



Quality Assurance & Safeguarding Unit

PERSON'S IN POSITIONS OF TRUST
REFERRAL FORM FOR PARTNER AGENCIES

Once completed please email this form to access_team@sandwell.gcsx.gov.uk
NB Please use guidance to assist you in completing this form – complete all sections

Date of Referral		Date Marf completed (for the child)	
Date of alleged incident		Date Marf sent (for the child)	
Strategy discussion (date)			
Outcome of strategy discussion e.g. single assessment / joint section 47		Reason for non-progression of strategy discussion and/or section 47/single assessment	

REFERRER DETAILS – Investigating Officer or must be a Manager & have Designated Responsibilities for Management of Staff **(Decision making responsibility for employees and management of service)**

Family Name		First Name/s	
Position			
Agency		Tel. No/Mobile	
Current Address			

PERSONNEL DETAILS OF THE EMPLOYEE/VOLUNTEER BEING REFERRED

Family Name		First Names	
DOB		Gender	
Home Address			
ICS ID		Tel. No	
Current Address (if different)			
Race	Religion	Language	
Gender	Sexuality	Disability	
Vulnerabilities, ie.g. mental health, medical conditions.			

Other Household Members of the Employee concerned (inc non-Family)

Name	M/F	DOB	ICS ID	Relationship to Child/YP	First Language	Parental Responsibility	
						Yes	No

REASON FOR REFERRING TO THE LADO SERVICE						
Circle/mark with X etc/highlight as appropriate	Advice	Consultation			Consider POT process	
CATEGORY OF ALLEGED ABUSE						
Circle/mark with X/highlight as appropriate	On Line Abuse	Emotional Abuse	Physical Abuse	Neglect	Sexual Abuse	Other - please indicate:
Police Crime Reference Number (if applicable)	Person of Concern: (alleged perpetrator): Child: (alleged injured party):					

EMPLOYEE EMPLOYMENT STATUS:	Outline details below – thank you
Agency Address Details the Person of Concern Works For:	
Is agency Ofsted Registered	Yes No
Designation of Person Of Concern: what do they do?	
Has this person been referred to the LADO before?	Yes No
When? What were the concerns and the outcome? eg managed as an advice issue or went to a POT meeting	
Additional information e.g. employment history; are they involved in any other child related activity outside of your agency:	
Date of most recent DBS and DBS number:	
Employee/volunteer disposition to Safeguarding: e.g. completed essential safeguarding training, understand what steps to take if child raises an allegation; value base, attitude, etc.	
What action have you already taken against them? Please give your reason for the action, eg Suspension/dismissal/back room duties/refrain from work or have they resigned or on sick-leave	
Are there any other staff members connected to this incident? Give details (seek advice from LADO)	

<p><u>Please refer to LADO guidance provided to assist you in completing this section – Please note: the referral needs to go to the correct LA LADO Service dependent on which area/region the alleged abuse/assault/alleged injury took place</u></p> <p>Provide a summary of the allegation, your risk analysis and actions taken regarding the employee and/or child/ren:</p>

Has the Child(ren) been spoken to about the concerns/incident? If yes – what have they said?
Has a parent/carer been informed? If yes, please give reason and details; what options have been discussed with them about the management of the allegation?
Has the member of staff / volunteer been informed? If yes, please give reason and details:
If there are other children in the placement, or if there are other children affected by the allegation provide details below:
Have you consulted and/or submitted a MARF to Childrens Services regarding the allegation of abuse – if not why not?
If you have submitted the MARF – have you followed it up and gain feedback – what information was provided to you? (gain a contact name & number)

No. of Alleged Victims	
-------------------------------	--

Child/Young Person 1		ICS No.
Full Name:		DOB:
Full Address:		
Parent’s names and DOB:		Child’s/YP’s Relationship to the Alleged Person of Concern:
LA Involvement: please provide social worker’s name and details: Is the child Looked After? If so provide the details (including telephone numbers) of the Agency, the Placing Authority and the allocated Social workers:		Child’s School Address & Phone Number:
Race	Religion	Language
Gender	Sexuality	Disability (communication or other special needs, previous child protection)

[ILO: UNCLASSIFIED]

		concerns)
--	--	-----------

Child/Young Person 2		ICS No.
Full Name:		DOB:
Full Address:		
Parent's names and DOB:		Child's/YP's Relationship to the Alleged Person of Concern:
LA Involvement: please provide social worker's name and details: Is the child Looked After? If so provide the details (including telephone numbers) of the Agency, the Placing Authority and the allocated Social workers:		Child's School Address & Number:
Race	Religion	Language
Gender	Sexuality	Disability: (communication or other special needs, previous child protection concerns)

Child/Young Person 3		ICS No.
Full Name:		DOB:
Full Address:		
Parent's names and DOB:		Child's/YP's Relationship to the Alleged Person of Concern:
LA Involvement: please provide social worker's name and details: Is the child Looked After? If so provide the details (including telephone numbers) of the Agency, the Placing Authority and the allocated Social workers:		Child's School Address & Number:
Race	Religion	Language
Gender	Sexuality	Disability: (communication or other special needs, previous child protection concerns)

Consider Both Grids below when referring: Please provide names of Key Individuals connected to the Alleged Person of concern as the LADO will need to consider who to invite to the POT meeting:

Job role/title	Name and Organisation	Telephone Number	Address	Email Address
Supervisor/Line manager				
HR/Personnel				

[ILO: UNCLASSIFIED]

Recruitment Agency				
Early Years				
LAC Team				
Aftercare Team				
Residential Unit/Child Care Centre				
Voluntary Agency				
School Governor				
Others				

Please provide names of Key Individuals connected to the Alleged Victim as the Lado will need to consider who to invite to the POT meeting:

Job role/title	Name & organisation	Telephone Number	Address	Email Address
R&A/CCM				
Residential Unit				
LAC				
Aftercare				
Caf Team				
Linkworker/Advocate				
Voluntary Agency				
School/Governor				
Education Welfare				
Others				

LADO ADVICE	LADO ACTIONS - Date

Once completed please email this form to:

access_team@sandwell.gcsx.gov.uk

Please refer to LADO Guidance

And remember:

- Treat it seriously and keep an open mind
- You must have management and decision making responsibilities for the employee and service when referring to the LADO Service
- Designated Safeguarding Practitioners (safeguarding children) must not make referrals to the LADO Service about an employee
- **Do not** investigate but make some inquiries into the allegation
- **Do not** make assumptions or offer alternative explanations
- **Do not** promise confidentiality
- Record the details using the child/adult's own words

[ILO: UNCLASSIFIED]

CONFIDENTIAL AND RESTRICTED

- Note time/date/place of incident(s), persons present and what was said
- Sign and date the written record and recap with the individual
- **Do not** tell the member of staff/volunteer if this might place the child at risk of significant harm or jeopardize any future investigation
- **Do not** send information to the LADO direct – refer to the above secure site
- Referral and Assessment Teams ie MASH service manages the allegations of abuse made by the child/ren not the LADO Service
- **Do not** let the MARF referral drift – follow it up on a regular basis
- If the Police contact you ask for their name, collar number, office number and crime number and what actions are they carrying out
- If social worker contacts you – ask for their name, number, ID number for child and clarify what actions they will be taking
- **Do not** tell/write to parents/carers what the LADO service has said/actioned in respect of the employee
- **Do tell** your Human Resources of what has happened and the actions taken and why
- **Do** refer to Sandwell's Managing Allegations Against People Who Work With Children' policy: <http://www.sandwellscb.org.uk/>