

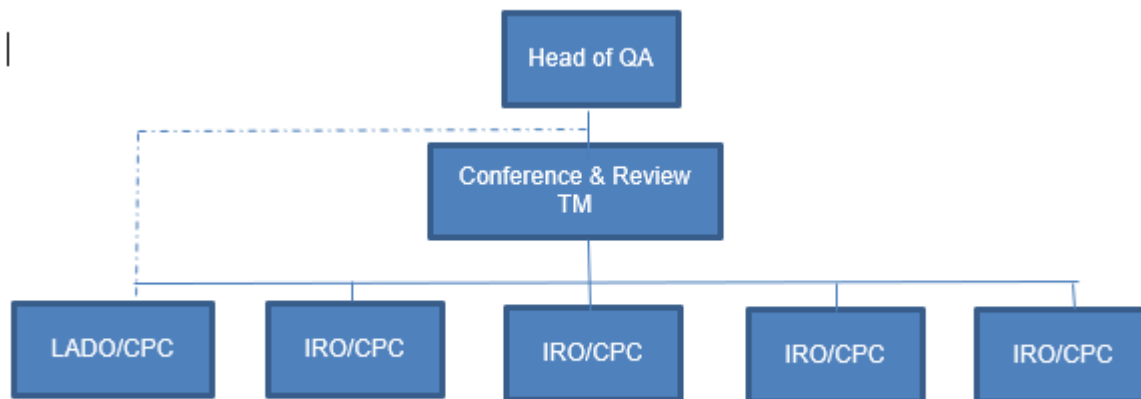
JOB DESCRIPTION

Job Title:	Local Authority Designated Officer (LADO)		
Directorate:	People	Salary:	£63,107- £65,386 FTE plus £753 London Weighting
Section:	Commissioning > Quality Assurance	Grade:	BG-C, SCP 49 to 51
Location:	Time Square	Work Style:	Flexible

Key objectives of the role

- Ensure that the Council fulfils its responsibilities for managing safeguarding concerns and allegations about people who work with children, in accordance with current statutory guidance, relevant legislation and local multi-agency procedures.
- Apply the harm threshold to concerns that a person who works with children has: behaved in a way that has harmed, or may have harmed, a child; possibly committed a criminal offence against, or related to, a child; behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or behaved, or may have behaved, in a way that indicates they may not be suitable to work with children, including relevant conduct outside the workplace and transferable-risk concerns.
- Lead, review, develop and quality assure the LADO service, ensuring that its structures, policies and processes meet statutory requirements, reflect recognised good practice and support continuous service and workforce improvement.
- Ensure that safeguarding concerns and allegations are managed fairly, consistently and promptly across Bracknell Forest through effective partnership working with employers, agencies and organisations that work with children.
- Contribute to embedding safe practice within the Council's performance, behaviour and culture, and advise senior leaders on policy and operational matters relating to safeguarding concerns and allegations about people who work with children.
- Ensure that the child's voice is heard and that they are safeguarded.
- Provide independent oversight, coordination and authoritative challenge throughout the allegation-management process. The LADO will not normally undertake the employer, police or children's social care investigation, make disciplinary decisions or determine criminal outcomes.
- Undertake other duties commensurate with the grade only where sufficient capacity, prompt availability and professional independence are maintained for the LADO function.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Receive and respond promptly to referrals and consultations from individuals, employers, agencies and organisations; gather relevant information; consider whether the harm threshold may be met; provide advice and guidance; and ensure proportionate action is taken to safeguard children, including referral to children's social care and/or the police where appropriate.
- Convene and chair allegation-management meetings or discussions as required; agree actions, responsibilities, timescales and review arrangements; monitor the progress and quality of police, children's social care and employer processes; challenge avoidable delay; advise on risk management, contact with children and whether suspension should be considered; and ensure cases conclude with a clear, evidence-based outcome. Keep the child's welfare, wishes and feelings central and ensure appropriate support and information are considered for the child, parents or carers, and the person who is the subject of the concern or allegation.
- Liaise with LADOs and relevant agencies in other local authority areas on cross-boundary matters, agreeing the lead authority, information-sharing arrangements and coordinated action where a person lives, works or volunteers across local authority boundaries.
- Immediately alert the appropriate senior managers to any safeguarding incident likely to attract significant public or media attention, enabling a timely, coordinated and proportionate Council response while maintaining confidentiality and operational independence.

- Maintain and analyse accurate service data and provide regular performance reports to senior leaders and the safeguarding partners, covering volumes, timeliness, outcomes, repeat concerns, patterns of adult or organisational risk, disproportionality and learning. Identify emerging risks and agree actions to improve practice, service quality and organisational safeguarding.
- Maintain complete, accurate, secure and up-to-date records of consultations, referrals, meetings, decisions, rationale, actions, reviews and outcomes. Share information lawfully and proportionately in accordance with confidentiality requirements, the Data Protection Act 2018, UK GDPR, current statutory information-sharing guidance and local retention arrangements, and make records available for authorised audit, inspection and safeguarding-partnership scrutiny.
- Liaise, as appropriate, with Ofsted, the police, children's social care, the Disclosure and Barring Service, employers, commissioning services and relevant professional or regulatory bodies to support coordinated safeguarding action.
- Contribute to the timely and accurate completion of Ofsted enquiries and Freedom of Information requests relating to safeguarding concerns or allegations about adults who work with children, in accordance with information-governance and confidentiality requirements.
- Advise employers and other responsible organisations where the statutory criteria for referral to the Disclosure and Barring Service or a professional regulator may be met; ensure they understand their legal responsibilities; monitor whether appropriate referrals are made; and escalate in accordance with local procedures where required. The LADO will not assume an employer's or regulated activity provider's legal referral duty unless formally authorised and legally entitled to do so.
- Attend and contribute to monthly Care Governance meetings and liaise with Commissioning and Placements about providers or services where allegations, organisational safeguarding or safer-recruitment concerns have been identified.
- Build effective working relationships with the Bracknell Forest safeguarding partners and organisations working with children. Promote clear understanding of the LADO role, the harm threshold, low-level concerns, referral routes, safer-working and safer-recruitment expectations, and responsibilities for reporting concerns or allegations; challenge and support agencies where identified practice does not meet required standards; and maintain clear, current and accessible LADO information.
- Deliver and support multi-agency training on managing safeguarding concerns and allegations about people who work with children, safer-working practice, referral pathways and the harm threshold, in line with current statutory guidance, relevant legislation and local procedures.
- Chair Child Protection Conferences when reasonably required, in accordance with statutory guidance and local procedures, subject to maintaining sufficient capacity, availability and independence for the LADO function.
- Undertake case audits relevant to the role to test compliance with legislation, statutory guidance and local procedures; identify and challenge poor practice; and support learning and improvement in safeguarding services for children.

Scope of role

This is a demanding post requiring extensive safeguarding expertise, sound operational and management skills, and the professional judgement, resilience and authority to manage complex or high-profile matters independently.

The LADO remit relates to safeguarding children. Any separate responsibility concerning adults with care and support needs must be clearly defined within the relevant adult safeguarding framework and must not dilute, delay or create ambiguity about the statutory LADO function.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Social work qualification and registration with Social Work England. Detailed, current knowledge of legislation, statutory guidance and local procedures for safeguarding children and managing concerns or allegations about people who work with children. Substantial management experience in children's social care, child protection and multi-agency safeguarding.	Experience of chairing child protection conferences. Relevant post-qualifying, management or supervision qualification.
Competence Summary (Knowledge, abilities, skills, experience)	Experience of overseeing and coordinating complex allegation-management processes, applying the harm threshold and providing independent advice and challenge. Ability to chair multi-agency meetings, assess risk, manage professional disagreement and secure timely, evidence-based outcomes. Highly developed communication, analytical and report-writing skills, with the ability to engage constructively with children, families, professionals and senior leaders. Sound professional judgement and resilience when managing complex, sensitive or high-profile safeguarding matters. Ability to maintain professional independence, identify and manage conflicts of interest, and influence and challenge senior professionals appropriately. Detailed knowledge of lawful information sharing, confidentiality, record-keeping and referral requirements relating to the Disclosure and Barring Service and professional regulators. Experience of quality assurance, analysing patterns and performance information, and driving practice improvement.	Experience of delivering multi-agency safeguarding training. Experience of organisational safeguarding, safer recruitment or regulatory referral processes.

Commitment to children's rights, equality, diversity and inclusive practice.

Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.

Work-related Personal Requirements	Ability to travel as required to fulfil the duties of the role.
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Other Work Requirements	A satisfactory enhanced Disclosure and Barring Service check.
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The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.

This post is exempt from the Rehabilitation of Offenders Act 1974.

Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.
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We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.