

Allegations against adults who work with children

If you become aware that a member of staff/volunteer may have:

- behaved in a way that **has harmed** a child, or **may have harmed** a child;
- possibly committed a **criminal offence** against or related to a child or
- behaved towards a child or children in a way that indicates they **may pose a risk of harm** to a child
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.



Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe.
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser



Report immediately to your /a senior manager/safeguarding lead.

Unless there is clear evidence to prove that the allegation is incorrect **the manager/safeguarding lead must**:



Report the allegation within one working day to the Designated Officer for Allegations or DOFA (formerly known as LADO):

- Contact the Multi-agency Safeguarding Hub (MASH): **0300 456 0108** and Select Option 3 then Option 4
- Or email dofaservice@wiltshire.gov.uk
- Out of Hours Emergency Duty Service (5.00pm to 9.00am Weekdays, 4:00pm Friday to 9:00am Monday): **0300 456 0100**



The Designated Officer will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history.
2. Decide on next course of action – usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.



If the allegation threshold is **NOT met**, the Designated Officer will agree with you an appropriate response (e.g. for the agency to undertake further enquiries or undertake an internal investigation).

If the allegation threshold is **met** a strategy meeting will normally be held either by phone or in person. Normally a senior manager/safeguarding lead, the Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed – e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.