

Local Authority Designated Officer

Grade 10

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy.

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier, and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- **Ambitious** – We are ambitious for our communities and citizens.
- **Courageous** – We recognise our challenges and are prepared to make courageous decisions.
- **Empowering** – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Access to services and Family Support provides the single front door to children's services. The front door is underpinned by several key principles that include providing the right help at the right time that meets the child's needs and prevents needs escalating within Staffordshire's front door for Children's social care, our aim is to create an environment where families are supported from the onset to stay together safely and live well in their communities by building on their strengths and family and community networks. The aim of the Front Door for Staffordshire Children's social care is to create an environment where we 'Think Family' from the onset and how best to meet the child's needs and promote their outcomes. The front door manages statutory referrals, information and advice and

management of allegations against people who work or volunteer in a Position of Trust with children or young people under the age of 18.

Reporting Relationships

Responsible to: Risk Management Co-ordinator

Responsible for:

About the role

Ensuring that the Local Authority fulfils its obligations for managing allegations against staff and volunteers working with children in any setting within the Authority area. Being compliant with the requirements of Working Together 2018; the Education Act 2002, and Keeping Children Safe in Education 2021, other relevant legislation including the Children Act 1989, and the Children Act 2004, and Staffordshire Local Procedures.

To act as the lead Local Authority Designated officer (LADO) in all matters related to managing, reviewing and further developing the structures and processes in relation to allegations made against adults that 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 safety and excellence in practice into performance, behaviour and culture within the Authority.

To advise relevant senior managers on policy and operational matters related to allegations against staff.

Key Accountabilities:

- Operate a professional consultation service, providing advice and information to employers within Staffordshire, the commissioning Local Authorities, partner agencies, the voluntary sector and other organisations in relation to the management of allegations, safer recruitment and employment practices.
- 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.

- 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.
- To be responsible for the maintenance of clear records, including actions agreed and taken as a result of consultations and strategy meetings and the outcomes.
- To establish positive working arrangements, and work closely with Children's Services Social Care, Multi Agency Safeguarding Hub (MASH) and the Child Protection Exploitation Team (CPET) to agree appropriate thresholds and consistency of responses to such allegations, and ensure cases are effectively managed.
- To ensure that there are robust and appropriate mechanisms for information sharing between Police, Social Care, and employers for disciplinary or risk management purposes.
- To contribute to reviews and updates of local procedures and policies to ensure they remain compliant with relevant national policy, legislation and regulation, including equality and anti-discrimination legislation.
- To monitor Staffordshire's adherence to Staffordshire Safeguarding Children's Board (SSCB) procedures in relation to the management of allegations against staff. This includes some delivering of bespoke training for individual groups.
- To contribute to management information for reports, including an annual report to the SSCB and any other reports as may be required.
- To ensure clarification and consistent application of thresholds for referral to Children's Social Care and/or the Police, initiation and conduct of disciplinary cases, suspension, appropriate action regarding false and malicious allegations, providing an independent and appropriate challenge to investigations and outcomes of allegations.
- Chairing Position of Trust meetings, attendance at strategy meetings, liaising with chairs of strategy meetings, liaising with the Police and Crown Prosecution Service. To attend tribunals civil and criminal court as required.
- To ensure representation by appropriate agencies and professionals at meetings that relate to allegations against professionals, including the involvement of Ofsted and other relevant regulatory bodies where appropriate.

- To attend and contribute to Multi-Agency Public Protection Arrangement (MAPPA) panels as cover for the Core Representative of Childrens Services when required.
- To promote equality as an integral part of the role, treating everyone with fairness and dignity. Ensuring that the welfare needs of all parties concerned are addressed and regularly reviewed.
- To develop and maintain effective working relationships and communications with key statutory, voluntary and private sector agencies working with children and young people in the authority area to ensure their work in this area is compliant with Working Together 2018, Keeping Children Safe in Education 2021 and local SSCB Procedures.
- To provide advice and guidance to employers in relation to making appropriate referrals to the Disclosure and Barring Service (DBS) and regulatory bodies or associations regarding allegations against staff working with children. Examples of these are Ofsted, the General Medical Council (GMC), Football Association (FA) Teaching Regulation Agency (TRA), Health and Social Care Professions Council (HCPC), National Midwifery Council and Social work England.
- To assist and contribute to enquiries regarding Freedom of Information Requests, Subject to Access Requests and regular information sharing required by OFSTED.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.



The content of this Job Description and Person Specification will be reviewed on a regular basis.


Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> Professional Social Work qualification (DIP/SW, BA, MA or equivalent) Registration with Social Work England To have evidence of significant historical and present commitment to CPD 	<p>A/I</p> <p>A/I</p> <p>A/I</p>
	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Substantial post qualification experience in work with children and families with significant demonstrable experience in a statutory child care agency. Comprehensive knowledge and understanding of Key legislation and guidance; Staffordshire Child Protection Procedures, Working Together to Safeguard Children, Keeping Children Safe in Education, Children Act 1989 and 2004. Substantial knowledge and critical awareness of current practice issues, regulations and guidance relating to: i) Child protection and ii) Looked after children Experience and ability to chair complex inter-agency meetings in order to gather information, identify risks and progress the management of individual cases. Knowledge, skills and experience of child protection within a statutory local authority setting. Knowledge of the complexity of managing allegations against professionals, including investigations into non-recent allegations of abuse. Knowledge of conducting and/or managing investigations into allegations against staff or volunteers in a paid or unpaid capacity including foster carers Ability to challenge poor practice as appropriate and to facilitate sound decision making where there are opposing and conflicting views. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<p>Skills</p> <ul style="list-style-type: none"> • Ability to chair multi agency Position of Trust meetings. • Ability to communicate effectively with a wide range of people, verbally and in writing. • Demonstrable skills and ability to work under pressure to provide complex risk assessment and risk management relating to allegations against those in a position of trust in any role with children and keeping children safe in education. • Ability to set the highest possible service standards for work quality, adherence to deadlines and procedural requirements. • Ability to produce verbal and written reports to a range of audiences. • Devise and deliver workshops and training for CSC and multi-agency partnership on managing allegations against staff and volunteers. • Ability to advise and support multi agency partners about matters relating to allegations against staff or volunteers, including where there may be issues of threshold or complexity. • Ability to engage effectively with representatives from partner agencies and ensure a focus upon the child within the multi-agency process. <p>This post is designated as a casual car user.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300