

The Shevington Federation



Child Protection Policy for the Use of the Local Authority LADO

2026-27

Linked with the Safeguarding and Child Protection Policy

Checked Annually against the KCSIE

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1. Purpose

This policy sets out the school's procedures for managing allegations against adults working with children. It ensures that concerns are dealt with promptly, fairly, and consistently, protecting pupils while supporting staff subject to allegations.

2. Scope

This policy applies to:

- All staff (teaching and non-teaching)
- Governors
- Volunteers
- Contractors and visitors

It covers allegations of harm, abuse, or inappropriate conduct towards children, whether inside or outside school.

3. Principles

- **Immediate reporting:** Allegations must be reported to the Executive Headteacher or Designated Safeguarding Lead (DSL) without delay.
- **Referral to LADO:** The Executive Headteacher/DSL must contact the LADO within **one working day** if the allegation meets the threshold.
- **Confidentiality:** Information is shared only with those who need to know.
- **Fairness:** Both the child and the adult subject to the allegation are supported.
- **Transparency:** Records are kept securely and outcomes are reported to governors.

4. Roles & Responsibilities

- **Executive Headteacher/DSL:** Receives allegations, contacts the LADO, and follows advice.
- **LADO:** Oversees the process, advises on next steps, and coordinates with police/social care if required.
- **Governors:** Ensure this policy is in place, reviewed annually, and that safeguarding oversight is robust.
- **Staff:** Must know how to report concerns and understand whistle-blowing routes.

5. Procedure

1. **Receive allegation** → Record details immediately.
2. **Report to Executive Headteacher/DSL** → Assess if threshold is met.

3. **Contact LADO within one working day** → Agree next steps.
4. **Strategy meeting (if required)** → multi-agency decision-making.
5. **Outcome recorded** → Substantiated, unsubstantiated, unfounded, malicious, or false.
6. **Follow-up actions** → Disciplinary, training, safeguarding review.

6. Safeguarding & Support

- Ensure the child is safe and supported.
- Provide pastoral support to staff subject to allegation.
- Maintain accurate records for inspection and future reference.

7. Monitoring & Review

- Governors receive anonymised reports on allegations and outcomes.
- Policy reviewed annually or after significant changes in statutory guidance.

Threshold Guidance for Staff – Contacting the LADO

When to Contact the LADO

You **must report immediately** to the Headteacher/DSL if an allegation is made that a person working with children has:

1. **Harmed a child, or may have harmed a child**
 - Physical assault, emotional abuse, neglect.
2. **Possibly committed a criminal offence against or related to a child**
 - Sexual offence, possession of indecent images, violence.
3. **Behaved towards a child in a way that indicates they may pose a risk of harm**
 - Grooming, boundary violations, inappropriate relationships.
4. **Behaved in a way that raises concerns about their suitability to work with children**
 - Even outside school (e.g., domestic abuse, substance misuse, online activity).

👉 **Threshold rule:** If any of the above apply, the Exec Headteacher/DSL must contact the LADO **within one working day**. Staff must not investigate themselves.

Staff Responsibilities

- Report concerns immediately to the Exec Headteacher/DSL.
- Record facts clearly and accurately.
- Maintain confidentiality — share only with those who need to know.
- Use whistle-blowing routes if necessary.

Evidence & Assurance Checklist

Area	Evidence Available	Impact Shown
Policy includes LADO threshold	☒ Policy section	Staff can describe threshold confidently
Staff training on LADO procedures	☒ Training records	Staff know how to escalate
Records of referrals made	☒ Logs/chronologies	Timely action taken
Governor oversight	☒ Minutes/reports	Challenge and assurance evident

Key Reminder

- **Do not investigate yourself.**
- **Do not delay.**
- **Do not promise confidentiality to the child.**
- **Always escalate to the DSL/Exec Headteacher immediately.**

Governor Oversight Checklist – LADO Referrals

1. Policy & Awareness

- ☒ Policy in place: School safeguarding policy includes clear LADO procedures and thresholds.
- ☒ Annual review: Governors review and approve safeguarding policy annually.
- ☒ Governor training: Safeguarding governor has completed training on LADO responsibilities.

Evidence: Policy documents, training certificates, minutes of policy approval.

2. Referrals & Records

- ☒ Referral logs: Governors receive anonymised reports of all LADO referrals.
- ☒ Timeliness: Referrals made within one working day of allegation.
- ☒ Outcomes recorded: Substantiated, unsubstantiated, unfounded, malicious, or false.

Evidence: DSL reports, anonymised case logs, governor meeting minutes.

3. Oversight & Challenge

- ☒ Regular reporting: DSL provides termly safeguarding report including LADO referrals.
- ☒ Governor challenge: Governors ask probing questions about timeliness, outcomes, and lessons learned.
- ☒ Follow-up actions: Governors check that recommendations (training, policy updates, disciplinary action) are implemented.

Evidence: Minutes showing governor questions and responses, action logs, follow-up reports.

4. Confidentiality & Fairness

- ☒ Confidential handling: Governors confirm that referrals are anonymised and handled sensitively.
- ☒ Support provided: Governors check that both child and staff subject to allegation receive appropriate support.

Evidence: DSL reports, anonymised case studies, staff/pupil feedback.

5. Continuous Improvement

- ☒ Annual safeguarding report: Governors receive a summary of all allegations and outcomes.
- ☒ Learning reviews: Governors ensure lessons learned are embedded into policy and practice.
- ☒ External assurance: Governors confirm that LADO advice and multi-agency input are followed.

Evidence: Annual safeguarding report, policy updates, external audit findings.