

Route for Reporting and Referral Summary of Process (supports SG4 Flow Chart)

Allegation made to Redditch Borough Council

1. The allegation should be reported to the Named Senior Officer (**Ken Watkins**) immediately, unless that person is the subject of the allegation, in which case it should be reported to the designated alternative.
2. If the allegation meets any of the criteria set out in **SG3 'Procedures for Managing Allegations'** paragraph 1, the employer should report it to the Access Centre within one working day.

Allegation made to the police or children's social care

3. If an allegation is made directly to the police or children's social care the officer who receives information of this should report it immediately to our Named Senior Officer (**Ken Watkins**) who in turn should inform the Access Centre without delay

Initial consideration

4. The LADO will be available for advice and will discuss the matter with the employer and, where necessary, obtain further details of the allegation and the circumstances in which it was made. It is the employers responsibility to report the matter to Childrens Services/Access Centre.
5. If the allegation is not patently false and there is cause to suspect that a child is suffering, or is likely to suffer, significant harm, the local authority will immediately refer to children's social care and ask for a strategy discussion to be convened straightaway. In those circumstances, the strategy discussion to be convened straightaway this discussion should include the LADO and the RBC Named Senior Officer (**Ken Watkins**).
6. If there is no cause to suspect that 'significant harm' is an issue, but a criminal offence might have been committed, the Family & Assessment Support Team (FAST) should immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion should also involve the Named Senior Officer (**Ken Watkins**)

Action following initial consideration

7. Where the initial evaluation decides that the allegation does not involve a possible criminal offence, it will be dealt with by RBC's internal processes. In such cases, if the nature of the allegation does not require formal disciplinary action, appropriate action should be instituted **within three working days**. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held **within 15 working days**.

8. Where further investigation is required to inform consideration of disciplinary action, the employer should discuss who will undertake that with the LADO. In some settings and circumstances, it may be appropriate for the disciplinary investigation to be conducted by a person who is independent of RBC or the person's line management to ensure objectivity. In any case, the investigating officer should aim to provide a report to RBC **within 10 working days**.

9. On receipt of the report of the disciplinary investigation, the employer should decide whether a disciplinary hearing is needed **within two working days**, and if a hearing is needed it should be held **within 15 working days**.

10. In any case in which children's social care has undertaken enquiries to determine whether the child or children are in need of protection, RBC should take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.

11. The LADO should continue to liaise with the RBC Named Senior Officer (**Ken Watkins**) to monitor progress of the case and provide advice/support when required or requested.

Case subject to police investigation

12. If a criminal investigation is required, the police will aim to complete their enquiries as quickly as possible, consistent with a fair and thorough investigation, and will keep the progress of the case under review. They should, at the outset, set a target date for reviewing progress of the investigation and consulting the CPS about whether to proceed with the investigation, charge the individual with an offence, or close the case. Wherever possible that review should take place **no later than four weeks** after the initial evaluation, and if the decision is to continue to investigate the allegation, dates for subsequent reviews should be set at that point. (It is open to the police to consult the CPS about the evidence that will need to be obtained in order to charge a person with an offence at any stage.)

13. If the police and/or CPS decide not to charge the individual with an offence, or decide to administer a caution, or the person is acquitted by a court, the police should pass all information they have which may be relevant to a disciplinary case to RBC without delay. In those circumstances the Named Senior Officer (**Ken Watkins**) and the LADO should proceed as described in **SG4** and **SG5** paragraphs 7 - 11.

14. If the person is convicted of an offence, the police should also inform RBC straightaway so that appropriate action can be taken.

Referral to Protection of Children's Act (PoCA) List / List 99 or a Regulatory Body

15. If the allegation is substantiated, and on conclusion of the case the employer dismisses the person or ceases to use the person's services, or the person ceases to provide his/her services, the employer should consult the LADO about whether a referral to the PoCA List/List 99 and/or to a professional or regulatory body is required. If a referral is appropriate, the report should be made within one month.