

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Local Authority Designated Officer (LADO)	<b>Grade:</b> PO6
<b>Section:</b> Children's Planning and Review Team. Safeguarding Standards Service.	<b>Directorate:</b> <b>Childrens Service</b>
<b>Responsible to following manager:</b> Head of Service Safeguarding Standards	<b>Responsible for following staff:</b> Education Safeguarding lead Officer
<b>Post Number/s:</b>	<b>Last review date:</b> <b>Not previously reviewed.</b>

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

- To be responsible for ensuring that the Authority fulfils its obligations for managing allegations against staff and volunteers working with children in any setting within the Authority area; compliant with requirements of Working Together 2018; the Education Act 2002, and Keeping Children Safe In Education 2020, other relevant legislation including the Children Act 1989, and the Children Act 2004, and Local Procedures.
- To act as the lead Local Authority Designated Officer in all matters related to establishing, reviewing and further developing the structures and processes in relation to allegations made against staff and volunteers who work with children.
- To ensure that responses to allegations are dealt with fairly, consistently and

expeditiously across all service areas, working positively and effectively in partnership with all stakeholders and partner agencies.

- To contribute to embedding safe practice into performance, behaviour and culture within the Authority. To advise relevant senior managers on policy and operational matters related to allegations against staff and volunteers.

### **Specific Duties and Responsibilities**

1. To provide consultancy and advice to staff within Children's Services and other agencies in relation to allegations against staff and volunteers and undertake initial evaluations of all allegations reported, producing a record of advice given.

2. To provide clear professional advice in relation to individual case management in line with legislation and best practice guidance to Children's Services staff and other agencies.

4. To maintain oversight of cases and ensure that all agreed processes and cases are brought to a managed conclusion, involving and or communicating with employers and Human Resources services at all appropriate stages.

5. To be responsible for monitoring progress of cases within set timescales and maintain an up-to-date and confidential database for this purpose, and ensure that all investigations are completed in accordance with the relevant guidance and within the required time-scales.

6. To be responsible for the maintenance of clear records, including actions agreed and taken as a result of consultations and Allegation against Staff and Volunteers meetings and the outcomes.

7. To ensure representation by appropriate agencies and professionals at meetings that relate to allegations against staff and volunteers, including the involvement of Ofsted and other relevant regulatory bodies where appropriate.

8. . To ensure that the welfare needs of all parties concerned are addressed and regularly reviewed.

9 . To ensure that systems are in place to provide children, young people, their carers and families with regular information and support as appropriate including the result of any enquiry or disciplinary process.

10. To ensure that where appropriate, reports are made to the Disclosure and Barring Service and regulating bodies e.g. General Medical Council; General Teaching Council; HCPC (Health and Social Care Professions

Council.

11. To attend civil and criminal court as required.

12. To ensure that any deficiencies are brought to the attention of the Senior manager for the service concerned and where appropriate to the relevant LSCB or Safeguarding Partnership representative.

13. Establish effective working relationships with the Local Safeguarding Children Board any future Safeguarding Partnership; , the Police, schools, early years' providers, the voluntary sector and other relevant organisations to promote the role of the LADO and ensure that all agencies are knowledgeable and confident in reporting concerns or allegations about adults who work with children and young people.

14. To establish positive working arrangements, and work closely with Children's Services Social Care and the Police Safeguarding Investigation Unit to agree appropriate thresholds and consistency of responses to such Allegations, and ensure cases are effectively managed.

15. To ensure that there are robust and appropriate mechanisms for information sharing between agencies, particularly the Police and Social Care with employers for disciplinary or risk management purposes.

16. To prepare management information and annual/quarterly reports, case audits and such other reports as may be required for the Senior manager, WSCP, Dept for Education (or any other Government Department as required).

17. To contribute to Safeguarding Partnership and the Local Authority training programme regarding the management of allegations.

18. To assist and contribute to the management of OFSTED enquiries and Freedom of Information requests relating to Allegations against Adults working with children.

19. To line manage and supervise the Safeguarding in Education Advisor.

20. Establish effective working relationships with the Safeguarding Children Partnership the Police, schools, early years' providers, the voluntary sector and other relevant organisations to promote the role of the LADO and ensure that all agencies are knowledgeable and confident in reporting concerns or allegations about adults who work with children and young people.

21 Operate a professional consultation service, providing advice and information to employees within Wandsworth, the commissioning local authorities, partner agencies, the voluntary sector and other organisations in relation to the management of allegations and safer recruitment and employment practices.

22. Develop effective systems, processes and protocols for the management of allegations made against people who work with children and young people and ensure there are robust performance management systems in place to enable the tracking and monitoring of allegations.

23. Chair and coordinate ASV Meetings and/or management planning meetings in relation to allegations made against people who work with children and young people.

24. Ensure that the voice of the child is actively promoted, and their wishes and feelings are fully considered; ensure that the child and family are appropriately participant in the investigative process.

25. Produce a complete and correct written record of discussion, decisions and recommendations made at a ASV Meeting and/or management planning meetings, and ensure that the record is distributed within agreed timescales.

26. Contribute to learning and professional development opportunities for the children's workforce on allegations management, safer recruitment and employment, and wider safeguarding issues as appropriate.

27. Collate and analyse local information on the allegations made against adults who work with children and young people to identify trends and intelligence; advise partner agencies and other organisations on the ways to improve their practice, including the development of new systems and procedures, sharing leading practice, and supporting capacity building.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems



- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

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## Person Specification

<b>Job Title: LADO</b>	<b>Grade: po6</b>
<b>Section: Safeguarding /QA</b>	<b>Directorate: CSC</b>
<b>Responsible to: Head of Service Safeguarding Standards</b>	<b>Responsible for: Safeguarding in Education Advisor</b>
<b>Post Number/s:</b>	<b>Last Review Date:</b>

### Our Values and Behaviours<sup>1</sup>

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
- continuously seeking better value for money and improved outcomes at lower cost
- focussing on residents and service users, and ensuring they receive the highest standards of service provision
- taking a team approach that values collaboration and partnership working.

<b>Person Specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
Knowledge, skills and experience of child protection within a statutory local authority setting	
Detailed working knowledge of key legislation and guidance; London Child Protection Procedures, Working Together to Safeguard Children, Keeping Children Safe in Education, Children Act 1989 and 2004.	
Knowledge of the complexity of managing allegations against professionals, including investigations into non-recent allegations of abuse.	
<b>Experience</b>	
Experience of undertaking child protection enquiries under section 47 Children Act 1989	
Experience of conducting and/or managing investigations into allegations against staff or volunteers in a paid or unpaid capacity including foster carers	
<b>Skills</b>	

<sup>1</sup> These values and behaviours will be developed further as the SSA becomes established.



Ability to chair complex multi agency Allegation against Staff and Volunteers (previously known as strategy) meetings to plan and manage investigations	
Ability to provide line management and supervision including annual appraisal process to direct reports and quality assurance/performance management.	
Ability to produce verbal and written reports to a range of audiences and governance bodies including the annual LADO report.	
Devise and deliver workshops and training for CSC and multi-agency partnership on managing allegations against staff and volunteers	
Produce and understand performance data in relation to allegations against staff and volunteers	
Ability to advice and support multi agency partners about matters relating to allegations against staff or volunteers, including where there may be issues of threshold or complexity.	
<b>Qualifications</b>	
Qualified Social Worker – essential Management qualification- diploma or above – desirable	

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**