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| **Post title:** | LADO |
| **Grade:** | N |
| **Responsible to:** | LADO Manager |
| **Staff managed:** | None |
| **Directorate:** | Children and Young People's Service |
| **Service:** | Safeguarding Unit |
| **Job family:** | **C&S - Care & Support** |
| **Date of issue:** | April 2024 |

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| Job context |
| The postholder will be a member of the Safeguarding Unit with particular responsibility for: allegations against persons working with children. They will be required to:   * Manage and coordinate the investigation of allegations against staff and volunteers working with children and ensure that cases are managed in line with NYSCP procedures, statutory guidance ‘Working Together to Safeguard Children’ 2023 and ‘Keeping Children Safe in Education’ 2023 ensuring both that children are safeguarded and staff are managed fairly. * Work collaboratively, as a member of the multi-disciplinary team within the Safeguarding Unit and with all member agencies of North Yorkshire Safeguarding Children Partnership to ensure the co-ordinated delivery of a comprehensive safeguarding service to safeguard children in North Yorkshire * Have a commitment to shared values and the common purpose of developing a culture of interagency working; including statutory bodies, third and private sector organisations. * Be responsible for Safeguarding initiatives and training delivery in relation to allegations against staff and volunteers * Ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users. |

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| Job purpose | The core focus of this job is:  As Local Authority Designated Officer, (LADO) to oversee and coordinate effective responses to allegations against individuals who work or volunteer with children in line with Working Together to Safeguard Children 2023 and NYSCP procedures.  Providing advice, guidance, support and challenge to senior managers within the local authority, North Yorkshire Safeguarding Children Partnership (NYSCP) partners and external organisations.  Develop and promote safeguarding policy and practice and advice senior managers within education and early years  Additionally the post holder will operate as a senior member of the Safeguarding Unit. |
| Operational Management: | * Manage the allegations against staff process: chair meetings; assess and manage risk; set actions; provide challenge and ensure clear and accurate recording. * Provide strategic safeguarding support advice and guidance to schools and early years settings. * Provide specialist consultation and supervision to LA staff and, where appropriate, other senior managers in respect of safeguarding and child protection in education * Be the Single Point of Contact for education and early years managers to progress NYSCP escalation procedures where there are professional disagreements * Contribute to reviews and audits * Ensure that allegations are managed within nationally prescribed timescales and in line with a fair and thorough process * Contribute to LA audits in order to assess trends and provide reports to the NYSCP * Contribute to work force development through the provision of advice on training materials |
| Partnerships: | * Provide advice and guidance to employers, managers and NYSCP partners, including voluntary organisations to manage and resolve allegations against staff and volunteers. * Develop and deliver NYSCP training on managing allegations against persons working with children * Support the work of the NYSCP by representing education and early years on subgroups and chair these as appropriate * Support the NYSCP to provide and promote: * Safer recruitment * Safer working practices * Good practice in managing allegations against staff * Provide support for NYSCP Serious Case and Learning Lessons Reviews |
| Communications: | * Ensure professionals provide information and support to children and their families who are involved in allegations, complaints and complex casework in compliance with NYSCP procedures. * Ensure that safeguarding practice within education and other agencies is undertaken in a way that ensures confidentiality and complies with professional standards and ethics |
| Systems and information: | * Interrogate databases to provide relevant management information and identify practice issues patterns and trends * Provide information for the NYSCP dataset regarding allegations against persons working with children * Provide statistical information as requested by the Department of Education (DfE) and/or other national bodies and organisations. * Respond to Freedom of Information (FOI) requests * Share information, as appropriate, with other agencies to ensure children are safeguarded * Manage and co-ordinate information sharing by issuing briefings for Co Councillors, Directors and Senior Managers) * Work with partners to provide press releases * Maintain a database and case recording system for allegations against staff working with children * Ensure that the database of Designated Senior Professionals is effective and up to date * In partnership with the NYSCP, collate safeguarding information from schools and early years settings in order to inform future planning |
| Safeguarding: | * Ensure that the safeguarding and protection of children and young people and promotion of their welfare is paramount in all work undertaken. * As LADOs, work in partnership with employers and the investigating agencies to implement good practice and compliance with statutory and local guidance. * Fulfil a duty of care to children and young people and promote safer working practice among the professionals working with them. * Lead on the development, promotion, review and implementation of NYSCP, LA, schools and early years safeguarding and child protection policies, procedures and guidance to ensure compliance with national guidance * Support schools and early years settings to meet the requirements of the Education Act 2002 Section 157 and 175 and the Childcare Act 2006 sec. 39 (1) (b) * Support the design of child protection training materials for schools and early years for: * Strategic leaders * Designated Senior Child Protection staff * Provide key updates to early years managers and school leaders * Provide support to School Improvement Forums and Early Years Senior Leadership forums. * Support and monitor safeguarding arrangements and compliance with DfE, Ofsted and the NYSCP procedures and standards in education and early years group settings |

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| Person specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Comprehensive and specialist knowledge of national guidance and legislation relating to children and young persons * Comprehensive and specialist knowledge of policies and procedures in relation to Child Protection and Safeguarding * Multi-disciplinary approach to problem solving. * Recording systems * Monitoring systems. * Substantial experience of inter-agency work with children within the context of safeguarding and child protection * Experience of mentoring and advising managers * Chairing meetings | * Organisational context of Service and relevant Support Services. * Delivery of training * Dealing with complaints and allegations against staff and volunteers working with children * Working with schools and early years settings * Design and delivery of training * Developing policies and procedures * Responding to media enquiries |
| Occupational Skills   * Effective Interpersonal skills * Ability to work co-operatively with other agencies. * Analysis of situation, personal experience and issues. * Decision Making with regard to child protection * Systematic recording and report writing. * Presentation skills * Information Technology Applications * Customer service orientation * Presenting In Service/Child Protection training * Taking notes/minutes of meetings * Analysis of information |  |
| Behaviours   * [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications   * Social Work Qualification or equivalent Level 4 professional qualification * Maintenance of social work registration with Social Work England | * Relevant post qualification training and experience |
| Other Requirements   * Ability to meet the travel needs of the post. * Availability to work outside office hours as necessary * Enhanced DBS with Barred List Check |  |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.