

GUIDANCE NOTES FOR THE COMPLETION OF AGENCY REFERRAL FORM UNDER THE MANAGEMENT OF ALLEGATIONS AGAINST PEOPLE WHO WORK WITH CHILDREN

- The Agency Referral form must be completed where it is alleged that a person who works with children 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
 - Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- If the allegation meets any of the above criteria, it must be reported on the Agency Referral Form to the Child Protection Unit (CPU) **within 1 working day**.
- The referrer must report the allegation by completing **Part A** on the Agency Referral Form.
- The Agency Referral Form should be sent to the CPU by:
 - Fax: 01274 434345
- Upon receipt of the Agency Referral Form, the local authority designated officer (LADO) or the Duty Assistant Child Protection Co-ordinator in the CPU, will contact the referrer by telephone to discuss the allegation, giving initial consideration to all available information and evidence, agreeing any further action.
- For guidance on related procedures, see **BSCB Management of Allegations Against Staff, Carers and Volunteers**:
- <http://www.bradford-scb.org.uk/policies.htm>
- In the event of the referral being made to the CPU by telephone, the Agency Referral Form must still be completed and sent to the CPU **within 2 working days**.
- **Part B** will be completed by the CPU, during either the initial consideration stage and upon referral, and/or during the follow up strategy discussions and/or meetings.
- The CPU will be responsible for the recording and collection of data contained in **Part C** of the Agency Referral Form. However, the CPU will be reliant upon timely notifications of the listed outcomes, as contained in **Part C** by the investigating agencies; employing organisation; police; CSC.

Timescales

- All allegations that meet the criteria must be reported to the CPU **within 1 working day**.
- Where the initial evaluation decides that a criminal offence has not been committed, is to be dealt with by the employer and does not require formal disciplinary action, appropriate action should be instituted **within 3 working days**.
- If a disciplinary hearing is required and can be held without further investigation, the hearing should be held **within 15 working days**.
- Where further investigation is required to inform consideration of disciplinary action, the investigating officer should provide a report to the employer **within 10 working days**.
- On receipt of the report of the disciplinary investigation, the employer should decide whether a disciplinary hearing is needed **within 2 working days**.
- If a disciplinary hearing is needed, it should be held **within 15 working days**.
- Where a Police investigation is required, review dates must be set to review progress of the investigation and whenever possible, the review should take place **no later than 4 weeks** after the initial consideration.
- If the allegation is substantiated and on conclusion the employer dismisses the person or ceases to use the person's services, or the person ceases to provide his/her services, the employer must consult the LADO about whether a referral to the POCA list and/or to a professional or regulatory body is required. If a referral is required, the report should be made **within 1 month**.

Throughout the progress of a case it will be essential for the investigating agencies to maintain regular contact with the LADO to report on progress and for advice/support to be provided, where required.