



Essex County Council

# Information and the Data Protection Act

Childrens Workforce Allegations Team

For advice on how to access information held about you  
by Essex County Council contact the Transparency Team:  
Tel: 03330139853  
Email: [TransparencyTeam@essex.gov.uk](mailto:TransparencyTeam@essex.gov.uk)

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## **1. Why has information about you been given to the Childrens Workforce Allegations Team?**

Under the Children Act 2004 organisations have a duty of responsibility to safeguard and promote the welfare of children. Schools and Local Authorities have similar duties under the Education Act 2002, section 175.

The statutory guidance Working Together to Safeguard Children and the Southend, Essex & Thurrock Child Protection Procedures provide procedures for dealing with allegations against adults working or volunteering with children.

When an organisation has a concern, allegation or complaint about an adult working with a child, the establishment is required to follow multi-agency procedures. The first point of contact for them is the Local Authority Designated Officer (LADO) in the Childrens Workforce Allegations Team. Based on the information provided about the individual(s) involved, the nature of the incident(s) or concern and the context, a decision will be reached as to whether the matter needs to be referred to the Police and/or Children's Social Care Services for consideration about further investigation or whether the establishment can use its own internal procedures to investigate.

In order for the LADO to make reasonable, proportionate and informed decisions it is important to collect enough information to allow careful decisions to be made whilst safeguarding both the child(ren) and the adult involved. The [Essex Local Authority Designated Officer \(LADO\) information leaflet](#) is also available on the ESCB website.

## **2. What information is held?**

The information collected is about the nature of the allegation or concern itself. In addition personal details about you are collected, such as your date of birth, ethnicity, and employment history. For children basic similar personal information is collected and held.

The information held is limited to what is necessary and reasonable and is factual.

The LADO is also required to track cases through to completion and most importantly to record the outcome of any Police, Social Care or disciplinary process. Where it is determined that an allegation is malicious or unfounded this is also always recorded.

## **3. What is the purpose of holding the information?**

Unfortunately there are occasions when adults do abuse children in professional and voluntary settings. It is important to collect information to ensure that the welfare of children is protected and those adults who have abused children are not able to continue to do so.

The information helps us to analyse trends with a view to planning future training and information in order to reduce the number of allegations in the future by planned prevention.

The Childrens Workforce Allegations Team provides an annual report to the Essex Safeguarding Children Board about allegations across Essex. All information is made anonymous before it is submitted, and statistics, trends and patterns are looked at and not individual cases.

#### **4. Who will have access to the information about you?**

The information given to the Childrens Workforce Allegations Team is only for the purposes of protecting and promoting the welfare of children.

Information would be shared where appropriate with the Police or Social Care Services as part of an ongoing or future child protection or vulnerable adult investigation.

#### **5. Is your information being kept secure?**

The information is held in electronic format. There are security measures in place to ensure only authorised officers of the Childrens Workforce Allegations Team can access the information.

#### **6. How long will your information be held?**

Essex County Council follows the DfE guidance regarding the length of time records of allegations are retained. "The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer".

The information about an allegation (even if unfounded) is retained for this period to enable accurate information to be given in response to any future request for a reference from an employer. It will provide clarification in cases where a future DBS disclosure reveals information from the police about an allegation that did not result in a criminal conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.

#### **7. Can I access the information held?**

Anyone can make a request for access to information about themselves by making a subject access request to Essex County Council Transparency Team by contacting:

Tel: 03330139853

Email: [TransparencyTeam@essex.gov.uk](mailto:TransparencyTeam@essex.gov.uk)