## REPORTING ALLEGATIONS PROCEDURE

## Allegation received

- Allegation recorded on Part A of Record of Report Form by Supervising Social Worker/duty worker Family Placement Service
- Verbal notification to Team Manager
- Completed Report and last Annual Review to Team Manager
- Team Manager completes PART B of Record of Report Form, signs and passes to Senior Manager
- Senior Manager considers whether the criteria for Managing Allegations has been met
- Consults with LADO if appropriate
- Informs LADO within 24 hours of receiving allegation if criteria met
- Records summary of discussion and outcome
- Copy of signed form returned to Team Manager/Supervising Social Worker