

ONE MINUTE GUIDE
Local Authority Designated Officer
LADO FIRST RESPONSES

1

You are in receipt of information or an allegation about an adults behaviour towards children

2

Ensure the child or children are SAFE

3

Establish the FACTS
*do not investigate at this stage

4

Collate all INFORMATION e.g. date, place of incident, who was present

5

Contextualise 1st or 2nd hand Historic or Contemporary

6

CONFIDENTIALITY
as appropriate

7

Contact LADO within 1 working day or the next working day for an early discussion

Safeguarding is everyone's business

LADO FIRST RESPONSES

1 - You are in receipt of information or a complaint, raising an issue how an adult behaves towards children; what initial steps/action should you take?

2 - **Ensure** the vulnerable individual(s) are in a safe environment (staff member also)

3 - **Establish** the facts, do not investigate (at this stage) listen carefully, inquire discreetly

4 - **Collate** all the information, Who is it from? **Make** a written record of the information (where possible in the child/adults own words), including the time, date and place of incident(s), persons present and what was said, sign and date the record

5 - **Contextualise** category of abuse, behaviour, practice, contemporary or historic, 1st or 2nd hand, professional, voluntary or at home

6 - **Confidentiality** as appropriate

7 - **Contact** LADO within 1 working day or the next working day to access early advice and guidance

You should avoid

- Investigating or ask leading questions at initial stage - seek clarification
- Making assumptions or offer alternative explanations at the initial stage
- Promising confidentiality however give assurance that the information will only be shared on a 'need to know' basis.



Talk to us and we will listen

T: 01484 221126

E: lado.cases@kirklees.gov.uk

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