

Quick Start Guide – LADO Portal Form

Introduction to LADO

Bolton's Local Authority Designated Officer (LADO) only considers concerns raised about professionals working with **children** in **Bolton**.

Children and young people have the right to be safeguarded in the community and safely access services.

It is everyone's responsibility to ensure that children and young people can safely form relationships with adults who work with them in both a professional and volunteer capacity. Therefore, if there is concern that someone who works with children and young people – in a position of trust – may have met the criteria below then the Managing Professional Allegations procedure must be followed.

Contact should be made with the LADO within **one** day if any of the below thresholds are met:

- 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 (*Working Together 2023*)

A referral will be accepted by the LADO if it meets the criteria set out above. Notifications will be subject to an initial evaluation and, where appropriate, involvement of other sectors, including the police, social care, employers and regulatory bodies. The initial evaluation will focus on the nature of the concern, safeguarding for the particular child, and appropriate consideration for the practitioner concerned. A Professional Strategy Meeting will be convened by LADO as appropriate.

Each agency will use their own procedures to investigate an allegation. The LADO will offer guidance around any safeguarding concerns. Again, use the portal form to access this service.

LADO should be made aware of any allegations against members of staff who are paid, unpaid, permanent, volunteers, casual, agency, or self employed and work closely with children and young people.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case. The LADO provides advice and guidance and will help determine whether the allegation sits within the scope of the Managing Professional Allegations procedures. The LADO does not directly investigate allegations. They will assist with information sharing and monitoring with the expectation that it is concluded as quickly as possible.

LADO Web Page

The Bolton Childrens LADO webpage can be accessed via the following website.

[Bolton Safeguarding Children](#)



This website contains detailed guidance about LADO. Once you have reviewed this guidance and you wish to contact LADO then click 'LADO Consultation/ Referral'

Welcome to Bolton's childrens, young people and families portal

<p>Forms for Professionals</p>  <p>If you would like to complete an online form as an external professional, visit our forms for professionals page.</p>	<p>Forms for Public</p>  <p>If you would like to complete an online form as a member of the public, visit our forms for the public page.</p>	<p>Fostering</p>  <p>Fostering enquiries and registered foster carers</p>	
<p>Find Services in your local area</p>  <p>Search a directory of services for Children and Families in your area</p>	<p>LADO</p>  <p>Report an allegation against those who work with children</p>	<p>Looked After Children and Care Leavers</p>  <p>Information for Looked After Children and Care Leavers</p>	<p>SEND local offer</p>  <p>Your special educational needs and disabilities information hub</p>

Once the web page above has loaded, please click on LADO.



The below page now opens,

[Home](#) [My Account](#) [Help](#)

Portal Home | LADO

LADO

Report an Allegation

This area of the Bolton Childrens Portal can be used to report or consult about an allegation to Bolton LADO.

If you have never submitted a referral to LADO before, or would like to review help and support guidance available please click the link below.

[LADO Guidance](#)

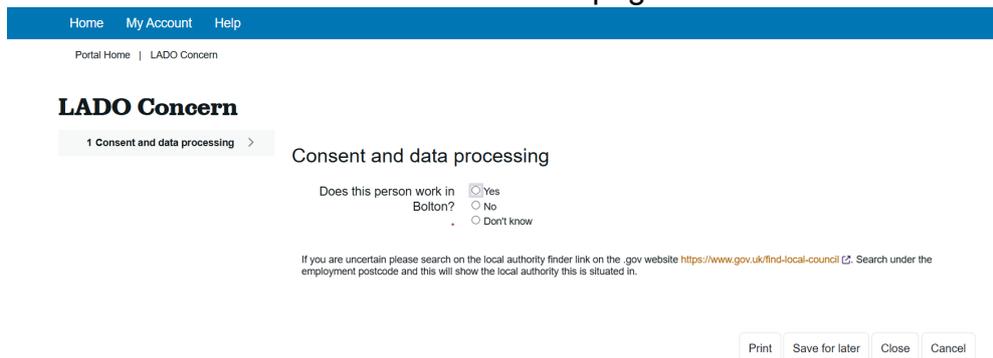
If you have submitted a referral to the LADO before, please click this link below to submit the form to LADO.

[Start Form](#)

you will be offered the chance to view guidance, this can be viewed using the LADO Guidance button (this will take your back to the LADO webpage). Guidance on the LADO web page includes links to relevant documents, national and local guidance and information relating to other safeguarding matters.

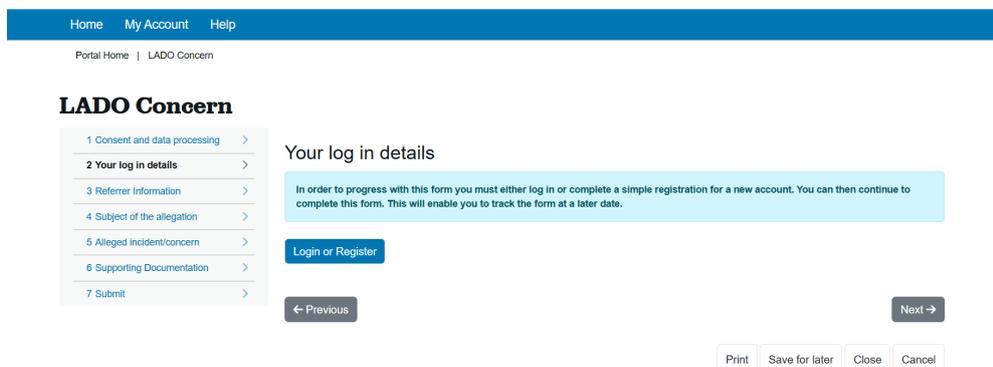
If you are familiar with the LADO Guidance press 'start form'.

You will then be asked to fill in a consent page below



The screenshot shows the 'LADO Concern' form at the 'Consent and data processing' stage. The page has a blue header with 'Home My Account Help' and a breadcrumb 'Portal Home | LADO Concern'. The main heading is 'LADO Concern' with a sub-heading '1 Consent and data processing'. The question is 'Does this person work in Bolton?' with radio buttons for 'Yes', 'No', and 'Don't know'. A note below says: 'If you are uncertain please search on the local authority finder link on the .gov website <https://www.gov.uk/find-local-council>. Search under the employment postcode and this will show the local authority this is situated in.' At the bottom right are buttons for 'Print', 'Save for later', 'Close', and 'Cancel'.

Please answer whether the person works in Bolton and click the consent statements. Once completed the below page appears and you will need to log in or sign up.



The screenshot shows the 'LADO Concern' form at the 'Your log in details' stage. The page has a blue header with 'Home My Account Help' and a breadcrumb 'Portal Home | LADO Concern'. The main heading is 'LADO Concern' with a list of steps: '1 Consent and data processing', '2 Your log in details', '3 Referrer information', '4 Subject of the allegation', '5 Alleged incident/concern', '6 Supporting Documentation', and '7 Submit'. The current step is 'Your log in details'. A light blue box contains the text: 'In order to progress with this form you must either log in or complete a simple registration for a new account. You can then continue to complete this form. This will enable you to track the form at a later date.' Below this is a blue 'Login or Register' button. At the bottom left is a 'Previous' button and at the bottom right is a 'Next' button. At the bottom right are buttons for 'Print', 'Save for later', 'Close', and 'Cancel'.

When you press the log in or register button the below page appears
Please complete as appropriate.

Secure login - step 1

New to Bolton Children's Services Portals - UAT? [Register for an account here](#) or use the button below.
Already using Bolton Children's Services Portals - UAT? Sign in below.

Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Forgotten password?](#)

New users

If you're new to Bolton Children's Services Portals - UAT, sign up for an account here

If you need further information or guidance on how to navigate the portal or require a full user guide which includes information including how to log on and register, this can be found on the link below. The document is called Children's Portal User Guide.

<https://www.bolton.gov.uk/portalsguidance>

The first page to load after logging in, confirms the details you have provided.

LADO Concern

1 Consent and data processing >	Your log in details
2 Your log in details >	Your Details (Portal User)
3 Referrer Information >	

Click next, and fill in the form as needed, note anything marked with a red asterisk is mandatory, and information needs to be supplied in these fields.

1 Consent and data processing >	
2 Your log in details >	
3 Referrer Information >	
4 Subject of the allegation >	
5 Alleged incident/concern >	
6 Supporting Documentation >	
7 Submit >	

Referrer Information

Name of Referrer *

Role of Referrer *

Date form completed * dd-mm-yyyy 

Referrer work address
Please give full address

Phone number *

Email Address *

Agency of Referrer *

[← Previous](#) [Next →](#)

You will need to re-enter your details again. This is to ensure we have enough information to contact you.

Subject of the Allegation page

LADO Concern

1 Consent and data processing >	
2 Your log in details >	
3 Referrer Information >	
4 Subject of the allegation >	
5 Alleged incident/concern >	
6 Supporting Documentation >	
7 Submit >	

Subject of the allegation

It is important you provide as much information as you can but there are situations where this is not possible.

If that is the case, please enter "unknown" in the mandatory fields and put the postcode of the setting instead.

If you do not know someone's date of birth or age, please enter an approximate age

We may return the form to you if there is insufficient information

Please complete the above page following the guidance. Please note for the question 'I am completing this form on behalf of' from the drop down, please ONLY select '**someone else in a professional capacity**' See below.

Who is this Allegation About?

I am completing this form on behalf of *

Someone else in a professional capacity 

LADO Concern

1 Consent and data processing >	Alleged incident/concern Is this an historical allegation? <input type="radio"/> Yes <input type="radio"/> No Date the incident took place <input type="text"/> Where did the incident take place? <input type="text"/> Brief description of incident/concern <input type="text"/> How did the concern first <input type="text"/>
2 Your log in details >	
3 Referrer Information >	
4 Subject of the allegation >	
5 Alleged incident/concern >	
6 Does the allegation concern a specific child? >	
7 Supporting Documentation >	
8 Submit >	

On the page above you will be asked a series of questions regarding the incident or concern. You will also need to consider whether LADO threshold is met or you 'don't know'.

If you say "Yes" to meeting LADO threshold then the following appears

You are now making a LADO referral, further information is now required, please provide as much information as possible.

You will then need to click 'Next' to complete additional pages for the referral form before submitting, which includes details of any children involved and any accompanying documents

If you click 'Don't know' you will be asked to provide information as to why further advice is being sought. The following then appears.

As you are unsure if this meets the threshold of a LADO referral this will be processed as a consultation. A member of the LADO team will be in touch with any further advice, this may result in no further action being taken by LADO.

This will then be a consultation with LADO, click 'Next', attach any accompanying documents and then click submit.

LADO Concern

1 Consent and data processing >	Submit <input type="button" value="Submit to Local Authority"/> <input type="button" value="← Previous"/>
2 Your log in details >	
3 Referrer Information >	
4 Subject of the allegation >	
5 Alleged incident/concern >	
6 Supporting Documentation >	
7 Submit >	

You will then receive the following notification

Thank You

[Home](#) >

[Recover a form](#) >

[View Submitted Forms](#) >

Thank You for submitting a form to LADO

Your information has been submitted to the Bolton LADO Service. **We will be in contact with you within 48 working hours.**

In the meantime you can also gain advice from your HR service and remember if you have immediate concerns about a child you need to make a referral to our [Integrated Front Door Service](#) and/or police.

Thank you for using this service.



Accessibility



Translations



Contact us



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**Bolton
Council**