

### **The members of the meeting will decide:**

- What is required to safeguard the child/ren involved and any other children with whom you may have contact.
- Whether a police and/or social care investigation is required or whether disciplinary procedures should be followed.
- What information can be shared with you and by whom.
- What support should be provided to you and others who may be affected and by whom? This support is in addition to that offered by your Union representative if you have one, or your GP.

### **If an investigation is needed**

Any investigations will be carried out by the most appropriate agencies and will feed back to the LADO. A further strategy meeting may be held to decide what action is needed to ensure children are safeguarded.

### **The outcome**

The strategy meeting will decide if the allegation is:

- a. Unfounded - evidence was available to prove the allegation did not happen in the way it was interpreted.
- b. Unsubstantiated - it cannot be proven that it did or did not happen.
- c. Substantiated - evidence was able to prove the allegation did happen.
- d. Malicious - evidence was available which proved the allegation was made with malicious intent.

### **Substantiated allegations**

If the allegation is substantiated and you are dismissed, or resign before you were dismissed your employer is legally obliged to refer the matter to the Independent Safeguarding Authority. They have the power to decide whether you should be barred from, or have conditions imposed in respect of working with children.

### **You may be worried about:**

#### **The length of time the process takes**

Every effort is made to resolve the matter as quickly as possible, particularly as you may be suspended. You will be kept informed and updated throughout the process.

#### **Your reputation**

Confidentiality will be maintained and information is restricted to those who have a need to know. If you are returning to work following a suspension your manager/employer will discuss with you how to make your return as easy as possible.

#### **What is written about you**

Employers keep personnel records which will detail how the allegation was investigated, the decisions reached, and the actions taken. They will be kept on file for ten years or until you reach normal retirement age, whichever is sooner. Records for school staff fall under different procedures.

Criminal Records Bureau checks may reveal the outcome of strategy meetings if the police have been in attendance.

For further information see [www.boltonsafeguardingchildren.org.uk](http://www.boltonsafeguardingchildren.org.uk), speak to your Union Representative HR Department or your organisations Welfare Officer.



# **What happens if an allegation is made against you?**

## What happens if an allegation is made against you?

The majority of people who work with children act professionally and aim to provide a safe and supportive environment for them. However, sometimes the behaviour of adults can result in allegations of abuse being made against them. It is never acceptable for an adult in a position of trust to harm a child and therefore allegations or concerns about behaviour of employees, foster carers or volunteers in relation to children are taken seriously.

## Reporting allegations

Allegations or concerns are reported to the Local Authority Designated Officer (LADO), based in the Child Protection Unit. This is the first step in Bolton Council's procedure for managing allegations. You can find this procedure in 'Bolton's Framework for Action document', available at [www.boltonsafeguardingchildren.org.uk](http://www.boltonsafeguardingchildren.org.uk) or in the governments Working Together to Safeguard Children (2010) document. Available at [www.education.gov.uk](http://www.education.gov.uk)

## Investigating allegations

If an allegation has been made or a concern raised about your suitability to work with children, further information is needed to understand what has happened. We understand this will be a difficult time for you and this leaflet will explain the process of an investigation once an allegation has been made.

## Process of investigating allegations

Report of allegation or concern

Senior Nominated Officer/Manager considers report to ascertain if adult has:

1. Behaved in a way that has harmed or may have harmed a child

2. Possibly committed a criminal offence against or related to a child

3. Behaved towards a child in a way that indicates they may be unsuitable to work with them

Contact Local Authority Designated Officer (LADO) to consider next steps

Strategy meeting (next page) will be organised to decide what action is required

Police investigation

Social care assessment

Employer's action, including disciplinary

LADO tracks progress, monitors outcomes and reports to BSCB



**Bolton Council**

## Strategy meetings

A strategy meeting is a multi-agency meeting which will discuss:

- Details of the allegation or concern.
- You and your role with children, and whether there have been any previous allegations made against you.
- The child/young person making the allegation.

The meeting will be chaired by the LADO. It is their responsibility to manage the allegations process. You will not be involved in the meeting and neither will the child/ren or family.

### The meeting will be attended by:

- A representative of your employer or agency, and in some cases a member of Human Resources.
- A representative from the police if it appears a criminal offence may have been committed.
- Health, legal, social care, and Ofsted representatives may also attend depending on the situation or organisation.

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