



TPAT LADO Process

Where the LADO is not pursuing the case themselves and are referring it to the Trust/School:

The Trust Safeguarding Lead (TSL) is available to support Headteachers when dealing with a LADO referral regarding a member of staff.

The following process must be followed when a LADO referral is received and this is regarding the Headteacher:

1. LADO contacts the Trust Governance Lead (TGL)
2. TGL undertakes triage
3. TGL contacts the TSL to request action and investigation
4. TSL contacts the Headteacher and shares the detail of the LADO referral and arranges initial investigation date – within 48Hours
5. Trust Director of Education contacts the Headteacher to check wellbeing and ensures the Headteacher has support (the recommendation of the Trust Wellbeing Lead will be provided)
 - a. This contact will not take place on a Friday.
6. TSL undertakes an investigation within 48 hours of Headteacher being informed
7. TSL provides investigation report to the TGL within 5 days
8. Report Received by Governance Lead next steps agreed:
 - a. If allegation is unfounded; report shared with School and Director of Education recommendations noted and action plan produced by school (if necessary)
 - b. If allegation is upheld or cause for concern is identified with regards to the Headteacher not meeting the Headteacher standards or breach of Trust/School policy; disciplinary policy is considered by HR Lead.
9. Investigation report outcomes shared with the Headteacher and the Director of Education.