

## **The Disclosure & Barring Service (DBS) / Regulatory Bodies**

If an allegation is substantiated and you are dismissed or you resign or retire prior to your dismissal, your employer may have a legal duty to refer to the DBS to consider whether you should be barred from working with children. Your employer or the local authority may also notify the relevant regulatory body for your profession.

### **Record keeping**

The local authority will retain a record of the allegation, its investigation and the outcome. This record will be retained for ten years or until you reach normal retirement age (whichever is longer). In the case of sexual allegations, records will be retained until such time as the Independent Inquiry into Child Sexual Abuse gives further direction.

All records will be shared with the DBS if requested.

### **Access to records**

For information on how to make a data subject access request for access to the records held about you, please go to:

[www.hullcc.gov.uk](http://www.hullcc.gov.uk)

This leaflet provides a brief guide to the process. More detailed guidance and procedures can be found in the HSCP Procedures and Guidance at:

<https://www.hullscp.co.uk/>

These procedures implement the statutory guidance in the form of Working Together to Safeguard Children. More detailed information can be found at:

[www.gov.uk/government/publications](http://www.gov.uk/government/publications)

**This leaflet can be made available in different languages and formats. Please contact the Hull Safeguarding Children Partnership for details.**

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**Hull  
Safeguarding  
Children  
Partnership**

**Information for volunteers and  
members of staff working with children  
in Hull**

**What happens  
when an allegation  
has been made  
about you?**

## What happens if an allegation is made about you?

The majority of people who work with children act professionally and without causing harm to children and young people. It is never acceptable for an adult to harm a child or young person and all such allegations made against members of staff, volunteers or carers are taken seriously.

The Hull Safeguarding Children Partnership have procedures for dealing with allegations of harm made against people who work with children who have:

- 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 or young person;
- behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children .

An allegation can relate to the workplace or personal life. These procedures apply to all organisations who work with children or provide staff or volunteers to work with or care for children in Hull. Allegations may be investigated by your employer, and/or the police and/or children's social care.

If you are the subject of an allegation about your behaviour, it is important that you understand what will happen. This may be a difficult time for you and this leaflet aims to explain the process of managing allegations.

## The Local Authority Designated Officer

Every local authority has to have a designated officer or team of officers to be involved in the management or oversight of allegations against those that work with children and young people. In Hull, this role is undertaken by the Local Authority Designated Officer or LADO.

The LADO will:

- coordinate the response to concerns about a professional/volunteer's harm towards a child;
- liaise with the employer, the police, social care and other relevant agencies;
- provide advice and guidance to employers and voluntary organisations;
- monitor the progress of cases to ensure they are dealt with as quickly as possible and in a thorough and fair manner.

## The Designated Officer/Senior Manager

Organisations and employers will allocate a designated officer or senior manager who is responsible for:

- liaising with the LADO.
- ensuring their organisation operates procedures in accordance with HSCP procedures.
- Ensuring that you are kept up to date as far as is possible.
- Ensuring that you are offered appropriate support.

## Next Steps

The LADO will talk to your Designated Officer or Senior Manager to consider if any immediate actions are required to safeguard children.

## Next Steps continued:

The LADO may then discuss this with the police and/or children's social care to decide if there needs to be a criminal and/or child protection investigation. The LADO may hold an Allegation Management meeting to share information between these agencies i.e. Police, Social Care and Employer and you should receive feedback after each meeting from your employer.

The LADO does not conduct the investigations themselves but is responsible for ensuring that the investigation process is not delayed. During the investigation, you should continue to be supported by your employer. Your employer will talk to you about any safeguarding actions they take including any disciplinary investigations they initiate.

## Outcomes

Once investigations have progressed to a point where the police, social care and employer believe there is no further enquiries to undertake, an outcome of the allegation can be agreed as below:

- **Substantiated:** there is sufficient evidence to prove the allegation.
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
- **Unfounded:** there is no evidence or proper basis which supports the allegation being made.
- **False:** there is sufficient evidence to disprove the allegation.
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.

You will receive confirmation of the outcome from your employer.