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The Position of Trust usually included the LADO, the employer, the Police and Children's Services if the child has a Social Worker. The meeting must consider:

- The investigation of any criminal offence;
- Whether a Child Protection investigation is required to safeguard children or whether they are in need of support;
- Any need for employer to undertake investigations and consider disciplinary action in respect of an employee in relation to the allegation/s.

Whilst the meeting will need to consider both factual and circumstantial information in respect of an individual, participants are expected to distinguish between the two in the knowledge that information could be shared as part of criminal, civil or disciplinary proceedings or as part of investigations concerning whether an individual should be barred from working with children.


Employers:

- Prepare a history of the employee, including start dates.
- Be prepared to share details of other places of work.
- Prepare to talk about conduct and capability of employee/volunteer
- Have DBS Information, including number, type and date.
- Do you know if the employee/volunteer is a member of a regulatory body?
- Are you aware if the volunteer/employee works in another other capacity with children?
- Have their training portfolio re: safeguarding/restraint/de-escalation/ safer worker practices/safeguarding/etc available
- Have the full details of the concern/allegation
- Is there any CCTV evidence?
- Be prepared to explain what actions have been taken and why.
- Are you aware if they have their own children? If so try and obtain their details.


Police:

- › Complete a PNC Check – is the person known to the police and if so, in what capacity?
- › Have the Crime Number
- › Have the Name of the Officer in Charge of case
- › Be prepared to explain what actions have taken – who has been seen and when
- › Progress of Interviews – including dates
- › Any witnesses
- › Any bail conditions
- › Your Risk analysis
- › Potential or confirmed outcomes

Children's Services:

- › Assessment progress and outcome
- › Chronology / timeline 
- › Child Protection Conference and Plan - progress on the case.
- › Contact Icn/TT2 1 Tf0.005 Tc 10.5 0 0 10.5 51.028 289. 2m BDC 10.su14 0.

- **Unsubstantiated:** this is not the same as a false allegation. It means that there is insufficient evidence to either prove or disprove the allegation: the term therefore does not imply guilt or innocence.
- **Unfounded:** there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all the circumstances.



The information shared during the meeting/discussions must not be shared with anyone without prior permission of the LADO. Minutes will be kept in the restricted section of agency files. The minutes are not be kept in the child's file.

If further disclosure with another agency is felt to be essential, permission should be sought from the LADO and a decision will be made (on a need-to-

