



## This flow chart must be displayed where everyone including parents can see it:

## Managing allegations and concerns about adults who work with children in a childminding setting

Allegation/concern about the childminder/assistant/over 16s in household from a parent, other professional or member of the public

Do you have concerns about a child's immediate safety?

YES

Refer to Children's Services
Children's Advice and Duty
Service (CADS)
(0344 800 8020) or
the police (999)
if immediate action is needed
and complete and send in Local
Authority Designated Officer
(LADO) referral form

Record

Refer to Ofsted 0300 123 1231

NO

Complete the Local Authority
Designated Officer (LADO) referral
form from the Norfolk Safeguarding
Children Partnership (NSCP)
website and email to

LADO@norfolk.gov.uk

The **duty LADO** will review the information and contact the referrer to agree the next steps

Refer to Ofsted: 0300 123 1231

Record

## You will be required to complete a LADO referral form

The LADO referral form requires details of concern including name of alleged victim and parents/carers

The **duty LADO** will review the information and contact the referrer to agree the next steps

Refer to Ofsted: 0300 123 1231

Record details of conversation

Advice will be given regarding when contact with parents should be made

Where there is concern about the suitability of an adult in a childminding setting and the threshold for the LADO safeguarding process is met, including where those concerns warrant immediate Child Protection processes being actioned and/or there is a need for the Police to undertake a criminal investigation; the LADO will instigate a formal dialogue/meeting with Ofsted/the setting (if relating to an assistant) and all relevant agencies to agree the forward safeguarding action plan. (NB: The person about whom the concern has been raised will not be part of the LADO safeguarding meeting process).

The **LADO referral form** can be found on the NSCP website under "How to Raise a Concern?" Local Authority Designated Officer (LADO) Referrals. <u>Click here</u> to download.