

The Designated Officer should be made aware of all cases in which 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; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.



The Designated Officer should be contacted within 1 working day of any allegations being made.

The Designated Officer:-

- Provides **advice, information and guidance** to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers.
- Manages and **oversees** individual cases from all partner agencies.
- Ensures the **child's voice is heard** and that they are safeguarded.
- Ensures there is a **consistent, fair and thorough process** for all adults working with children and young people against whom an allegation is made.
- **Monitors the progress** of cases to ensure they are dealt with as quickly as possible.
- **Recommends a referral** and chairs the joint evaluation meeting (JEM) in cases where the allegation requires social care and other community professionals.

More details about the role of Designated Officer can be found in Working Together to Safeguard Children (2015) Chapter 2 and Chapter 5.2 of the local safeguarding responsibilities.

There may be up to three strands in the consideration of an allegation:

1	2	3
1 a police investigation of a possible criminal offence	2 enquiries and assessment by children's social care about whether a child is in need of protection or in need of services	3 Consideration by an employer of disciplinary action in respect of the individual

The Designated Officer is involved from the initial phase of the allegation through to the conclusion of the case.

Management of Allegations processes can be found on the NSCB website  
[http://northamptonshirescb.proceduresonline.com/chapters/p\\_man\\_alleg\\_abuse.html#referring](http://northamptonshirescb.proceduresonline.com/chapters/p_man_alleg_abuse.html#referring)

Get in touch

The shared referral inbox for the Designated Officers is:

 [doreferral@northamptonshire.gov.uk](mailto:doreferral@northamptonshire.gov.uk)

Please see the NSCB website for links for referral documents

<http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-board/who-is-who/designated-officer/>

A feedback form for the Designated Officer service can be found on [Survey Monkey](https://surveyMonkey.com/r/Designated_Officer_Feedback_form)

We would welcome your comments and suggestions so we can continue to monitor and improve our service. Thank you.

All referrals should be emailed through to the MASH (Multi Agency Safeguarding Hub) in the first instance

 [MASH@northamptonshire.gcsx.gov.uk](mailto:MASH@northamptonshire.gcsx.gov.uk)



Please note if the Designated Officer is not available and you require an immediate response or a child or children are at immediate risk of harm then please contact the MASH team on: 0300 1261000. If outside office hours, please contact the Emergency Duty Team on 01604 837999.



Northamptonshire County Council

## DO – Designated Officer formerly known as the LADO

If you have a concern about a professional or volunteer who works with children you need to **contact the Designated Officer** for advice and guidance. This could possibly lead to a referral for further investigation.



The Designated Officer (DO) covers **ALL** settings where people work with children (e.g. schools, hospitals, football clubs, church groups, child minders) - not just Northamptonshire County Council employees.