

If you are concerned about the investigative process you should keep in touch with the nominated person and if appropriate follow any complaints procedures they have in place.

### **Substantiated**

There is sufficient evidence to prove the allegation.

### **Unsubstantiated**

There is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

### **Unfounded**

To reflect cases where there is no evidence or proper basis which supports the allegation being made.

### **Malicious**

There is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

### **False**

There is sufficient evidence to disprove the allegation.

### **Confidentiality**

It is important to maintain confidentiality and you should not share any information with third parties or on social media, as this might impact upon an ongoing investigation.

### **Further Information**

This guidance follows statutory framework which is set out in 'Pan-Sussex Child Protection Procedures', and 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'.



East Sussex  
Safeguarding  
Children  
Partnership



East Sussex  
County Council

# Raising safeguarding concerns about individuals who work with children

A Guide for  
Parents

September 2020

The majority of people who work with children act professionally and provide a safe and supportive environment. However, the behaviour of adults who work or volunteer with children can result in allegations of harm being made against them.

It is never acceptable for an adult in a position of trust to harm a child and allegations or concerns regarding the behaviour of staff are always taken seriously.

## Parents and Carers information

**You are receiving this leaflet as information has been received indicating a child you care for may have been harmed by an adult working or volunteering in a position of trust.**

We understand this will be a worrying and difficult time for you. This leaflet aims to explain the process of managing these types of allegations. If you need support, there are a number of places you can obtain this, including via your GP, or a social worker if you have one.

### What happens when an allegation is made about staff

The employer or agency need to follow agreed procedures summarised below.

- A written record should be made of the incident and shared with the named person who has responsibility for managing allegations in the setting.
- Next steps should be agreed with the named person. Consideration should be given to contacting the Local Authority Designated Officer, (LADO).
- If the allegation meets the criteria, the named person for managing allegations must contact the LADO within 1 working day. Consent is not required.

- The parents/carers of the child or young person should be informed as soon as possible following the allegation or disclosure. However, information sharing might be limited because of the need to maintain confidentiality while further enquiries are being made.
- Depending on the seriousness of the allegation a referral might go straight to Children's Social Care or the police, but the LADO will still be informed.
- Every organisation that works with children should have a manager/child protection lead responsible for dealing with allegations when a child may have been harmed. When they are informed of an allegation which is a serious safeguarding concern they must contact Children's Social Care within 24 hours to report the concern, and also consult with the LADO. All other conduct concerns should be reported straight to the LADO.

### What is the role of the Local Authority Designated Officer (LADO)?

The role of the LADO is to provide independent advice to an employer or agency but is not responsible for completing investigations. The LADO will monitor cases to ensure that they are dealt with as quickly as possible, with a thorough and fair process. Employers will make decisions about how investigations will be completed, and arrangements for these will vary depending on the nature of the concerns being investigated.

The LADO will not be able to share specific information with you regarding the adult under investigation, but will ensure the nominated person in the organisation keeps you informed throughout the process. You will not be in direct contact with the LADO.

### Investigation Outcomes

At the end of an investigation an outcome is required. However, you may not be given much information about this. This is because employers need to maintain confidentiality under data protection and employment legislation, but they will endeavour to share information where possible.