



Westmorland and Furness
Safeguarding Children
Partnership

Westmorland & Furness LADO – Position of Trust Referral

This form should only be completed when making a referral or seeking advice from the LADO regarding a Person in a Position of Trust with children or young people.

Each Local Authority has to identify a 'Local Authority Designated Officer' (LADO) with responsibility for the management and oversight of individual cases where there is concern in relation to a person who works in a position of trust with children. The LADO role is to provide advice and guidance to employers and voluntary organisations, liaising with other agencies, and monitoring the progress of cases to ensure they are dealt with as quickly as possible, consistent with a thorough and fair process.

Guidance published by the Westmorland & Furness Safeguarding Children Partnership (WFSCP) can be found on the website, this should be followed. This relates to any allegation in regards to a person who works with children or young people who has:

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

This is in connection with the person's paid employment or voluntary activity but may also involve concerns arising about the person's behaviour within their own family or home circumstances.

If you have concerns about immediate significant harm of a child act without delay

and contact the Safeguarding Hub on **0300 373 2724** and consider contacting police where appropriate.

This form should always be completed when making a referral about a Position of Trust to the LADO.

Upon completion of the Position of Trust Referral Form it is preferable that you email the referral form from a secure email address and send to the LADO.

Email: **lado@westmorlandandfurness.gov.uk**

The LADO should acknowledge your referral within 1 working day of receipt. If you have not heard back within 2 working days, contact the LADO again.

For further information please refer to the Westmorland & Furness Safeguarding Children Partnership Procedures available at <https://wfscp.org.uk/resources-and-guidance/lado-allegations-against-those-who-work-or-volunteer-children>

1. Declaration

I hereby certify that the following information is accurate, reflects my concerns and is completed to the best of my knowledge to ensure that children are appropriately safeguarded Yes

Date of Incident:

2. About You

First Name

Last Name

Name of Organisation

Job Title

Email Address

Telephone Number

Relationship to person in a position of trust/
your agency's role or service provided

Contact Address

3. About the Person In a Position of Trust

First Name

Last Name

Address

Postcode

Telephone

Gender

Date of Birth

Ethnicity

Name and address of employer

Position Held. Please give brief details of their role. Date of commencement of employment

Name and contact details of the person dealing with the allegation

Date of most recent DBS and DBS Number:

Does the Person hold any other positions e.g. voluntary roles, sports coach etc?

Yes No Unsure Don't Know

If yes please give details.

Have there been any previous concerns, complaints or disciplinary issues as far as you are aware?

4. Reason for Concern

Are you making a Position of Trust Referral? Yes No Unsure

Have you already discussed this with a LADO? Yes No

Date of discussion with LADO/Name of Lado

Details of your concerns- including date of incident & details of any witnesses. Has the incident occurred following an authorised intervention/physical restraint?

Actions taken

5. Children

Does the alleged have any children? Yes No Unsure

Details if known – include name and DOB

6. Professionals involved i.e. social workers, police etc.

Name:	Position	Agency	Tel No	Email

7. About the Child/ren who are the alleged victim (if applicable and named child known)

First Name

Last Name

Address

Postcode

Date of Birth or Expected Delivery Date

Gender

Ethnicity

Religion

Disability/SEND

Is the child subject to a CP Plan? Yes No

Is this child looked after? (CLA) Yes No

Placing Local Authority

Social Worker Details

Interpreter Required? (if yes, state language) Yes No Which language?

8. Date and Time referral sent to LADO

Date of referral:

Time of referral:

Upon completion of the Position of Trust Referral Form please email the referral from a secure email address to:

lado@westmorlandandfurness.gov.uk

Alternatively, password protect the document before emailing to the LADO.

Personal information given to us is subject to the Data Protection Act 1998 and will be used to assess your needs and provide services if you are eligible. Westmorland Furness Council's reserves the right to share this information with external agencies who assist in the provision of services and any government departments who have a statutory right to such disclosure.