**Waltham Forest LADO Referral Form (Sept. 2021)**

For the statutory reporting of Allegations against Staff & Volunteers (ASV) working with children & young people

By law, organisations / sole traders must complete and email this referral within 24 hours of becoming aware that someone working with children has:

• Behaved in a way that has harmed, or may have harmed, a child/ren (under 18)

• Possibly committed a criminal offence against, or related to, a child/ren (under 18); or

• Behaved towards a child/ren in a way that indicates they are unsuitable to work with children

Upon becoming alerted to an allegation against staff & volunteers (ASV), the senior officer must:

• Support the child(ren) & refer to MASH as required

• Remove the immediate risk

• Treat concerns seriously & follow procedures

• Do not investigate

• Keep an open mind

• Do not notify the member of staff/volunteer

• Make LADO referral

LADO Referrals

The employing organisation’s senior officer should call the Duty LADO immediately (or within 24 hours) to discuss the next course of action on 0208 496 3646, complete a LADO referral form, and send it securely to: [LADO@walthamforest.gov.uk](mailto:LADO@walthamforest.gov.uk)

* Caroline Coyston - LADO and SIE Team Manager - Mobile 07770 052 421
* Susannah Bennett - LADO and SIE Team Assistant Manager – Mobile 07767 161 200
* Jennifer Knight Early Years Safeguarding Lead – Mobile 07866 314 144

Gillian Nash Head of Service - Settings and Workforce Safeguarding - Mobile 07791 559 789

Quality Assurance | Waltham Forest Town Hall| Forest Road | London E17 4JF

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| **Referrer Details** – person completing this form | | | | | | |
| **Name** | Click here to enter text. | | **Job Title** | | Click here to enter text. | |
| **Date** | Click here to enter text. | | **Signature** | |  | |
| **Organisation** | Click here to enter text. | | **Address** | | Click here to enter text. | |
| **Tel** | Click here to enter text. | | **Email** | | Click here to enter text. | |
| **Adult of Concern** – subject of allegation | | | | | | | |
| **Name** | | Click here to enter text. | | **Gender** | | Click here to enter text. | |
| **Date of Birth** | | Click here to enter text. | | **Ethnicity** | | Click here to enter text. | |
| **Telephone** | | Click here to enter text. | | **Email** | | Click here to enter text. | |
| **Job Title** | | Click here to enter text. | | | | | |
| **Employer** | | Click here to enter text. | | | | | |
| **Employment status** | | Click here to enter text. | | **Location** | | Click here to enter text. | |
| **Home Address** | | Click here to enter text. | | | | | |
| **HR history (previous concerns)** | |  | | | | | |
| **Previous allegations** | | Click here to enter text. | | | | | |
| **Latest DBS / Blemished?  Safer Recruitment followed?** | | Click here to enter text. | | | | | |
| **Date of DBS** | | Click here to enter text. | | | | | |
| **Does the person have children of their own (under 18), or live with children?**  Click here to enter text. **If Yes please, give full details of names and DOBs:**  Click here to enter text. | | | | | | | |

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| **Child/ren Details** | | | | |
| **Name** | | Click here to enter text. | **Gender** | Click here to enter text. |
| **Date of Birth** | | Click here to enter text. | **Ethnicity** | Click here to enter text. |
| **Telephone** | | Click here to enter text. | **Email** | Click here to enter text. |
| **Home Address** | | Click here to enter text. | | |
| **School / College / Work** | | Click here to enter text. | | |
| **Additional information (e.g. disability, communication, or other SEN / previous child protection concerns)**  Click here to enter text. | | | | |
| **Child’s Family Details** | | | | |
| **Parents / Carers** | Click here to enter text. | | | |
| **Relationship** | Click here to enter text. | | | |
| **Telephone contact** | Click here to enter text. | | | |
| **Email contact** | Click here to enter text. | | | |
| **Additional Information (e.g. disability, communication, or other SEN / previous child protection concerns)**  Click here to enter text. | | | | |

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| **Details Of Allegation / Concern** | | | | | |
| **Date of**  **Allegation** | Click here to enter text. | **Time of Allegation** | Click here to enter text. | **Place of Allegation** | Click here to enter text. |
| **Allegation in Personal Life?** | | | Click here to enter text. | | |
| **Allegation in Professional Life?** | | | Click here to enter text. | | |
| **Record the details of the allegation (using the child/adult’s own words where possible)** | | | | | |
| Click here to enter text. | | | | | |
| **Record nature of allegation – physical abuse, sexual abuse, emotional abuse, neglect:** | | | Click here to enter text. | | |
| **Did the incident involve an authorised physical restraint?** | | | Click here to enter text. | | |
| **Has the child been spoken to about this incident or concern?** Please give details | | | Click here to enter text. | | |
| **Has a parent/carer been informed?** If yes, give reason and details | | | Click here to enter text. | | |
| **Has the member of staff / volunteer been informed?** If yes, please give reason and details | | | Click here to enter text. | | |
| **What other actions has your agency/organisation undertaken so far?** | | | Click here to enter text. | | |
| **Are any other agencies involved?** | | | Click here to enter text. | | |