

# INFORMATION REGARDING POSITION OF TRUST MEETINGS

## WHAT IS A POSITION OF TRUST MEETING?

This is a Multi-Agency Safeguarding Meeting in respect to concerns raised in relation to an adult who works with or has contact with children or young people, either in a paid or voluntary capacity. The purpose of this meeting is to consider these concerns and determine who might be best placed to investigate these further (if deemed necessary), to develop a plan to ensure the safety of children and any other actions. If there are issues in respect of Adult Safeguarding these would need to be referred to the Adult Safeguarding Officer within Worcestershire County Council..

The LADO becomes involved if there is an allegation against a person in a Position of Trust that meets the following thresholds:

- 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;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The Position of Trust usually included the LADO, the employer, the Police and Children's Services if the child has a Social Worker. The meeting must consider:

- The investigation of any criminal offence;
- Whether a Child Protection investigation is required to safeguard children or whether they are in need of support;
- Any need for employer to undertake investigations and consider disciplinary action in respect of an employee in relation to the allegation/s.

Whilst the meeting will need to consider both factual and circumstantial information in respect of an individual, participants are expected to distinguish between the two in the knowledge that information could be shared as part of criminal, civil or disciplinary proceedings or as part of investigations concerning whether an individual should be barred from working with children.

## PREPARING FOR A POSITION OF TRUST MEETING:

### **Employers:**

- Prepare a history of the employee, including start dates.
- Be prepared to share details of other places of work.
- Prepare to talk about conduct and capability of employee/volunteer
- Have DBS Information, including number, type and date.
- Do you know if the employee/volunteer is a member of a regulatory body?
- Are you aware if the volunteer/employee works in another other capacity with children?
- Have their training portfolio re: safeguarding/restraint/de-escalation/ safer worker practices/safeguarding/etc available
- Have the full details of the concern/allegation
- Is there any CCTV evidence?
- Be prepared to explain what actions have been taken and why.
- Are you aware if they have their own children? If so try and obtain their details.

## Police:

- Complete a PNC Check – is the person known to the police and if so, in what capacity?
- Have the Crime Number
- Have the Name of the Officer in Charge of case
- Be prepared to explain what actions have taken – who has been seen and when
- Progress of Interviews – including dates
- Any witnesses
- Any bail conditions
- Your Risk analysis
- Potential or confirmed outcomes

## Children's Services:

- Assessment progress and outcome
- Chronology / timeline
- Child Protection Conference and Plan - progress on the case.
- Contact Issues
- Your risk analysis
- Your analysis of transferrable risk to the workplace

For all attendees – please consider anything else that adds value to the POT discussions and/or helps with the risk analysis. These lists are not exhaustive.

It is important that agencies the LADO outcome is on the balance of probability that the incident more likely than not occurred (based on the information shared/made available to the meeting) and not beyond reasonable doubt (the threshold for the Police).

There are a number of possible outcomes, however the following are the ones which the LADO considers first:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation;

- **Unsubstantiated:** this is not the same as a false allegation. It means that there is insufficient evidence to either prove or disprove the allegation: the term therefore does not imply guilt or innocence.
- **Unfounded:** there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all the circumstances.

## CONFIDENTIALITY

The information shared during the meeting/discussions must not be shared with anyone without prior permission of the LADO. Minutes will be kept in the restricted section of agency files. The minutes are not be kept in the child's file.

If further disclosure with another agency is felt to be essential, permission should be sought from the LADO and a decision will be made (on a need-to-know basis, share information which is proportionate and necessary) as to what information can be shared.

## HOW TO CONTACT THE WORCESTERSHIRE LADO?

If you need to make a referral please visit the Worcestershire County Council website or follow the link to the online portal to make your referral: [Are you worried about an adult who works with children?](#) The LADO Team can be contacted on 01905 846221 or [LADO@worcestershire.gov.uk](mailto:LADO@worcestershire.gov.uk) however all referrals must come via the portal.

## ESCALATIONS:

If the LADO disagrees with the outcomes of an employer's investigation, they will escalate this to your individual safeguarding lead. If you disagree with the advice/outcomes given by the LADO, this can be raised directly with the Service Quality and Assurance Group Manager for Worcestershire County Council.