



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  
LADO referral form

Record

Refer to Ofsted  
0300 123 1231

**NO**

Complete the LADO referral form  
from the NSCP website and send  
to [LADO@norfolk.gov.uk](mailto: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 the Employer/Setting 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 Norfolk Safeguarding Children Partnership's website under "How to Raise a Concern?" - Local Authority Designated Officer (LADO) Referrals

<https://www.norfolkscb.org/wp-content/uploads/2022/04/LADO-Referral-Form-agency-2022.doc>