

Attending a LADO Allegations against Staff and Volunteers (ASV) Meeting

The purpose of LADO ASV meeting is to share information relevant to the allegation that has been made and to plan any investigations that are necessary. Professionals who participate in LADO ASV meetings will be asked to decide whether the allegation is substantiated or not.

Professionals involved in this process should maintain confidentiality. Information sharing should be restricted to those who need to know, in order to protect children, to facilitate enquiries, to manage related disciplinary process, or to determine whether an individual is suitable to work with children.

The complexity of the allegation will determine whether there should be only one LADO ASV meeting or whether a second or further ASV meeting is required.

The ASV meeting will discuss the allegation and consider the implications of the following questions:

- Have arrangements been put in place to keep the child or children affected safe from harm?
- Does it appear that a crime has been committed against a child?
- Has the Local Authority undertaken S47 enquiries?
- Have there been any previous concerns or allegations about the individual concerned?
- Has the member of staff or volunteer been suspended from their duties?
- What information can be shared, with whom and when?
- What support is being provided for the child?
- What support is being provided for the individual facing the allegation of abuse?
- Are there issues which need to be brought to the attention of senior managers, including potential for media interest?
- Does the case suggest there are wider lessons for agencies and organisations?

Where the allegation arises from concerns in the person's private life, the ASV meeting will consider the level of concern justifies:

- Approaching the member of staff's employer for further information, in order to assess the level of risk or harm; and/or
- Inviting the employer to a further ASV meeting about dealing with the possible risk of harm.

Where the allegation of abuse has been made against someone closely associated with a member of staff, the ASV meeting should consider:

- The capacity of the member of staff to adequately protect the child or children concerned;
- Whether additional measures need to be put in place; and
- Whether the role of the member of staff is compromised.

Allegations against Staff and Volunteers (ASV) Guidance Notes

Outcomes

The initial ASV meeting will:

- Plan any investigations that may be required, considering whether criminal proceedings are indicated;
- Agree what information can be shared, with whom and when;
- Consider whether there is a need for concurrent disciplinary action.
- Consider the support needs of the child, the subject, and the child's parents or family.

The final ASV meeting will:

- Determine whether, on the balance of probability, the allegation is substantiated;
- Consider the implications of the finding for the employer in terms of internal investigation and disciplinary procedures;
- Consider the implications of the finding for the children and parents;
- Make recommendations in relation to support, monitoring or training for individuals remaining in or returning to the workforce or volunteering;
- Ensure that employers are aware of the implications of the 'duty to refer' to the DBS and to relevant regulatory bodies.

Checklist for professionals attending a LADO ASV Meeting

A professional invited to provide information, in respect of the subject of the allegation or the alleged victim, must ensure that they are able to contribute fully. This checklist is designed to help professionals prepare for a LADO ASV meeting.

Ask yourself

- Am I able to represent my agency/organisation in this matter?
- If not, who should attend with you/in your place?
- Have I familiarised myself with the relevant information held by my agency/organisation?
- Do I feel there may be a conflict of interest in attending this meeting?
- If so, who should you inform and who should attend in your place?
- Have I taken all the action I need prior to the meeting?

Please bring the following, if available to you

- Confirmed name, address and date/s of birth of the alleged victim/s
- Confirmed name, address and date/s of birth of the alleged subject/s
- Chronology of events
- Record/notes of any interviews undertaken
- Record/notes of any assessments undertaken