

# Concerned about a member of staff?

## Concern

If you are concerned about the conduct or behaviour of a member of staff, in any capacity (whether paid, unpaid, volunteer, casual, agency, student or anyone self-employed) speak confidentially to your manager or Designated Safeguarding Lead. **Do not discuss** with other members of staff. Refer to your setting's Whistleblowing policy.

If your concerns are about the conduct or behaviour of your manager, then you can contact the Local Authority Designated Officers (LADOs) directly yourself – please see details in the 'Consult' box further down the page.

Please refer to your setting's Whistleblowing Policy and the LADO guidance document. [Arrangements for Managing Allegations of Abuse Against People Who Work With Children.](#)

## Record

Your manager may ask you to put your concerns in writing, and they may complete a record of your concern for the staff file (in line with your setting's Whistleblowing Policy).

Your manager will begin to investigate your concerns (and involve those responsible for the governance of the setting, such as the committee or owner, if applicable) and decide as to whether the staff member has set out to intentionally cause significant harm to the child, or not, or has acted unprofessionally and intentionally caused reputational harm to the setting.

## Consult

If there is a concern that intentional significant harm may have been caused to a child, your manager, or those responsible for the governance of the setting, such as the committee or owner, may consult with the Local Authority Designated Officers (LADOs) on their consultation line, telephone number 0300 123 2044 or by email at: [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk) Please be aware that your setting are responsible for security classification for this email (to put Official-Sensitive in the subject line).

If the concern is regarding the manager, then the referrer may also ring the consultation line, as above.

## Action

If the referrer is concerned intentional significant harm has been caused by a staff member, then they will make a referral to the LADO. [Local Authority Designated Officer Referral Form](#)

On receipt of the referral the LADO will advise the manager of the setting (or the referrer) what actions are to be taken.

Those with responsibility for governance of the setting, should also notify Ofsted of any significant incident. [Report a serious childcare incident - GOV.UK \(www.gov.uk\)](#)

If your manager does not act upon your concerns about the staff member and you still have these concerns, you can contact the LADO directly yourself and explain this.

## What next?

The manager will continue to monitor the staff member, unless the LADO have advised that they should be suspended pending investigations.