



Job Title: LADO

Job Number:

Service: Quality Assurance

Grade: 9

Location: Broadgate House

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To act as the Designated Officer (LADO) and lead on all matters related to allegations made against professionals in Positions of Trust that work in a paid and voluntary capacity with children.

To ensure the City Council complies with its statutory obligations around managing allegations against individuals and responds to and acts on all allegations in a clear, timely and appropriate manner.

Provide advice and guidance to employers, other agencies and voluntary organisations in Coventry regarding concerns or allegations against those working or volunteering with children and young people; allegations management and safe employment in accordance with relevant procedures and in a timely manner to maximise the safety and welfare of children and young people.

In Coventry the LADO also contributes to the oversight and management of historical allegations involving children and professionals and the management of wider risk posed to children.

Main Duties and Responsibilities:

- To comply with local and national guidance and procedures and in doing so support the continuous development and maintenance of a robust system for managing allegations against people who work with children.
- To ensure that responses to allegations are dealt with fairly, consistently and expeditiously;
- To contribute to developing and embedding safe practice into performance, behaviour and culture within the Council and partner agencies through the ongoing development and delivery of allegations management training.
- To maintain a LADO action plan in response to the changing local provider landscape in particular for difficult to reach sectors and organisations.
- Contribute to Children's Services quality assurance activity. Analyse LADO performance management information and support the Risk Management Coordinator to prepare and present reports to senior management and the Local Safeguarding Partnership.

- To promote links with other Local Authority Designated Officers through active membership of national and local LADO networks to ensure sharing of best practice protocols for continued service improvement
 - To develop and maintain effective working relationships and communications with key statutory, voluntary and private sector agencies working with children in Coventry and to develop and maintain links with appropriate HR Professionals in respect of management of safe recruitment practice and the resolution of cases in accordance with HR policy and procedure.
 - To advise relevant senior managers on operational matters relating to allegations against professionals in their employment using the established Need to Know process.
 - To participate in and contribute to the work of the CSCP including advising on and delivering LADO training.
 - To work with colleagues in the Risk Management Team to contribute to the design, development and future delivery of a collaborative training offer including LADO, Safeguarding in Education, Prevent and Child Exploitation.
 - Such other duties that are commensurate with this level of post. These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Angie Bishop – Risk Management Co-ordinator

Date Reviewed: 7th June 2021

Updated: 7th June 2021

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Area	Description
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Knowledge:	<ul style="list-style-type: none"> • Comprehensive knowledge and understanding of statutory requirements and practice in relation to safeguarding issues, and their relevance to statutory agencies, partner organisations and the City Council. • Sound understanding of partnership working arrangements and how to develop trusting and productive relationships. • Demonstrates a thorough understanding of the legal framework relating to managing allegations and current childcare legislation. • Demonstrates awareness of major research findings and serious case review inquiry reports relating to the management of allegations and the safeguarding of children. • Sound knowledge of diversity issues and of anti-discriminatory practice and the impact that oppression has on people accessing the service. • Sound knowledge of best practice regarding child protection and safeguarding. • Demonstrate knowledge of the evidence about what makes high quality practice in working with Children and Families ensuring children’s safety and welfare is central to all decision making.
Skills and Abilities:	<ul style="list-style-type: none"> • Excellent written and verbal communication skills with and the ability to communicate with a wide range of people both internally and externally. • Highly developed interpersonal skills to be able to work successfully in partnership with other statutory and independent sector agencies and manage a range of internal relationships. • Demonstrates skills in work planning, problem analysis, excellent time management skills with proven ability to prioritise work. • Ability to problem solve and manage competing demands under pressure. • Ability to negotiate with and influence a wide range of practitioners, managers and partners from other agencies.

	<ul style="list-style-type: none"> • Ability to make sound judgements based on analysis of the available information, quickly distinguishing between fact and information with no added value to the management of allegations. • Ability to prepare succinct reports and present these in a formal setting. • High level inter-personal skills, including the ability to develop effective working relationships, undertake high level negotiation with third parties and promote good customer care. • Demonstrates an understanding and commitment to equality of opportunity and anti-discriminatory practice and the ability to challenge and rectify discriminatory practice at individual and systemic levels. • Ability to maintain emotional resilience in working with challenging behaviour and attitudes. • Knowledge and understanding of the importance of quality assurance processes, performance management and the use of management information systems.
Experience:	<ul style="list-style-type: none"> • Substantial post qualifying experience in statutory safeguarding services for children and families. • Experience of chairing complex multi-agency meetings • Confidence and ability to work constructively with senior managers, offering a critical perspective and appropriate challenge • Experience of providing safeguarding supervision and support and challenging practice where necessary • Substantial experience of successful partnership working. • Experience and commitment to the use of IT systems and communication tools
Educational:	<ul style="list-style-type: none"> • Social Work Qualification (Diploma Social Work / Degree Social Work) Registration with HCPC. • PQ award or evidence of CPD, i.e. practice teachers award.
Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a Full Enhanced Disclosure and Barring Service (DBS) Check.

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