

Outcomes

- **Substantiated**—Evidence was able to prove that what was alleged did happen
- **Unsubstantiated**—It cannot be proven either way that the allegation did or did not happen
- **Unfounded**— Evidence was available to prove that what was alleged didn't happen or couldn't have happened or information has been misinterpreted.
- **Malicious**— A deliberate act to deceive. For an allegation to be classified as malicious, it will be necessary to have

If the allegation is substantiated and you are dismissed or resign before you are dismissed your employer is legally obliged to refer the matter to the Disclosure and Barring Service (DBS). They will decide whether you should be barred, or have conditions imposed, working with children



Record Keeping

Employers keep human resources (HR) records, which will detail the allegation, how it was investigated, the outcome and the action taken. This information will be kept on file for a period of 10 years or until the alleged person is 100 years old depending on the outcome.

This is in accordance with the LADO Northwest Regional Data Retention Policy

The statutory guidance for the management of allegations can be found in Working Together 2018.

Further information can be found here:

[Managing allegations against adults who work with children | Salford Safeguarding Children Partnership](#)

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What happens when an allegation of harm is made against me?

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What happens if an allegation is made against you?

Most people who work with children act professionally and aim to provide a safe and supportive environment for them. However, sometimes the behaviour of adults who work or volunteer with children and young people can result in allegations being made against them. It is never acceptable for an adult in a position of trust to harm a child and therefore allegations or concerns about behaviour raised about staff, workers or volunteers in relation to children are taken seriously. If an allegation has been made or a concern raised about your behaviour in relation to children, further information is needed to understand what has happened. An allegation can apply to the workplace, community or apply to your personal life. We understand this may be a difficult time for you and this leaflet aims to explain the process managing allegations.

Investigations of allegations

The initial allegation or concern will be shared with LADO service. They will contact your employer and ask for 'Initial fact finding' to take place which will include talking to you about the concerns raised and formulating a safety and support plan.

HR advice will be taken on a case-by-case basis to establish if suspension is needed. In all cases employee welfare will be provided and you will be updated by your employer on next steps.

Consideration as to whether the adult has met criteria:

- ◆ behaved in a way that has harmed a child, or may have harmed a child
- ◆ possibly committed a criminal offence against or related to a child
- ◆ behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- ◆ behaved or may have behaved in a way that indicates they may not be suitable to work with children

What happens next?

If it is necessary to investigate further a decision will be made whether this will be the Police, Social Care or your employer or a combination of agencies

A Managing Allegation Meeting will be held, the meeting will decide:

- ◆ What is required to safeguard the child/ren involved or other children with whom you have contact.
- ◆ Whether a police officer and/or social care investigation is required or whether disciplinary procedures should be followed.
- ◆ What support should be provided to you and others who may be affected by harm. This support is in addition to that offered by your Union Representative, your GP, OHU and will be a nominated individual.
- ◆ What information can be shared with you and by whom.