

## Employee information

*This information leaflet is for members of staff or volunteers who are in a position of trust working with children in Buckinghamshire who have had a concern or allegation made against them.*

The majority of people who work with children act professionally and provide a safe and supportive environment. However, sometimes the behaviour of adults who work with children can result in allegations of harm being made against them.

It is never acceptable for an adult in a position of trust to harm a child and allegations or concern regarding the behaviour of staff is taken seriously. An allegation can apply to the workplace, community or apply to your personal life.

## What is the role of the Local Authority Designated Officer (LADO)?

The Local Authority Designated Officer does not complete investigations but is involved in the management and oversight of individual cases; providing advice and guidance to employers and voluntary organisations, and monitoring cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process. You will not be in direct contact with the LADO.

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

We understand that this can be a very difficult time for you and this leaflet aims to explain the process of managing allegations. If you need support, you should seek this via your employer, your union representative, your GP, your professional regulatory body or privately.

Your employer has a duty to provide you with timely updates regarding the investigation.

If an allegation has been made, or a concern raised about your behaviour in relation to children, further information is needed to understand what has happened.

## What happens next?

A discussion or Joint Evaluation Meeting (JEM) will decide:

- What is required to safeguard the child involved or other children whom you have contact with in your professional or personal life
- Which agencies should carry out the investigation, and whether a police and/or social care investigation is required
- Whether disciplinary procedures should be followed
- What information can be shared with you and by whom. (Whilst all parties will endeavour to share as much information with you in a timely and transparent manner, certain processes are beyond the control of the LADO)
- What support should be provided to you and others who may be affected.

A further meeting may be held to decide what action is needed ensure all children are safeguarded.

There is a [flowchart](#) showing the full process.

## Investigation Outcomes

It is important for you to know that when allegations are made which raise safeguarding concerns, compromise agreements cannot be considered. The outcome of any investigation can be:

### *Substantiated*

The allegation is supported or established by evidence or proof. The employer is legally obliged to conclude the investigation, even if you resign, are dismissed or your contract is not renewed. The employer must consult the LADO to discuss whether a referral should be made to the DBS and/or to a professional or regulatory body. The DBS will decide whether you should be barred, or have conditions imposed regarding working with children in the future.

### *Unsubstantiated*

There is insufficient identifiable evidence to prove or disprove the allegation and this does not imply guilt or innocence.

### *Malicious*

For an allegation to be classified as malicious, it will be necessary to have evidence to prove the intention to cause harm.

### *Unfounded*

There is no evidence or proper basis which supports the allegation being made, there is evidence to prove that the allegation is untrue, or was misinterpreted.

## Record Keeping

Employers must keep records, which will detail the allegation, how it was investigated, the outcome and the action taken. This information will be kept on file until you are at retirement age or another 10 years, whichever is longer. These records are stored within accordance with Buckinghamshire County Council's Data Retention Policy. All records will be shared with the Disclosure and Barring Service (DBS) if requested. Employers must disclose information in references when an allegation is Substantiated or Unsubstantiated.

## Further Information

You can find the Managing Allegations procedure within Buckinghamshire Safeguarding Children Board's [procedures](#)

These procedures implement the statutory guidance for the management of allegations, which can be found in [Working Together 2015](#).