

## Personal support

If you or your child need to be supported throughout this process there is further help available. It will be decided at the meeting what the best support would be and who would be the best to provide it.

Someone involved in the investigation will be on hand to keep you informed throughout the process. When the matter has been resolved you will be contacted as soon as possible.

## Further information

This leaflet gives an overview of the process of investigating an allegation process. If you would like to find out more about managing allegations visit [www.boltonsafeguardingchildren.org.uk](http://www.boltonsafeguardingchildren.org.uk)

You may also find it helpful to contact Parentline. They are a charity which offers advice and support to parents experiencing a wide range of issues and concerns. You can call them on **0808 8000 2222** or visit them online at [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

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Bolton  
Safeguarding  
Children

**Bolton**  
**Council**

# Helping to keep your child safe



## Helping to keep your child safe

**You have been given this leaflet as information has been received which suggests that your child, or a child you care for may have been harmed by an adult working or volunteering in a position of trust.**

This will be a difficult time and you may be feeling angry and upset. We can assure you that the incident or concern will be taken very seriously and thoroughly investigated to ensure that your child is safe, and the adult in question dealt with appropriately.

This leaflet will explain to you the process of an investigation once an allegation has been made.

The majority of adults who work with children act professionally and aim to provide a safe and supportive environment for them.

However, sometimes the behaviour of adults can give rise to allegations of abuse being made against them. It is never acceptable for an adult in a position of trust to harm a child. Therefore allegations or concerns about their behaviour (during or outside of work), of employees, foster carers or volunteers in relation to children are taken very seriously.

## Reporting allegations

Allegations or concerns are reported to Bolton Council's Child Protection Unit in line with Bolton Council's, Framework for Action, which contains the process for managing allegations.

## What happens in an investigation?

When an allegation is first reported it is addressed by the Local Authority Designated Officer (LADO). A decision is taken about whether a meeting should be held to share information. Who attends the meeting will depend on the role of the adult who has been accused of hurting your child.

Their manager or a suitable representative will always attend. The meeting may also involve professionals who know your child well or have a responsibility for investigating allegations, for example, the police or children's social care. The meetings are chaired by the LADO or someone from the Child Protection Unit.

At the meeting a decision will be made about what action needs to be taken to ensure that the adult is safe to work with children and that your child and others are kept safe.

If it is necessary to investigate further, someone helping with the investigation may want to meet with you and your child or the child you care for to talk about what has happened. If this is necessary it will be discussed with you beforehand.

At the end of the process you will be informed of the outcome.