

When a safeguarding allegation about a member of staff or an adult working in an early years and childcare setting (or yourself if you are a childminder) is reported or known, the correct procedure MUST be followed:-

1. The Lead person for Safeguarding in the setting [Designated person] must be informed (unless they are the subject of the allegation)
2. The Manager of the setting must be informed (unless they are the subject of the allegation)
3. The setting must contact the Local Authority Designated Officer (**LADO**), without delay but within 24 hours of any situation arising. **Telephone: 03330 139797.**
4. **Ofsted must be contacted as soon as possible** but at least within 14 days on: **0300 1234666** or online at: https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofm **Setting should document this.**

YOU MUST NOT speak to the member of staff or adult concerned OR take any action about the allegation until you have spoken with the LADO, as this could jeopardise any possible subsequent investigation

How to Manage Safeguarding Allegations made about a member of staff, yourself or another adult working in an early years and childcare setting

Essex County Council

Early Years and Childcare (May 2016)

Safeguarding allegations should:-

- be dealt with fairly, quickly and consistently
- be dealt with in a way that provides effective protection for the child
- support the person who is subject of the allegation

LADO leaflet



Essex County Council