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| A picture containing logo  Description automatically generated | **Safeguarding Children**  The Management of Concerns and Allegations against staff or volunteers who work with children  **REFERRAL FORM** | C:\Users\bosedon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\BSWWMMDR\BW-LSCB logo blue 2.jpg |

Use this referral form when raising concerns about adults working with children and young people within the Reading area.

The referral form should be completed within one working day of the incident, for all cases where ongoing action is needed. It is possible to have an initial consultation with the LADO to seek urgent advice or to consider the appropriateness of a referral.

You may not have access to all the information requested. Please indicate if you will be providing this at a later date or if it is not applicable to your role.

Sue Darby is the LADO for the area, and can be contacted on 0118 937 3659, and she is located within the Reviewing, Conferencing and LADO service, who can be contacted on 0118 937 2684. If there is an immediate concern about the safety of a child, you should contact BFfC Children’s Single Point of Access on 0118 937 3641.

Once the form is completed, it should be sent by email to the LADO via one of two routes:

* If you do not have an approved secure email, then please contact the business support team on 0118 937 2684 [/ business.support@brighterfuturesforchildren.org](mailto:/%20business.support@brighterfuturesforchildren.org), and they will send you an email using the encryption system, which you can then return the form to securely.
* Alternatively, you can email this to: [lado@brighterfuturesforchildren.org](mailto:lado@brighterfuturesforchildren.org)

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| **Contact details:** | |
| Date of alleged incident |  |
| Time of alleged incident |  |
| Date of referral |  |
| Contact name (your name) |  |
| Contact address |  |
| Contact telephone number |  |
| Contact email address |  |
| Name of referrer |  |
| Job Title / Organisation |  |
| Agency |  |

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| **Details of the person about whom there are concerns:** | |
| Name |  |
| Date of birth |  |
| Gender |  |
| Ethnicity |  |
| Address |  |
| Telephone number |  |
| Occupation / Job Title |  |
| Organisation |  |
| Status (Full Time/Part Time /Agency) |  |
| Employment inc. voluntary sector |  |
| Length of time employed (Years) |  |
| Name of manager of alleged person |  |
| Name of regulating body if relevant |  |
| Do they work in any other capacity with children? |  |
| Do they have children of their own? |  |
|  |  |
| Is this an allegation about a foster carer? Yes / No | |
| Previous concerns about the alleged member of staff that the referrer / employer knows about | |
| Additional needs of the professional | |
| Has there been a previous Allegations Management Record about this professional? Yes / No | |
| Notes | |

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| **Details of child or children linked to the allegation / concern (if identified)** | |
| Name(s) |  |
| Mosaic ID |  |
| Date of birth |  |
| Address |  |
| Open to Children’s Social Care? |  |
| Social Worker |  |
| IRO |  |
| Disability? |  |
| Legal Status |  |
| Child Protection |  |
| Child Looked After |  |
| Child Related to a member of Staff |  |

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| **Details of allegations** | | |
| Detail of allegation or concern (where incident took place/any injury/witnesses/actions taken) | | |
| Who has made the allegation? |  | |
| Have parents been informed? |  | |
| Parents / Carers names |  | |
| Has the alleged been informed of LADO referral? |  | |
| Was the incident reported to LADO within 24 hours? If not, why? | | |
| Category of concern (harm category) | | |
| Incident in Reading Borough area: | | Yes / No / Unknown |
| Workplace in Reading Borough area: | | Yes / No / Unknown |
| Is Brighter Futures for Children, on behalf of Reading Borough Council, the responsible local authority? | | Yes / No / Unknown |

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| **Referral confirmation** | |
| Name |  |
| Date form completed |  |