**Managing allegations against those working or volunteering with children**

**‘The first 5 minutes’**

An allegation or incident against a staff member is received

Manager / person in charge receives complaint

Make sure children are safeguarded

Refer to IFD on 01403 229900 and complete on-line form

[Request support or raise a concern about a child - West Sussex County Council](https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/request-support-or-raise-a-concern-about-a-child/)

or inform allocated social worker and if out of hours inform EDT on 0330 222 6664

At this stage do not question the victim or alleged perpetrator or witnesses

Ring designated safeguarding lead /manager

Contact LADO as soon as possible and within 24 hours of allegation being made

[LADO@westsussex.gov.uk](mailto:LADO@westsussex.gov.uk) or 0330 222 6450

Designated safeguarding lead / manager will discuss with LADO regarding course of action

Three possible courses of action

No further action

or

Action by employer / setting

or

Allegations Management Meeting