

KEY POINTS

- All allegations are taken seriously.
- If you feel concerned enough to make an allegation, it's always the right thing to do.
- If a police officer or social worker need to talk to you about what has happened, you will always be supported through the process.
- You may be asked to clarify what you have said.
- The LADO will help protect you against any publicity while an allegation is being considered.

Useful Contacts

Once you have reported what has happened there are other people who may be able to help you or your family.

If you report what has happened to any of these people, they will still follow the steps detailed in this leaflet.

NSPCC

www.nspcc.org.uk

0808 800 5000

Childline

www.childline.org.uk

West Yorkshire Police

Emergency 999

Non-emergency 101

**Local Authority Designated Officer (LADO)
Five Towns Resource Centre
Castleford
WF10 1DP**

**Phone: 01977 727032
E-mail: [lodo.referrals@wakefield.gov.uk](mailto:lado.referrals@wakefield.gov.uk)**

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Raising safeguarding concerns regarding professionals who work with children and young people



Information for Children and Young People

WAKEFIELD & DISTRICT
safeguarding
children board

STEP ONE

If an adult working with you or any other child has:

- ◇ Behaved in a way that has harmed or may have harmed you
- ◇ Behaved in a way that has harmed or may have harmed another child
- ◇ Possibly committed a criminal offence against you or another child you know
- ◇ Behaved towards you or another child in a way that could mean they pose a risk of harm to children

The first thing you need to do is speak to an adult that you trust such as a teacher or youth worker.

STEP TWO

Once you have reported what's happened, this is what should happen next.

The person you have reported it to will need to tell the person who is responsible for safeguarding within their organisation. For example, if you told someone at school, this could be another teacher who is responsible for making sure you feel safe. They then have to speak to the LADO within 24 hours.

LADO is short for Local Authority Designated Officer. They work for Wakefield Council and it is their job to manage the process of allegations that are made by children and young people in Wakefield about adults who work with children and young people.

If it is an extremely serious incident it is likely that the police and a social worker will be called straight away. This could also happen if you are physically hurt by the person you are reporting (e.g. cut, bruise, scratch, graze, broken bone etc.) or if there is a risk of losing forensic evidence. The police would also be called immediately if there was a danger to you, another child or to the public.

STEP THREE

A responsible adult such as a social worker, police officer, teacher or youth worker may need to speak to your parents or carers and explain what has happened. If the person hurting you is a member of your family, the responsible adult will always speak to a social worker before making contact with your parents or carers. The social worker's role is to work with you to make sure you feel safe if you have reported an extremely serious incident.

STEP FOUR

The LADO will decide whether to have a meeting that brings together all the people that are here to keep you safe such as the police, a social worker and your head teacher.

Before the meeting, the adult you have reported may be asked to not do their working role with children and young people for a period. This is referred to as being suspended.

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At the meeting, all of the information around the concerns you have told us about will be discussed and the people at the meeting will decide on one of these outcomes:

- ◇ They think something serious may have happened to you or could happen to you and they would like you to talk to the police or social worker as part of a formal investigation.
- ◇ They think something may have happened to you but it doesn't meet the criteria for a formal investigation by the Police and Social Workers. An internal investigation will be considered by the organisation that the adult works or volunteers for. The adult you reported could be disciplined and receive a formal warning, or be dismissed.
- ◇ No further action will be taken in this situation.

This meeting should ideally happen within 10 working days of you making the allegation.

STEP FIVE

The LADO will continue to ensure that you are safe and that you understand what is happening next. You

You will be kept informed every step of the way. Remember that these professionals are here to keep you safe!