

## LOCAL AUTHORITY DESIGNATED OFFICER

### ALLEGATION REFERRAL

#### CONFIDENTIAL

Please use this form to make referrals when an allegation has been made against a member of staff. (Allegation referrals /consultations must be submitted by the completion of this form)

Date:	Time:
Name of Referrer:	Organisation: Address:
Telephone:	E-mail:

**Sexual      Physical      Neglect      Emotional**

#### Details of Child / Young Person

Family Name	Forenames:
Age / Date of Birth:	Ethnicity:
First Language:	Religion
Is an interpreter required? No	Christian
Family address	GP Details

#### Other Persons in Household

Family Name	Forenames	DOB:	Ethnicity	M/F	Relationship to child
First Language of parent / carer					
Interpreter Required?					

#### Member of Staff

Family name:	Forename:
DOB:	Ethnicity:
M/F:	
Home Address:	<b>Job Title:</b> <b>Employment Status:</b> Full T/Part T Permanent/Temp <b>Temp Agency</b> email address: <b>How long in organisation:</b> <b>How long in role:</b>
Tel Number:	

Employer's Address/ Tel Number:	DBS date:
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**When submitting LADO referral please ensure you copy in:**  
[duty&assess@harrow.gov.uk](mailto:duty&assess@harrow.gov.uk)

### Details of the Allegation

#### Tips on How to Complete this section:

- Please be as specific as possible regarding Who, Why, Where, When and How.
- Don't use initials. Don't assume that LADO will know who you are referring to. Where possible, include the person's name and their role (teacher, student, parent, child, etc.)
- If the incident occurred over several dates or if the incident took place throughout the date, please include approximate times, dates of the separate incidents.
- Please be specific about where the incident took place. For example, if took place in a school, please describe the room/setting and what activity was occurring at the time.
- If the victim has injuries, please specify.
- Please include the details of any potential witnesses and/or involvement of police, or other agencies.
- Have there been previous allegations or concerns regarding the subject of the allegation in the past? If so, please provide details.
- Has the professional been suspended or moved to a different place of work?

### Feedback to Referrers:

Your request will be screened by the LADO who will triage the referral against the LADO Harm threshold. Your request will be prioritised according to risk. The LADO will contact you to discuss next steps (within 24 hours).

### How to Avoid Delays

- If you are awaiting a response or would like an update, kindly wait **7 working days** before requesting a response. All information is thoroughly screened. Time is required to ensure quality oversight.
- Sending multiple emails may cause delays.
- Your email's subject line must be properly labelled with the name of your organisation, the date of referral and any other useful detail related to the case.
- Emails and/or attached documents should be sent without password protection. You will be asked to resubmit your material if material is sent in this format.
- LADO may request additional information from you in order to process your request. Non-response will result in your request being automatically rejected within 5 business days, and a new referral will be required. LADO will not chase referrers for outstanding requests. LADO will not take responsibility for any harm or issues caused by these delays.
- If you are unsure whether your concern is appropriate for LADO, you can contact the LADO phone line or send an email or referral form with as much information as possible.

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**Data Protection Act 1998** - Service users of this department have the right of access to information held about them **unless marked confidential**.