**Allegations against a person who works or volunteers with children**

**Referral or Request for Consultation**

This form is to be completed on every occasion when an allegation is made against a member of staff, volunteer, or foster carer.

**Form to be sent to the Local Authority Designated Officer within one working day of the allegation being reported.**

**Email the completed form to** LADO@bristol.gov.uk

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| **Details of the person completing this form**  |
| **Name** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Email address** |  |
| **Telephone No.** |  | **Date** |  |

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| Details of the professional or volunteer against whom the allegation or concern has been raised |
| **Full Name** |  | **Date of Birth** |  |
| **Home Address** |  |
| **Role** |  | **Length of employment** |  |
| **Employer or Organisation** |  |
| **Does the person work or volunteer with children in another setting?****[provide details]** |  |

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| Details of the child [if the complainant is an adult raising historic concerns, please enter their details here] |
| **Full Name** |  | **Date of Birth** |  |
| **Home Address** |  |
| **Name of Parent and contact details** |  |
| **Lead professional contact details i.e. social worker** |  |

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| Any children with whom the adult has contact outside of their employment[e.g. their own children, partner’s children, family members etc.] |
| **Name(s)** | **DOB**  | **Address(es)** | **Relationship to the professional or volunteer** |
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| **Which of the following criteria do you consider the allegation meets? [tick all that apply]** |
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| **OR:** |
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| Details of alleged incident or concern |
| **Date and time of incident:** |  |
| **Location of incident:** |  |
| **Summary of the incident** **[please provide as much information as possible including what led up to the incident, any witnesses, evidence of harm, any actions taken?]** |
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| **Previous concerns or allegations regarding the professional or volunteer** |
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| **Information about the child or young person****(How was the child behaving, have they made previous allegations, do they have a disability or SEN)?** |
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| **Any other relevant information you wish to provide** |
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