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The Position of Trust usually included the LADO, the employer, the Police and Children's Services if the child has a Social Worker. The meeting must consider:

- The investigation of any criminal offence;
 - Whether a Child Protection investigation is required to safeguard children or whether they are in need of support;
 - Any need for employer to undertake investigations and consider
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Police:

- Complete a PNC Check – is the person known to the police and if so, in what capacity?
- Have the Crime Number
- Have the Name of the Officer in Charge of case
- Be prepared to explain what actions have taken – who has been seen and when
- Progress of Interviews – including dates
- Any witnesses
- Any bail conditions
- Your Risk analysis
- Potential or confirmed outcomes

Children's Services:

- Assessment progress and outcome
- Chronology / timeline
- Child Protection Conference and Plan - progress on the case.
- Contact Issues
- Your risk analysis
- Your analysis of transferrable risk to the workplace

For all attendees – please consider anything else that adds value to the POT discussions and/or helps with the risk analysis. These lists are not exhaustive.

It is important that agencies the LADO outcome is on the balance of probability that the incident more likely than not occurred (based on the information shared/made available to the meeting) and not beyond reasonable doubt (the threshold for the Police).

There are a number of possible outcomes, however the following are the ones which the LADO considers first:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and

- **Unsubstantiated:** this is not the same as a false allegation. It means that there is insufficient evidence to either prove or disprove the allegation: the term therefore does not imply guilt or innocence.
- **Unfounded:** there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all the circumstances.

The information shared during the meeting/discussions must not be shared with anyone without prior permission of the LADO. Minutes will be kept in the restricted section of agency files. The minutes are not be kept in the child's file.

If further disclosure with another agency is felt to be essential, permission should be sought from the LADO and a decision will be made (on a need-to-know basis, share information which is proportionate and necessary) as to what information can be shared.

If you need to make a referral please visit the Worcestershire Children First website and follow the link to the online portal to make your referral: Are you worried about an adult who works with children? | Worcestershire County Council The LADO Team can be contacted on 01905 846221 or _____ however all referrals must come via the portal.

If the LADO disagrees with the outcomes of an employer's investigation, they will escalate this to your individual safeguarding lead. If you disagree with the advice/outcomes given by the LADO, this can be raised directly with the Group Manager for the Service, Daniel Gray: _____.