

Managing allegations against those working with children

'The first 5 minutes'

An allegation or incident against a staff member is received



Manager / person in charge receives complaint



Make sure children are safeguarded

Refer to IFD WSChildrenServices@westsussex.gov.uk or 01403 229900

or inform allocated social worker

If out of hours inform EDT on 0330 222 6664



At this stage do not question the victim or alleged perpetrator or witnesses



Ring designated safeguarding lead /manager



Contact LADO as soon as possible and within 24 hours of allegation being made

LADO@westsussex.gov.uk or 0330 222 6450



Designated safeguarding lead / manager will discuss with LADO regarding course of action



Three possible courses of action



No further action

or

Action by employer / setting

or

Initial Evaluations Meeting