



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

Managing allegations and concerns about adults who work with children in an early years or childcare group setting

Allegation/concern reported to identified manager

The manager is:

The deputy is:

Record concerns

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

NO

The manager or deputy completes the Local Authority Designated Officer (LADO) referral form from the Norfolk Safeguarding Partnership (NSCP) website and emails it to LADO@norfolk.gov.uk

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

Record details of conversation

If you are an early years and childcare registered setting **inform Ofsted 0300 123 1231**

Registered providers must notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. **Best practice is to notify Ofsted immediately by phone and in writing.** Record discussion with Ofsted, including name of person spoken to

Advice and guidance of LADO is followed

Record guidance given for further action

Follow actions, recording information at each stage

The **LADO referral form** can be found on the NSCP website under "How to Raise a Concern?" - Local Authority Designated Officer (LADO) Referrals. [Click here](#) to download.

Where it is confirmed that the threshold for the LADO safeguarding process is met, the LADO will instigate a formal dialogue/meeting with the Employer and all relevant agencies to agree the forward safeguarding action plan. Where the concerns warrant a criminal investigation and/or Child Protection processes the LADO will advise the Employer as to how those matters will be managed in conjunction with the LADO safeguarding process.