



AGENCY REPORTING FORM FOR ALLEGATIONS AGAINST STAFF AND VOLUNTEERS WORKING WITH CHILDREN WITHIN THE ROYAL BOROUGH OF KINGSTON

WHEN TO USE THIS FORM

This form must be filled in and sent to the Local Authority Designated Officer (LADO) in Kingston in every case where it is *alleged* that a person working with children has

1. behaved in a way that has *harmed* or may have harmed a child
2. possibly committed a *criminal offence* against or related to a child
3. behaved towards a child/ren in a way that indicated s/he is *unsuitable to work with children*

Whilst it will not be necessary for the LADO to convene a Strategy Meeting with Social Care, HR and the Police on every case, every incident should be recorded on this form and filed in the Learning and Children's Services, Royal Borough of Kingston. The LADO can be contacted on 0208 547 5262. **Following telephone conversation with Kingston LADO or his designated assistant, please complete and email this form to ming.zhang@rbk.kingston.gov.uk.**

You may be asked to provide associated relevant documentation with this referral form. Once the information has been evaluated by the LADO you will be advised re the appropriate action to be taken.

REFERRING AGENCY Details

| | |
|-------------------------|--|
| Date of referral | |
| Referrers name | |
| Referrers job title | |
| Place of work & address | |
| Tel number | |
| Email | |

Allegation Details

| | |
|--|--|
| Date of alleged incident | |
| Who has made the allegation eg child, parent, other professional etc | |
| Full details of allegation | |
| Where is it alleged the incident took place | |

Details of person/ s subject to the allegation pl repeat box if more than one person

| | |
|--------------|--|
| First name | |
| Surname | |
| Job title | |
| DOB | |
| Home address | |

Details of potential victim/ child pl repeat box if more than one child

| | |
|---|--|
| First name | |
| Surname | |
| DOB | |
| Gender | |
| Home address/tel | |
| Parent's/carers names/contact details | |
| Is/has this child been looked after or on the child protection register | |