

LONDON BOROUGH OF MERTON
CHILDREN SCHOOL AND FAMILIES DEPARTMENT
JOB DESCRIPTION

POST TITLE: Local Authority Designated Officer (Designated Officer)

Grade: ME16

DEPARTMENT : Children Social Care & Youth Inclusion

Section: Quality Assurance & Practice Development

Responsible to: Service Manager, Quality Assurance and Practice Development

Responsible for: Administrator

Post number:

Date: January 2016

OVERALL PURPOSE OF ROLE

- To develop, implement and manage the process for responding to allegations against people who work in paid employment or voluntary work within the Local Authority area and who offer a service to children.
- To offer advice and consultation on allegations to named representatives/managers of the agencies involved and to members of the public who are concerned about individuals in a position of trust.
- 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.
- To chair LADO strategy meetings and effectively progress allegations in line with the Pan London Child Protection Procedures and with Merton Safeguarding Children Board local procedures.

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- To work collaboratively with all partner agencies in promoting and developing good practice for the safeguarding and protection of children and young people.
- To develop local process and protocols in partnership with all partner agencies in respect of the reporting, escalation, appropriate investigation and resolution of allegations.
- To ensure that all agencies involved in working with children either professionally or voluntary understand the work of the LADO and when a referral should be made to the LADO. This will involve publicising the work of the LADO to all agencies involved in safeguarding including difficult to reach sectors and organisations.

MAIN DUTIES AND RESPONSIBILITIES

- To establish effective working relationships with Children's Services, Merton Safeguarding Children Board (MSCB), Police, Health agencies and HR colleagues.
- To ensure representation by the appropriate agencies and professionals at strategy meetings that relate to allegations against professionals (including OFSTED; CQC; DBS; HCPC; CAFCASS etc).
- To facilitate problem resolution within the professional network in respect of adults who may pose a risk to children, this includes communication and on-going contact with partner agencies.
- To work with partner agencies to ensure appropriate action is taken in relation to matters where a crime has been committed.
- To develop and implement processes of quality assurance and performance data which will identify strengths and areas for improvement and will provide performance information on a monthly basis to the service manager and in the annual report to the MSCB.
- To ensure that appropriate recording systems are in place that provide clear audit trails about decision making and recommendations in all processes relating to the management of allegations against professionals and others working with children.
- To provide day to day management of the administrator allocated to the service and ensure that they maintain accurate up to date records, service strategy meetings and liaise with referrers effectively.

- To attend meetings, discussions and other forums to inform and help establish and integrate the work of the LADO into the London Borough of Merton and to develop a register of senior managers in partner agencies.
- To provide regular advice and guidance to all partner agencies as required.
- To ensure the existence of a multi-agency network of communication to all partner agencies in respect of process developments and updates.
- To contribute to the service audit programme and participate in other quality assurance activities undertaken by the service.
- Social Work staff are required to adhere to the appropriate professional standards, including those framed by the Knowledge and Skills Statement (child and family social work) 2014, the PCF, and the Health and Care Professions Council (HCPC) professional standards for social workers

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The Person Specification below reflects the level of knowledge, skills and abilities required for you to effectively perform the role of Team Administrator.

Knowledge/Experience

1. Demonstrates a thorough understanding of the legal framework relating to managing allegations contained in Working Together 2013 and the London Child Protection Procedures.
2. Demonstrates detailed knowledge of current child care legislation
3. Demonstrates a clear understanding of Working Together to Safeguard Children and the importance of multi-agency working and communication.
4. Demonstrates knowledge of child development and the barriers to a childhood well being.
5. Demonstrates an awareness and understanding of child protection and understands how children can be protected from harm.
6. Demonstrates skills in work planning, problem analysis, time management and working to deadlines.
7. Demonstrates skills in managing multi-agency meetings in a non judgmental way whilst working towards outcomes which retain the safety of children as their primary outcome.

8. Demonstrates skills in problem resolution, negotiation and the use of assertiveness to bring meetings to a suitable conclusion.
9. Demonstrates an understanding of analysis, fact, evidence and hearsay and is able to make sound judgments taking these into account.
10. Demonstrates sound knowledge of Data Protection and Confidentiality requirements.

Skills and Abilities

1. Ability to prepare reports which demonstrate the work undertaken by the LADO in all areas of responsibility and feedback information to the MSCB and other groups of senior managers.
2. Ability to develop effective working relationships and undertake negotiation with third parties who are at various levels of seniority.
3. Ability to undertake audits and extract all relevant information from the audits.
4. Ability to take on any other relevant activities as deemed appropriate to ensuring the safeguarding and protection of children and young people.

Education/Training

Qualifications/Training

- Social Work qualification and registration with the HCPC
- Experience of managing others within a social work setting.