

Adult Local Authority Designated Officer: The Process For Managing Allegations Against People In Positions of Trust



"Safeguarding Adults Boards need to establish and agree a framework and process for how allegations against people working with adults with care and support needs should be notified and responded to. Whilst the focus of safeguarding adults work is to safeguard one or more identified adults with care and support needs, there are occasions when incidents are reported that do not involve an adult at risk, but indicate, nevertheless, that a risk may be posed to adults at risk by a person in a position of trust."

Statutory Care and Support Guidance, Department of Health and Social Care

Adult Local Authority Designated Officer (Adult LADO) Process



The Safeguarding Partnership has agreed a clear, thorough and fair process to be followed in cases where there are allegations raised against people in positions of trust, which fall outside of the framework of section 42 of the Care Act 2014. This is because some allegations do not indicate alleged abuse or neglect of specific adults with care and support needs, but they still indicate that a person may not be suitable to work with adults with care and support needs.

Such allegations could be that a person in a position of trust has:

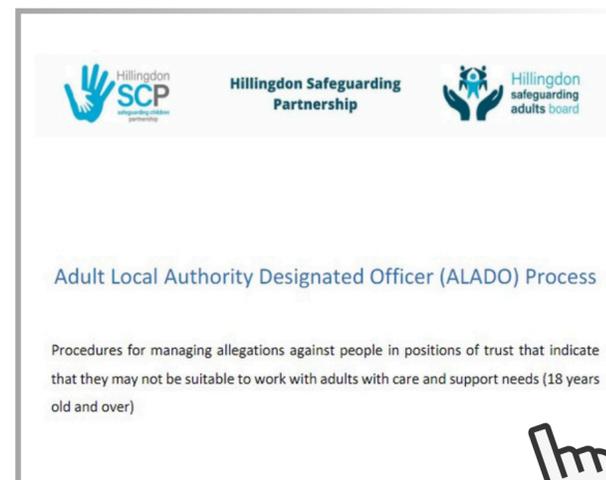
- behaved in a way that has harmed, or may have harmed any adult or child
- possibly committed a criminal offence against an adult or child
- behaved towards an adult or child in a way that indicates they may pose a risk of harm to adults with care and support needs

NB. These allegations could relate to their current workplace, another workplace, their personal lives, or online and could include non-recent allegations.

This process is for all employers, voluntary organisations, student bodies in Hillingdon who engage with adults with care and support needs of any kind.

How to refer to the Adult Local Authority Designated Officer:

Where any professional becomes aware that relevant allegations have been made a referral must be made to the Adult LADO, using [this referral form](#) and sent to adultlado@hillington.gov.uk within 24 hours.



This process does not replace the existing guidance governing responding to allegations against people in positions of trust.

- [Making barring referrals to the DBS - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Common Law Police Disclosure](#)
- [Care And Support Statutory Guidance \(Chapter 14\)](#)
- [Regulation 7: Requirements relating to registered managers | Care Quality Commission \(cqc.org.uk\)](https://www.cqc.org.uk)

Highlights from the Process

Crimes must be investigated by the Police and NOT other employers or professionals!

There are common misconceptions about this.

Employers and other practitioners often start investigating alleged crimes before reporting to the police. This jeopardises access to justice for adults with care and support needs.

Who takes the lead in assessing and managing risk?

When allegations are made against people in positions of trust it will be the responsibility of the employer (or student body or voluntary organisation), in consultation with relevant safeguarding partners including police, social care, NHS, to assess any potential risk to adults with care and support needs who use their services; and, if necessary, to take action to safeguard those adults, in consultation with their own legal and personnel advisors. Advice can also be sought from the Adult Local Authority Designated Officer.

The Role and Function of the Adult Local Authority Designated Officer

The ALADO functions are carried out by an Assistant Director in Adult Social Care, with the support of the Adult Multi Agency Safeguarding Hub Manager.

After receipt of a relevant allegation, against a person in a position of trust, which falls outside of the scope of section 42 of the Care Act, the **ALADO will convene and chair an initial allegations meeting, or telephone discussion**, will be held within 5 working days of the allegation being made.

The purpose of this meeting will be to:

- **Seek assurance from the employer and or police** that the risk of harm to adults with care and support needs is effectively managed.
- **Review and ratify actions taken so far by police and/or employer**, voluntary organisation or student body, to safeguard adults with care and support needs.
- **Identify any further information sharing necessary** to safeguarding adults or children at risk or protect the public and seek assurance from relevant partners that this action will be taken and agree timescales.
- **Ratify next steps in terms of who is leading the investigation.** In instances of **criminal offences the investigation will be led by the police.** Where there is no criminal offence the investigation will be led by the employer, voluntary organisation or student body.
- **Make decisions on whether further meetings to review findings are needed and reach conclusions.**

The potential outcomes of the ALADO process are that the allegation is found to be one of the following:

- Malicious – that is deliberately and purposefully untruthful
- False – that the person reporting is mistaken in what they have alleged
- Unsubstantiated – that there is insufficient evidence to refute/support the allegation
- Substantiated – that there is evidence that the alleged incident occurred.

Whichever organisation led the investigation (police, employer, voluntary organisation or student body) will submit their conclusions about the allegations with their reasoning, in writing to the ALADO using the form “Conclusion of the Adult LADO Process”.



Hillingdon safeguarding adults board

Conclusion of the Adult LADO Process

Section 1 should be completed by the employer, student body or voluntary organisation **AFTER** an investigation has concluded, and should be sent to the ALADO for review. The outcome of any police investigation should be taken into account in making a recommendation.

Section 2 should be completed by the ALADO when they make a final determination on the ALADO outcome and any agreed actions for any relevant organisation.

Section 3: Recommendations and record of actions by employer, student body or voluntary organisation.

Recommended Adult LADO Outcome	
Following completion of the investigation phase indicate which outcome to the Adult LADO you are recommending. The Adult LADO will review your recommendation and outcome and will reach a final decision on this.	
Malicious The allegation was deliberately and purposefully untruthful	<input type="checkbox"/>
False The person reporting is mistaken in what they have alleged	<input type="checkbox"/>
Unsubstantiated There is insufficient evidence to refute/support the allegation	<input type="checkbox"/>
Substantiated There is evidence that the alleged incident occurred	<input type="checkbox"/>

Please give your reasons for your recommendation.
This could include the outcome of any police investigation or investigation by employer, student body or voluntary organisation.

What actions have or will be taken to safeguard any adults at risk?
This can include any action taken by police, partners or any response bodies.

Use this flowchart to decide whether to follow the Safeguarding Adults Pathway or the Adult LADO pathway.
Only one pathway will be appropriate.

Note: If the PiPoT works with children as well, a referral must be made to the Children's LADO.

START HERE: You become aware of an allegation against a person in a position of trust (PiPoT) who works with vulnerable adults. This could be something they have allegedly done at work context or in their personal lives.

People in Positions of Trust (PiPoT) are people who work in paid or unpaid capacity with adults with care and support needs. This includes students.

Examples of relevant allegations are that a PiPoT has: behaved in a way that has or may have harmed, any adult or child; possibly committed a criminal offence against an adult or child; behaved in a way that indicates they may pose a risk of harm to vulnerable adults

