

## STEP ONE

### If an adult working with you or other children has:

- Behaved in a way that has harmed or may have harmed you
- Behaved in a way that has harmed or may have harmed another child
- Possibly committed a criminal offence against you or another child you know
- Behaved towards you or another child in a way that could mean they may pose a risk of harm to children

### The first thing you need to do is speak to an adult that you trust such as a teacher or a youth worker.

## STEP TWO

Once you have reported what's happened, this is what should happen next.

The person you have reported it to will need to tell the person who is responsible for safeguarding within their organisation. For example, if you told someone at school, this could be another teacher who is responsible for making sure you feel safe. They then have to speak to the LADO. This should all happen within 24 hours.

LADO is short for Local Authority Designated Officer. They work for Plymouth City Council and it is their job to manage the process of allegations that are made by children and young people in Plymouth about adults who work with children and young people.



**If it is an extremely serious incident it is likely that the police and a social worker will be called straight away. This could also happen if you are physically hurt by the person you are reporting (e.g. cut, bruise, scratch, graze, broken bone etc.) or if there is a risk of losing forensic evidence. The police would also be called immediately if there was a danger to you, another child or to the public.**

## STEP THREE

A responsible adult such as a social worker, police officer, teacher or youth worker may need to speak to your parents or carers and explain what has happened. If the person hurting you is a member of your family, the responsible adult will always speak to a social worker before making contact with your parents or carers. The social worker's role is to work with you to make sure you feel safe if you have reported an extremely serious incident.

## STEP FOUR

The LADO will decide whether to have a meeting that brings together all the people that are here to keep you safe such as the police, a social worker and your head teacher.

Before the meeting, the adult you have reported may be suspended from their working role with children and young people.

At the meeting, all of the information around the concerns you have told us about will be discussed and the people at the meeting will decide on one of these outcomes:

- They think something serious may have happened to you or could happen to you and they would like you to talk to the police or a social worker as part of a formal investigation.
- They think something may have happened to you but it doesn't meet the criteria for a formal investigation by the Police and Social Workers. An internal investigation will be considered by who the adult works for. The adult you reported could be disciplined and receive a formal warning or be dismissed.
- No further action will be taken in this situation.

The meeting should ideally happen within one week of you making the allegation.

## STEP FIVE

The LADO will continue to ensure that you are safe and that you understand what is happening next. You will always be notified of the final outcome.

**You will be kept informed every step of the way. Remember that these professionals are here to keep you safe.**

## KEY POINTS

- All allegations are taken seriously.
- If you feel concerned enough to make an allegation, it's always the right thing to do. You must remember that you are not the person at fault.
- If a police officer or social worker need to talk to you about what has happened you will always be supported through this process.
- You may be asked to clarify what you have said.
- The LADO will help protect you against any publicity while an allegation is being considered.

## USEFUL CONTACTS

**Once you have reported what has happened there are other people who may be able to help you or your family.**

**If you report what has happened to any of these people, they will still follow the steps detailed in this leaflet.**

### **The Gateway**

Advice and support with parenting or help for your child or teenager if they are having problems.  
01752 668000 - Option 1

### **Childline**

[www.childline.org.uk](http://www.childline.org.uk)  
0800 1111

### **NSPCC**

[www.nspcc.org.uk](http://www.nspcc.org.uk)  
0808 800 5000

### **Plymouth Police**

Emergency 999  
Non-emergency 101

Worried about  
an adult working  
with you or other  
children?

