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A guide to

## The Local Authority Designated Officer

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Department of Community and Children's Services

City of London Corporation



**Children's Social Care  
and Early Help**

## **What is the LADO?**

Every Local Authority has a statutory responsibility to have a Local Authority Designated Officer (LADO) who is responsible for co-ordinating the response if an allegation is made against an employee or a volunteer who works with children.

## **When to contact the LADO?**

The LADO should be contacted within 24 hours when it is suspected that that an employee or volunteer has:

- behaved in a way that has harmed, 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 LADO should also be notified when, any person who works or volunteers with children:

- Has behaved in a way in their personal life that raises safeguarding concerns
- As a parent or carer, has become subject to child protection procedures
- Is closely associated with someone in their personal lives who may present a risk of harm to child/ren for whom the member of staff is responsible in their employment/volunteering

Most allegations against employees or volunteers relate to their behaviour in the workplace. However, some concerns may relate to their personal life or the care of their own children.

In some cases, there may have been an allegation of abuse against someone closely associated to them and this person may pose a risk of harm to the children the employee or volunteer is responsible for.

The majority of people who work with children act professionally and provide a safe and supportive service. However, it is never acceptable for an adult in a position of trust to harm a child and allegations or concerns regarding the behaviour of employees and volunteers are always taken seriously.

## **What does the LADO do?**

The LADO supports the employer to manage any safeguarding concerns, ensuring that clear, robust, and appropriate processes are followed to ensure children are safe, that employees and volunteers are supported to fulfil their roles and responsibilities, and employers are accountable for the services they deliver.

The City of London LADO is responsible for any concerns relating to employees or volunteers who work with children in the Square Mile or who are employed here.

The LADO does not:

- complete investigations or make decisions around employment.
- communicate with any individual who is subject to an allegation or concern.

The employer is responsible for informing and updating the individual in relation to any investigation process and possible outcomes.

## Resources and Support

Regular training about LADO processes is delivered through the City and Hackney Safeguarding Children Partnership, find out more information at [chscp.event-booking.org.uk](https://chscp.event-booking.org.uk)

There is also information and tools available at [chscp.org.uk/allegations-against-professionals](https://chscp.org.uk/allegations-against-professionals) to support employers in responding to concerns.

Throughout any allegation or investigation employees and volunteers must be offered support and their welfare considered, whilst making sure that children's safety is prioritised.



**The City of London LADO can be contacted by:**

Email: [lado@cityoflondon.gov.uk](mailto:lado@cityoflondon.gov.uk)

Phone: **020 7332 1215**

The service operates from Monday to Friday,  
9am to 5pm.



**August 2024**