

Addendum to the ESCC Model Child Protection and Safeguarding Policy for Schools, Academies, Colleges and Early Years Settings - September 2019 and the Model Staff Behaviour Policy / Code of Conduct - September 2019

The referral arrangements for the LADO have been revised.

The existing LADO mobile and landline numbers are no longer in use and should not be contacted. Please do not email the LADOs direct. The existing mobiles and personal email addresses currently in use will not be routinely monitored and could lead to a delay in the LADOs responding to your enquiry.

Instead, please follow the procedures below, this will ensure that:

- The correct information is gathered at the point of contact
- Referrals can be responded as quickly as possible
- Signposting to other teams can be affected.

All referrals that involve allegations against those who work, volunteer or care for children should to be referred to SPOA using a Statement of Referral template. If there is an allocated team or social worker, then they should be your first point of contact.

If there is an allegation where a criminal offence might have been committed, contact the police AND social care for advice before taking any further action.

If a LADO consultation is required, please go to the [LADO webpage](#) and complete the online referral form. The LADO/Assistant LADO will contact you by phone or email and offer advice as normal.

All referral/consultation requests must include the following information for adults and children and some of the fields in the referral will be mandatory:

- Full names, dates of birth and addresses
- Relevant employment history including any previous disciplinary investigations, allegations or complaints you are aware of
- Details of any employment in another local authority
- Details of any secondary roles the adult might have if known or make enquiries about this as part of the referral process.

September 2019