



Job Profile

JOB TITLE:	Local Authority Designated Officer (LADO)
GRADE:	POD
POST NO:	25856
JOB TIER:	4 (Team Manager)
DBS CHECK:	Enhanced
DIRECTORATE:	Children and Young Peoples Service
DEPARTMENT:	Safeguarding and Care

REPORTING STRUCTURE

Reports to:	Service Manager - Safeguarding and Quality Assurance
Direct Reports:	Up to 4
Indirect Reports:	None

ROLE PURPOSE:

To be the Local Authority designated officer (LADO) for the Council and to manage the Education Safeguarding Service in Hillingdon consisting of the Child Protection Lead for Education and Deputy LADO and the Domestic Abuse Lead for Education.

To manage and oversee all allegations about members of the children's workforce in Hillingdon, including those in paid employment and in voluntary roles.

To ensure that robust mechanisms are in place to progress allegations against members of the children's workforce effectively in line with the Hillingdon Safeguarding Partnership (HSP) procedures underpinned by Working Together 2023, Section 11 of the Children's Act 2004, the London Child Protection Procedures and Department for Education Guidelines. To ensure the Local Authority complies with its statutory obligations around managing allegations against individuals and respond to and act on all allegations received in a clear, timely and appropriate manner that promotes positive outcomes for children and young people.

As LADO, to be responsible for receiving all referrals relating to allegations against members of the children's workforce and to review these against the LADO threshold to determine if the threshold is met. Where the threshold is not met to provide advice and guidance to external organisations where needed, in relation to managing conduct matters and low-level concerns effectively. Where the LADO threshold is met to oversee allegations from the point of referral until a final LADO outcome is reached. This includes:

- Providing advice and guidance to employers and voluntary organisations
- Liaising with the police and other agencies, such as Children's Services. Including arranging for and chairing LADO Allegations against staff and volunteer (ASV) meetings to be held if required, with review meetings arranged as necessary
- Facilitating timely information sharing across agencies and employers
- Co-ordinating the safeguarding and investigative processes agreed in response to allegations
- Providing advice to employers in relation to the accused person remaining in post over the course of any investigations
- Ensuring appropriate sharing of information with parents, children, the accused and other relevant individuals is considered as well as their support needs
- Monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process
- Supporting employers and the multi-agency to reach an evidence-based LADO outcome
- Assisting employers in decisions about a person's suitability to remain in the children's workforce, including the need for disciplinary proceedings and whether a referral should be made to the Disclosure and Barring Service (DBS) and regulatory bodies such as Ofsted, the General Medical Council (GMC) etc.

To ensure robust records are maintained in relation to all LADO referrals, which evidence decision-making and actions taken in each matter.

To ensure a proactive and preventative stance is taken in ensuring organisations that work with children in Hillingdon are safe and appropriate to do so. This includes promoting awareness of the LADO role and delivering LADO training to organisations to ensure they understand their role in the LADO process. Facilitating the review of any wider organisational learning identified during any LADO processes, providing guidance and setting clear actions for how concerns will be addressed and escalating wider concerns about practice to regulators and commissioners as deemed appropriate to safeguard children.

To provide direct supervision and guidance to the Child protection adviser for schools and deputy LADO in both parts of the role, including when undertaking the LADO functions set out above, as well as to the domestic abuse lead for education.

A. Job Description

1. People Management

Direct supervisory responsibility and will be requirement to assist in induction and training of peers and new employees.

To manage and offer advice and consultation to employers and organisations on allegations against people who work in paid employment or who are in voluntary work with children and young people.

To guide multi-agency decision-making in complex cases promoting the safeguarding of children, whilst ensuring fair and thorough investigation processes take place. Offering professional challenge where necessary ensuring employers and organisations comply with statutory guidance.

2. Customer Management

To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

Ensure that children, Young People and families are appropriately informed of procedures and processes and are supported and encouraged to make a full and active contribution to allegations processes where appropriate.

3. Operational Service Delivery

To ensure the appropriate management of allegations against people who work with children comply with local and national guidance and procedures and in doing so support in the development of a robust system for managing allegations against people who work with children and young people including offering advice to employers and organisations in Hillingdon

To chair LADO ASV meetings in line with London Child Protection procedures and ensure appropriate mechanisms are in place to ensure matters are dealt with swiftly and within agreed timescales

To facilitate problem resolution in respect of members of the children's workforce who may pose a risk to children and including communication and ongoing contact with partner agencies.

To ensure robust records are maintained in relation to all LADO referrals, which evidence decision-making and actions taken in each matter.

To develop and implement quality assurance and performance management systems regarding the management of allegations process including action planning for difficult to reach sectors and organisations.

To manage and respond to practice issues, conflicts and dilemmas whilst prioritising the safety of the child(ren) in line with procedures and without delay.

To produce an annual activity report for the Children's Safeguarding Board and present this report in a clear and concise manner to different forums as required including areas for improvements

To work as part of the Safeguarding and Quality Assurance Service and represent the service in inter-agency or corporate forums, to prepare for and participate in local, national and regional decision making.

To develop and maintain systems to ensure statistical returns and reports are produced as required and to make use of Information Systems including information technology and to undertake training as necessary and share the learning with others in the service

To contribute to the development of HSP procedures and ensure that these are appropriately updated and promoted within the Children's workforce and are reflective of the national agenda

To ensure that all work undertaken is in accordance with statutory requirements and HSP Policy and guidelines, confidentiality and data protection.

To contribute as necessary to reviews of safer recruitment practices, and support the safeguarding and review service including chairing meetings as necessary

To carry out and contribute to an auditing framework to ensure compliance with service standards and quality assurance.

To make highly complex decisions relating to social service provision for children, young people and their families within Hillingdon

4. Service Planning & Development

Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

To contribute to planning processes for Children's Services in the Borough, and including those that contribute to the meeting of improved outcomes for children,

5. Financial & Resource Management

To ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.

To ensure that all workforce expenditure is compliant with corporate guidance and that any temporary resource is purchased through the Council's agency contracts.

To make decisions to support delegated budgets allocated to Children's Services and to ensure value for money and effectiveness.

Delivery of service within allocated budget (s) and in compliance with the Councils financial and other regulations.

Maximise the use of alternative sources of funding to enhance the provision of services

To ensure that thresholds for service intervention have been met.

6. Continuous Improvement

Support the implementation of improvement initiatives and change programmes using the Council's Project Management and Service Improvement methodologies.

Contribute to the establishment of quality standards in services, and user centred services in the service area

To use management information systems effectively to drive up the performance and quality of the service.

To undertake regular case audits and ensure that statutory obligations and performance management targets are being met.

To ensure that service users are aware and have access to the Complaints and Representation Process and ensure the children's service conforms to the Social Services Representation and Complaints procedure.

To keep up to date with The London Borough of Hillingdon and services policy, national trends, research, government guidelines, legal issues etc.

To ensure that the service seeks to involve parents/carers and young people in the planning of services and review processes, including actively seeking their views, and their participation.

To promote and enforce the Council's Equal Opportunities policy, and ensure services take account of the cultural, religious and linguistic background of users and meet the relevant Equality Standard.

To operate at all times within the professional ethics and disciplines of social work as

Provide feedback that identifies opportunities for improvement and highlights good practice.

Prepare reports and maintain all necessary records including computerised records for administrative and statistical purposes in children's services

7. Contacts

Primary contact will be with other officers within the Council, Schools, and service users / residents and their representative bodies.

Postholder will establish effective working relationships with Education, Children's Services, HSP Metropolitan Police and Health, and any relevant professional regulatory bodies.

8. Additional Responsibilities

Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

9. KEY PERFORMANCE INDICATORS

Delivery of agreed PADA objectives

B. Person Specification

Local Authority Designated Officer (LADO)

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL	DESIRABLE
Certificate Qualification in Social Work / Diploma in Social Work or its equivalent.	x	
Evidence of significant relevant CPD	x	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
To be the designated officer for the Local Authority, Education and Schools and manager the Education safeguarding service	x	
3. EXPERIENCE	ESSENTIAL	DESIRABLE
Substantial experience as a Team Manager or equivalent with evidence of managing complex, multi-agency child protection issues and driving good practice.	x	

Substantial and demonstrable experience in the area of managing allegations against professionals	x	
Experience in chairing complex meetings	x	
Experience of delivering training to multi-agency professionals		x
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Able to manage workload, using wide discretion and initiative with minimal supervision.	x	
Highly skilled in negotiation that can deliver clear outcomes for the benefit of service users.	x	
Ability to resolve conflict and develop effective and relevant partnership working	x	
Knowledge and understanding of Working Together and other associated national legislation, policy and procedures, and detailed knowledge of associated organisational policy and procedures.	x	
Analytical and judgemental skills and the ability to analyse and interpret complex information to produce strategies and solutions to challenging situations	x	
Ability to persuade or convince others to adopt policies and/or courses of action that they might not otherwise wish to take	x	
Ability to record data using a variety of service specific software, and on occasion to take and type minutes to complex meetings to a high standard (suitable for court) within strict timescales.	x	
Ability to be resilient when working with service users in emotionally distressing situations, and to make objective decisions that will have an impact on individuals and professionals	x	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	x	

Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	x	
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	x	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	x	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	x	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	x	