with the person's employment or voluntary activity.”

- 4 LSCB member organisations should have a named senior officer (normally, their representative on the LSCB) who has lead responsibility for ensuring these procedures are followed.

Reports of allegations in the first instance should be made to the senior manager who is the CP lead/designated person. Smaller bodies, such as many voluntary organisations, will need to name their designated person for receiving such allegations. Allegations should be reported to this internal person in the first instance, (at KPJS it is the head teacher).

- 5 The internal CP lead must then report the allegation immediately to the Local Authority Designated Officer (LADO). In Harrow, this is Anna Tenconi and Paulette Lewis for school based staff and volunteers and Steve Spurr for pre-school and all other volunteers that work with children. Contact details are given at the end of this guidance.
- 6 In individual cases, the LADO's role will be to advise the referring agency. Appendix 5 of *WT*, paragraph 2, states:

“There may be up to 3 strands in the consideration of an allegation:

a police investigation of a possible criminal offence  
enquiries and assessment by children's social care about whether a child is in need of protection or in need of services  
consideration by an employer of disciplinary action in respect of the individual.”

The initial action is for a discussion to be held between the CP Lead/designated person in the referring organisation (or Headteacher) with the LADO. A strategy meeting involving the police will then follow if the matter is a possible criminal offence or if the child is in need of protection. If the matter is to be dealt with by disciplinary procedures, then advice will be

provided to the organisation by a HR manager/adviser and the LADO, sometimes in a meeting known as a Task Group which aims to support organisations in managing complex or sensitive incidents.

The LADO and HR officer will assist the referring organisation about other considerations, including sharing information with parents, and informing the subject of the allegation. They will also offer advice on how best to support staff and volunteers who find themselves the subject of allegations.

**The LADO should be contacted before the subject of the allegation is informed of the allegation.**

7. A further role of the LADO is to record all allegations and provide a regular monitoring report to the LSCB. This is so that lessons can be learned across agencies, and also that the Board can be reassured that instances are being dealt with correctly and safely.
8. Other changes within the *WT* guidance mean that records of allegations, investigations and outcomes will be kept on personnel files permanently.

It is very important for investigations to always be completed as far as possible and for outcomes to be recorded fully and accurately.

A copy of the outcome of the process – whichever approach has been taken, should be forwarded to the LADO.

**How to contact Harrow's LADOs:**

**SCHOOL BASED STAFF ONLY**

**Paulette Lewis**

**Tel. 020 8728 8935**

**Mob. 07875 197506**

**Fax: 020 8861 1816**

**Email: [paulette.lewis@harrow.gov.uk](mailto:paulette.lewis@harrow.gov.uk)**

**Anna Tenconi**

**Tel; 020 8728 8803**  
**Mob: 07875 197505**  
**Fax: 020 8861 1816**  
**Email: [anna-marie.tenconi@harrow.gov.uk](mailto:anna-marie.tenconi@harrow.gov.uk)**

**PRE-SCHOOL AND ALL OTHER STAFF INCLUDING FOSTER CARERS,  
CHILDMINDERS AND NURSERIES**

**Steve Spurr**  
**Tel. 0208 8420 9644**  
**Mob. 07946 341303**  
**Fax. 020 8424 1012**  
**Email: [steve.spurr@harrow.gov.uk](mailto:steve.spurr@harrow.gov.uk)**

**In his absence contact:**

**Andreas Kyriacou**  
**Tel. 020 8424 1606**  
**Mob. 07980 700854**  
**Fax. 020 8424 1012**  
**Email: [andreas.Kyriacou@harrow.gov.uk](mailto:andreas.Kyriacou@harrow.gov.uk)**

**In the absence of the above officers or in the event of an allegation  
against one of them, the senior manager responsible is;**

**Gail Hancock**  
**Tel. 020 8728 8868**  
**Email: [gail.hancock@harrow.gov.uk](mailto:gail.hancock@harrow.gov.uk)**

Adopted by the GB on Oct 2011, re-ratified 7 Oct 2015.

Ratified by governors 12/10/16.

Updates to this policy can be found on [www.harrowlscb.co.uk](http://www.harrowlscb.co.uk)