**Managing allegations about professionals or volunteers who work with children**

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| **LADO Referral / Consultation Form**  |
| This form must be completed immediately and emailed to the North Somerset Local Authority Designated Officer (LADO) if it is alleged that a person who works with children has:* Behaved in a way that has harmed a child, or may have harmed a child
* Possibly committed a criminal offence against or related to a child
* Behaved towards a child in a way that indicates they may pose a risk of harm
* Behaved in a way that indicates they may not be suitable to work with children

Completed forms should be emailed to: lado@n-somerset.gov.uk |
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| Details of referrer |
| Name |   | Date |  |
| Organisation |   | Job title |   |
| Telephone |   | Email |   |

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| Person being referred |
| Name |   |  DOB |   |
| Home Address |   | Job title  |  |
| Ethnicity  |  | Gender |   |
| Disability |   |

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| Children you are concerned about |
| Name |   | DOB |   |
| Home Address |  |
| Ethnicity  |  | Gender |   |
| Disability |  |

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| Describe what happened, include details of any injuries or harm that was caused |
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| Where did it happen |  |
| When did it happen |  |
| Where there any witnesses |  |
| Immediate action taken to safeguard children following the incident or allegation |
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| Details of their own children, if known |
| Name |   | DOB |   |
| Home Address |  |
| Ethnicity  |  | Gender |   |

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| Details of any previous concerns or allegations |
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| Children’s parents |
| Name |  |
| Telephone |  |
| Email |  |
| Have they been informed about the concerns? |  |