**Referrer Details**

Date of referral:

|  |
| --- |
|  |

Person Name:

|  |
| --- |
|  |

Referrer Position:

|  |
| --- |
|  |

Referrer Service:

|  |
| --- |
|  |

Telephone no:

|  |
| --- |
|  |

email address:

|  |
| --- |
|  |

**Subject Adult**

Full Name:

|  |
| --- |
|  |

Date of Birth:

|  |
| --- |
|  |

Gender:

|  |
| --- |
|  |

Address:

|  |
| --- |
|  |

Disabled:

|  |
| --- |
|  |

Employment Sector:

|  |
| --- |
|  |

Name, Address & Tel No. for the Employer / Approving Agency:

|  |
| --- |
|  |

Occupation / Job Title / Role:

|  |
| --- |
|  |

Workplace Address:

|  |
| --- |
|  |

Employment Start Date:

|  |
| --- |
|  |

Reason for Referral:

|  |
| --- |
|  |

Any other Role with Children:

|  |
| --- |
|  |

Actions taken by employer to date:

|  |
| --- |
|  |

**Alleged Victim(s)**

Child’s details if Applicable:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Date of Birth** | **Gender** | **Ethnicity****(if known)** | **Disabilities (if known)** | **Address** | **Legal Status and whether looked after child** | **Details of Parents/Guardians** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Time and Date of Incident:

|  |
| --- |
|  |

Brief Description of allegation or concern:

|  |
| --- |
|  |

Any other professional involvement:

|  |
| --- |
|  |

Child’s Account Obtained? (Note no leading questions should be asked, questions should be kept open and to a minimum i.e What was the incident, how did they feel? Did anyone witness the incident?)

|  |
| --- |
|  |

Is there any CCTV Footage to prove or disprove the allegation?

(please check and ensure a copy is kept

|  |
| --- |
|  |

Have there been any historic allegations made by the child?

(Dates and outcomes)

|  |
| --- |
|  |

Have there been any historic allegations or concerns in relation to the member of staff?

|  |
| --- |
|  |

**When complete email to ladoreferrals@tameside.gov.uk**

|  |
| --- |
| OFFICE USE ONLY |
| LADO ADVICE OR RESPONSE |
|  |
| POLICE ADVICE OR REPSPONSE |
|  |
| HR ADVICE OR RESPONSE |
|  |
| CHILDREN’S SOCIAL CARE ADVICE OR RESPONSE |
|  |

Name of LADO / DUTY OFFICER dealing