



LADO Procedures

For Allegations against People working with Children

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	01/01/2024	Matt Sheppard	01/01/2025
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1. Local Authority Designated Officer (LADO)

- 1.1. The role of the LADO is set out in Section 11 of the Children's Act 2004 and in the HM Government guidance Working Together to Safeguard Children (2018)
- 1.2. The LADO is responsible for co-ordinating and overseeing the response to an allegation made against staff or volunteers working with children.

2. Allegations

- 2.1. If an allegation is made about a Switch Rugby employee or volunteer working with children/young people we will report this to our Safeguarding Lead or the Director who will notify the LADO within 1 working day.
- 2.2. This applies to allegations/concerns raised about people in their personal as well as professional lives.
- 2.3. Where a worker or staff member is closely associated with someone whom an allegation has been made against e.g. partner, parent etc., Switch Rugby will inform the LADO as this person may pose a risk of harm to children the member of staff/volunteer works with.
- 2.4. The concern must be reported to your Designated Safeguarding Manager, (if the allegation is about them you should report to their Line Manager)
- 2.5. The Safeguarding Lead/Director will contact the Local Authority Designated Officer (LADO) for an initial discussion to determine if the LADO threshold has been met.

3. LADO Threshold

- 3.1. An allegation that meets the LADO threshold could involve one or more of the following actions:
 - Behaved in a way that has harmed/may have harmed a child
 - Possibly committed a criminal offence against or related to a child
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children (Working Together to Safeguard Children 2018)
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children (Keeping Children Safe in Education 2020)
- 3.2. In cases where an allegation does NOT meet the LADO threshold, Switch Rugby will action any advice from the LADO to assist us in dealing with the concern.
- 3.3. In cases where an allegation DOES meet the LADO threshold, Switch Rugby will work with the relevant LADO in the following ways:
 - 3.3.1. We will provide information about the allegation and the employee including employment history and any previous concerns.
 - 3.3.2. Take any immediate action needed to ensure the safety of children.
 - 3.3.3. Attend any discussions or Allegations Management meetings to exchange information, assess risk and agree on the investigation process.



- 3.3.4. Conduct an internal investigation and provide any feedback to the LADO concerning the findings and actions from our investigation
- 3.3.5. Where an employee/volunteer is dismissed as a result of a safeguarding concern Switch Rugby will complete a DBS referral and refer to the professional/regulatory organisation.
- 3.4. In cases where the Police are involved with a criminal investigation Switch Rugby will co-operate with the police as required.
- 3.5. On completion of any criminal investigation Switch Rugby will attend any further Allegations Management meeting/discussions and act on any information shared incorporating this into any disciplinary hearing.

4. LADO Contacts

- Emergency Duty Team (Out of Hours) – Tel: 01454 615165
- Bristol City Council – Tel.: 0117 9037795, email: LADO@bristol.gov.uk
- South Gloucestershire – Tel.: 01454 868508, email: LADO@southglos.gov.uk
- B&NES – Tel.: 01225 396810, email: LADO@bathnes.gov.uk
- North Somerset – Tel.: 07795 092692, email: [lodo@n-somerset.gov.uk](mailto:lado@n-somerset.gov.uk)