

# *ADULT LOCAL AUTHORITY DESIGNATED OFFICER (ALADO) POLICY 2024-2026*

Ruth Shill, Safeguarding Partnership Team



**Hillingdon Safeguarding  
Partnership**



# *WHAT WE WILL COVER*

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Introducing the Hillingdon ALADO Policy

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Who are People in Positions of Trust (PiPoTs)?

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Allegations Against PiPoTs – what are we talking about?

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Employer Responsibilities

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Criminal Allegations

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When and How to Raise a Safeguarding Adult Concern

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When to Refer to the ALADO

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The Role and Process of the ALADO

# ***CARE AND SUPPORT STATUTORY GUIDANCE***

Department of Health and Social Care

*“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.”*

# ***INTRODUCTION TO THE ADULT LOCAL AUTHORITY DESIGNATED OFFICER POLICY***

## **Should be read in conjunction with:**

- Care and Support Statutory Guidance
- Disclosure and Barring Service Guidance
- Regulations relating to registered managers
- London Multi-Agency Adult Safeguarding Policy and Procedures

Sets out how everyone should respond to allegations against people in positions of trust

Helps to safeguard vulnerable adults

Ensures a clear and fair response to allegations against people in positions of trust (PiPoT)

Compliments partners' own policies for responding to concerns about PiPoTs

Sets out the role of the Adult LADO



## ***WHO SHOULD FOLLOW THE POLICY?***

Care agencies

Residential and nursing home providers

Employers of social workers, nurses, doctors, healthcare assistants

Voluntary organisations who employ people or use volunteers for work with vulnerable adults

Metropolitan Police Service and Probation Service

Universities or colleges who arrange placements for trainee social workers, nurses, doctors, care workers.

Adult education providers



## ***PEOPLE IN POSITIONS OF TRUST (PIPOT)***

People working in paid or unpaid capacity with adults who need care or support

Care workers, teachers, police officers, social workers, nurses, doctors...

Celebrities and charitable workers/volunteers

Have contact with adults with care and support needs

Role carries an expectation of trust

Authority, power, or control over adults with care and support needs

# ***TYPES OF ALLEGATIONS INSIDE AND OUTSIDE WORK***

## **Harmful Behaviour**

- Behaved in a way that has harmed, or may have harmed any adult or child

## **Criminal Offences**

- Possibly committed a criminal offence against an adult or child

## **Risk of Harm**

- 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

## **Context of Allegations**

- Could relate to their current workplace, another workplace, their personal lives, or online
- Could include non-recent allegations

# ***EMPLOYER RESPONSIBILITIES***

Must have clear procedures for responding to allegations against PiPoTs – inside and outside of work

Procedures should include timescales for responding, investigating and available support for the PiPoT

Must assess potential risks to adults with care and support needs

Must take action to correct abuse or neglect and protect adults from harm

Inform local authority, CQC, and, where appropriate, the ICB

Responsibility for investigating sits with the employer UNLESS an alleged crime

Duty to make referral to the Disclosure and Barring Service where criteria are met

- Employers
- Student Bodies
- Voluntary Organisations







# ***ALLEGATIONS OF CRIME***

All allegations of crime should be reported to the police

Criminal allegations should be investigated by the police

The police decide if a crime has been committed

Employers, voluntary organisations, student bodies, and local authorities should not take investigative action

Non-police investigations can jeopardise prosecution

Access to justice can be compromised

# ***POLICE RESPONSIBILITIES***

Police officer becomes aware of suspected crime



Officer becomes aware accused is a PiPoT with adults



Alleged victim is an adult needing care and support

Officer must raise a safeguarding concern (section 42 Care Act 2014)



If victim NOT a vulnerable adult refer to Adult LADO

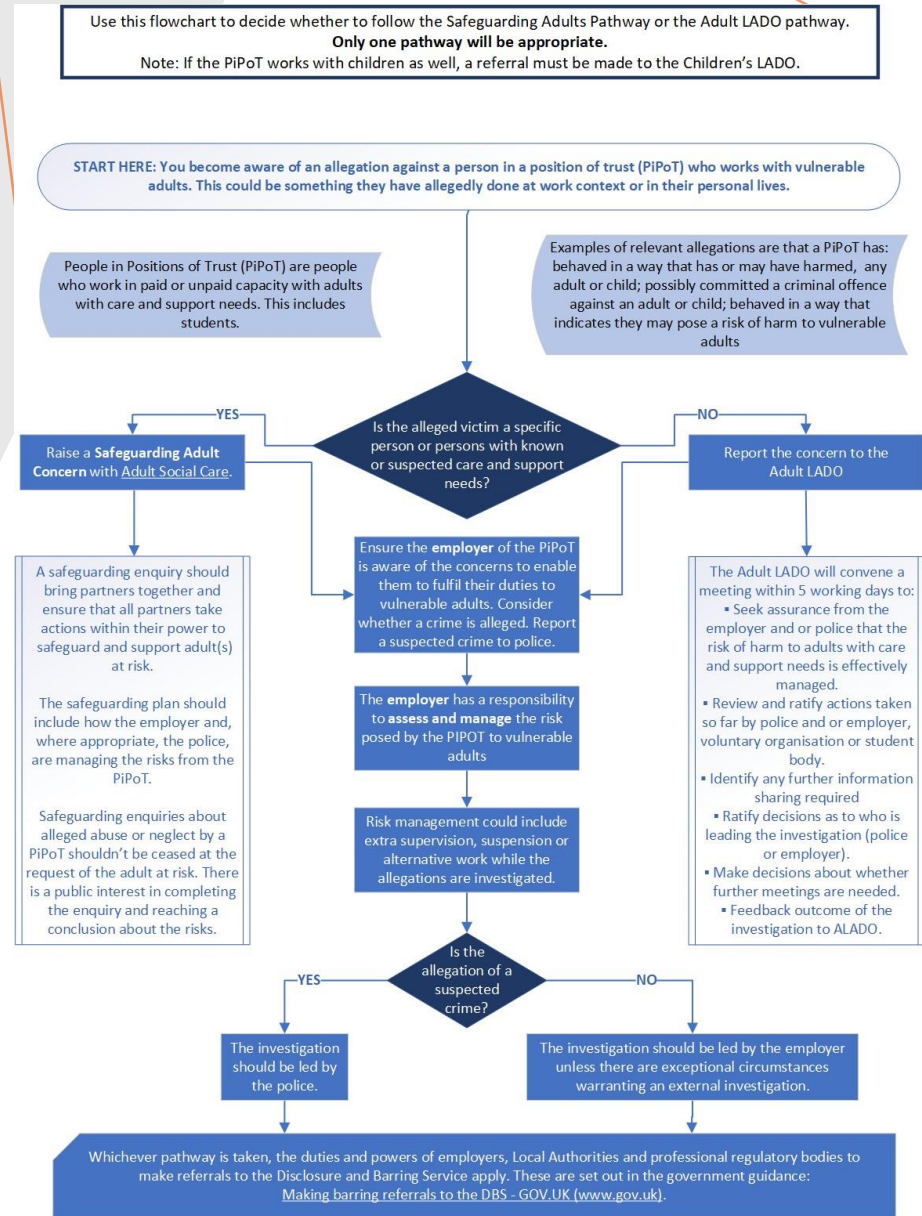


Follow Common Law Police Disclosure guidance – risk assess and notify employer



# Safeguarding Concern or Adult LADO Referral?

Only one pathway will be relevant for any allegation against a PiPoT

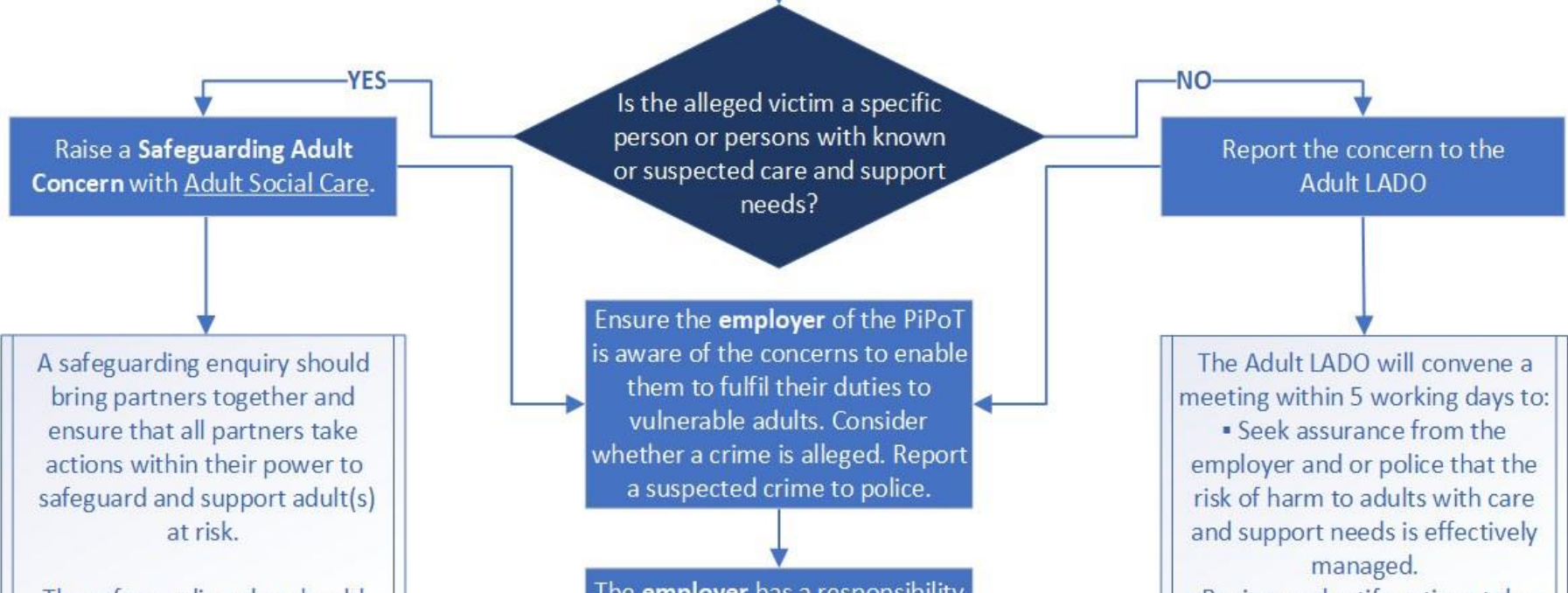


Use this flowchart to decide whether to follow the Safeguarding Adults Pathway or the Adult LADO pathway.  
**Only one pathway will be appropriate.**  
Note: If the PiPoT works with children as well, a referral must be made to the Children's LADO.

**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





# ***WHEN AND HOW TO RAISE A SAFEGUARDING ADULT CONCERN***

## **Duty to Report a Safeguarding Concern If**

- Adult with care and/or support needs, and
- Experiencing, or at risk of, abuse, neglect, or self-neglect
- Where a PIPOT caused alleged abuse or neglect, you **MUST** report it regardless of the wishes of the adult at risk

## **How to Report Concern**

- Contact Hillingdon Social Care Direct
- Use local authority's online referral form
- Care providers should use the online portal
- Provide ample detail as to the steps taken to 'correct and protect'

# MANAGING CONFIDENTIALITY



Consider confidentiality requirements when raising a safeguarding concern about a PiPoT

Is the PiPoT a person with seniority, high profile or significant influence?

Could there be a conflict of interest between the PiPoT and the people receiving the concern?

Use Adult LADO email for particularly sensitive safeguarding concern

If local authority have concerns about a PiPoT, they may need to inform employer, voluntary org, or student body

# ***NEXT STEPS – SAFEGUARDING CONCERN***

## **Consideration by Multi Agency Safeguarding Hub**

- Discussion with relevant partners including the employer etc, and police
- Agree actions to safeguard adults
- Determine what information needs to be shared and with whom
- Assess if further enquiries under section 42 of the Care Act 2014 are required

## **Remember Employer's Responsibilities**

- Risk assessment
- Duty to correct and protect... if possible
- Suspension?
- Change of work setting?
- Legal advice?
- If police involved, discuss strategy with them
- Support for the accused PiPoT

## **Further Safeguarding Enquiries under s.42**

- Police to keep partners informed of investigation progress/outcome
- Employer/voluntary org to provide assurance of steps taken to investigate (where appropriate) and outcomes
- Employer etc to provide assurance of steps taken to manage risk
- Employer etc to provide assurance around DBS referral duties as appropriate

# ***WHEN TO REFER TO THE ADULT LADO***

Allegation against PiPoT

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graph TD; A[Allegation against PiPoT] --> B[Falls outside section 42 of the Care Act 2014 because...]; B --> C[...not about abuse or neglect of specific adults with care needs]; C --> D[Allegations against those closely associated with a PiPoT];
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Falls outside section 42 of the Care Act 2014 because...

...not about abuse or neglect of specific adults with care needs

Allegations against those closely associated with a PiPoT



# ***ALLEGATIONS OUTSIDE OF WORK***

- Domestic abuse allegations
- Allegations of abuse or neglect of their own children
- Allegations of assault of anyone
- Accused of sexual assault or other possible sexually inappropriate behaviour
- Allegations of harm to any child

# ***NEXT STEPS – ADULT LADO PROCESS***

Overall purpose of process is to manage and reduce risk of harm to adults with care needs

## **Remember Employer's Responsibilities**

- Risk assessment
- Duty to correct and protect... if possible
- Suspension?
- Change of work setting?
- Legal advice?
- If police involved, discuss strategy with them
- Support for the accused PiPoT
- Refer to DBS?

## **Initial Allegations Meeting Chaired by the ALADO**

- Held within 5 working days of the allegation
- Review and ratify actions taken by police/employer to safeguarding vulnerable adults
- Identify need for further information sharing
- Ratify next steps in investigation
- Agree on further meetings/actions or conclude process

## **Conclusion of ALADO Process**

- Duration of process will be determined by complexity and parallel processes eg police investigations
- Adult LADO conclusion form started by employer, voluntary organisation or student body and sent to Adult LADO
- Adult LADO completes the conclusion form
- Potential Adult LADO outcomes: Malicious, False, Unsubstantiated, Substantiated

### Recommended Adult LADO Outcome

Following completion of the investigation please indicate which outcome to the Adult LADO process you are recommending. The Adult LADO will review your recommendations and rationale and will reach a final decision on this.

<b>Malicious</b>	<input type="checkbox"/>
<i>The allegation was deliberately and purposefully untruthful</i>	
<b>False</b>	<input type="checkbox"/>
<i>the person reporting is mistaken in what they have alleged</i>	
<b>Unsubstantiated</b>	<input type="checkbox"/>
<i>there is insufficient evidence to refute/support the allegation</i>	
<b>Substantiated</b>	<input type="checkbox"/>
<i>that there is evidence that the alleged incident occurred</i>	

### 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.



# ***RECORD KEEPING***

ALADO will maintain a live record of the case

Confidential records held for each PiPoT

New allegations will be considered with reference to previous ones

Conclusion form will be held on record

Helps to identifying patterns



# ***DISCLOSURE AND BARRING SERVICE LEARNING OPPORTUNITIES***

**Free DBS webinar, Wednesday 13 November from 10:00 – 12:00**

For people who have recruitment / management / safeguarding responsibilities, are involved in safer recruitment processes, recruit or manage those in regulated activity, and those responsible for making DBS referrals.

The webinar will cover:

- Understanding DBS checks and role eligibility, including levels of check and workforce
- How “regulated activity” with children and adults is defined and what this means in practice.
- DBS Update Service
- The three different referral routes
- When a DBS Barring referral should be made, including when the legal duty to refer is met
- How to make a good quality referral



***QUESTIONS***