

Local Authority Designated Officer

If you have a concern about an adult working or volunteering with children who may have behaved inappropriately, please report it to the LADO team using the referral form on:

<http://www.mscb.org.uk/practitionersandvolunteers/lado-1.aspx>

The completed referral form should be emailed to the Children Advice & Duty Service in the first instance:

triage@medway.gov.uk

How to report a concern about a child

Emergencies

If a child is in immediate danger, always phone 999.

Non-Emergencies

If you have concerns about a child that is not in immediate danger, please report it to the Child Advice & Duty Service on triage@medway.gov.uk or by calling 01634 334 466.

Contacting the Local Authority Designated Officer Team

If you're not ready to make a referral, but would like to speak to the Local Authority Designated Officer for advice, please contact the team on:

Email:

child.protection@medway.gov.uk.cjsm.net

(secure)

child.protection@medway.gov.uk

(unsecure)

Phone:

01634 331 065
01634 331 307
01634 331 126

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MAKING
CHILDREN
SAFER

Local Authority Designated Officers

If you have a concern about a professional or volunteer who works with children, you need to **contact the Local Authority Designated Officer**, for advice and guidance.

The Local Authority Designated Officer covers ALL settings where people work with children. This includes schools, hospitals, football clubs, church groups, and child minders - not just Medway Council employees.

Medway
COUNCIL
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There may be up to three strands in the consideration of an allegation:

1	2	3
A police investigation of a possible criminal offence .	Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services.	Consideration by an employer of disciplinary action in respect of the individual.

The Local Authority Designated Officer is involved from the initial phase of the allegation through to the conclusion of the case.

Management of Allegations processes can be found on the MSCB website,

<http://www.msrb.org.uk/docs/A%20Guide%20to%20Managing%20Allegations%20against%20Members%20of%20Staff%20v1.docx>

What is the Local Authority Designated Officer's role?

- Provides **advice, information and guidance** to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers.
- Manages and **oversees** individual cases from all partner agencies.
- Ensures the **child's voice is heard** and that they are safeguarded.
- Ensures there is a **consistent, fair and thorough process** for all adults working with children and young people against whom an allegation is made.
- **Monitors the progress** of cases to ensure they are dealt with as quickly as possible.
- **Recommends a referral** and chairs the joint evaluation meeting (JEM) in cases where the allegation requires social care and other community professionals.

When should I contact the Local Authority Designated Officer?

The Local Authority Designated Officer should be made aware of all cases in which it is alleged that a person who works with children has:

- 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
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

The Local Authority Designated Officer should be contacted within **1 working day** of any allegations being made.

This could possibly lead to a referral for further investigation.