



Managing Allegations Against Coaches (LADO Procedure)

1. Policy Statement

This Managing Allegations Against Coaches (LADO Procedure) sets out how **Elite SF** responds to and manages any allegation, concern, or suspicion that a coach, volunteer, contractor, or young worker may have harmed a child or behaved in a way that raises safeguarding concerns. This procedure is written in line with safeguarding and welfare expectations consistent with Ofsted requirements, statutory guidance, and recognised best practice.

Elite SF is committed to ensuring that all allegations are handled fairly, promptly, and professionally, with the safety and welfare of children as the paramount concern.

2. Scope of the Procedure

This procedure applies to:

- All coaches, assistants, volunteers, young workers, and contractors
- All children attending sessions, clubs, camps, and activities
- Any safeguarding concern or allegation relating to adults working on behalf of the business

3. Definition of an Allegation

An allegation refers to any information that suggests an adult working with children has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates they may pose a risk of harm
- Behaved in a way that breaches professional boundaries or codes of conduct

4. Key Principles

- The welfare of the child is paramount
- Allegations must be taken seriously and acted upon immediately
- Confidentiality must be maintained on a strict need-to-know basis
- Coaches subject to allegations will be treated fairly and supported

- Procedures must be followed consistently and without delay

5. Responsibilities

Management Responsibilities

- Ensure all coaches are aware of this procedure
- Take immediate action when an allegation is raised
- Contact the Local Authority Designated Officer (LADO) without delay
- Follow advice and instructions provided by the LADO

Coach and Volunteer Responsibilities

- Report any concerns or allegations immediately
- Do not investigate or question the child or adult involved
- Maintain confidentiality at all times

6. Immediate Actions When an Allegation Is Made

If an allegation is made, the following actions will be taken immediately:

1. Ensure the child is safe and supported
2. Record the information accurately, including dates, times, and details
3. Report the allegation immediately to the Designated Safeguarding Lead (DSL)
4. The DSL or senior manager will contact the LADO for advice
5. No internal investigation will take place without LADO guidance

7. Role of the LADO

The Local Authority Designated Officer (LADO) is responsible for:

- Providing advice and guidance to employers
- Coordinating with police, children's social care, and other agencies
- Monitoring the progress of cases
- Ensuring consistent and appropriate responses

All allegations that meet the threshold must be referred to the LADO.

8. Managing the Adult Subject to the Allegation

- The adult will be informed of the allegation as advised by the LADO
- Appropriate support will be offered

- Suspension or alternative arrangements may be considered based on risk assessment and LADO advice
- Disciplinary procedures will not proceed until safeguarding processes are complete

9. Information Sharing and Confidentiality

- Information will only be shared with those who need to know
- Records will be stored securely and separately from personnel files
- Media enquiries will be managed by senior management only

10. Record Keeping

- All records will be factual, accurate, dated, and signed
- Records will include actions taken, advice received, and outcomes
- Records will be retained in line with statutory guidance and data protection requirements

11. Outcomes of Allegations

Possible outcomes include:

- Substantiated
- Unsubstantiated
- False
- Malicious
- Unfounded

Appropriate action will be taken based on the outcome, in line with LADO advice.

12. Learning and Improvement

- Allegations will be reviewed to identify learning
- Policies and procedures will be updated if necessary
- Learning will be shared with staff where appropriate

13. Policy Review

This procedure will be reviewed annually or sooner if:

- Ofsted guidance or legislation changes
- An allegation highlights the need for review

- Operational changes occur

14. Declaration

All coaches, volunteers, and contractors must read, understand, and agree to comply with this Managing Allegations Against Coaches (LADO Procedure).