

Local Authority Designated Officer (LADO)

Reports to:	Service Manager Safeguarding and Quality Assurance		
Department:	Safeguarding and Quality Assurance	Grade:	PO7
DBS Status:	Enhanced and barred from working with children	Politically restricted:	No

Job Purpose

The Local Authority Delegated Officer (LADO) ensures that allegations against people who work with children, in a position of trust, are coordinated and that corresponding welfare concerns in relation to the child or children involved are taken without delay.

The LADO is responsible for overseeing and coordinating allegations against people who work with children by:

1. Receiving reports about allegations and to be involved in the management and oversight of individual cases;
2. Providing advice and guidance to employers and voluntary organisations;
3. Liaising with the police and other agencies;
4. Monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process;
5. Providing advice and guidance to employers in relation to making referrals to the Disclosure and Barring Service (DBS) and regulatory bodies such as Ofsted, the General Medical Council (GMC) etc.

As a member of the Safeguarding Team, the LADO also:

6. Provides expert safeguarding advice and consultation to the department and outside agencies.
7. Quality assures multi-agency service delivery and support and challenge practice in the best interest of our most vulnerable children and young people.
8. Identifies and promote areas of good practice and contribute to practice improvement

Values

Collaborate proactively.

Lead inclusively.

Embrace change.

Be bold and curious.

Celebrate and share our success.

Job specific roles and responsibilities

1. To manage and offer advice and consultation on allegations against people who work in paid employment or who are in voluntary work with children and young people.
2. To offer advice, consultation and support to parents and carers and members of the public who are concerned about individuals in a Position of Trust in line with local safeguarding procedures.
3. To inform Senior Managers of the seriousness and urgency of allegations that may bring the Council into disrepute and liaising with and working closely with Communications Office.
4. To ensure that robust mechanisms are in place to progress allegations effectively in line with local safeguarding procedures underpinned by Working Together 2026 and the London Child Protection Procedures.
5. 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.

6. To provide guidance, advice and training to professionals on the managing allegations process.
7. To assist in induction and training of peers and employees.
8. To ensure that children, young people and families are appropriately informed of procedures and processes and are supported and encouraged to make a full and active contribution to meetings if appropriate.
9. To ensure the appropriate management of allegations against people who work with children comply with local and national guidance and procedures and in doing so support in the development of a robust system for managing allegations against people who work with children and young people including offering advice to parents, members of the public, managers across the Children's workforce in Brent and other service areas.
10. To chair Allegation Against Staff and Volunteers meetings/Joint Evaluation meetings in line with Department for Education statutory guidance and advice and ensure appropriate mechanisms are in place to deal with matters swiftly and within agreed timescales.
11. To facilitate problem resolution in respect of adults who may pose a risk to children and including communication and ongoing contact with partner agencies.
12. To develop and implement quality assurance and performance management systems regarding the management of allegations process including action planning for difficult to reach sectors and organisations.
13. To manage and respond to practice issues, conflicts and dilemmas whilst prioritising the safety of the child(ren) in line with procedures and without delay.
14. To produce an annual activity report for the Executive Group of the Local Safeguarding Arrangements.
15. To work as part of the Safeguarding and Quality Assurance Service and represent the service in inter-agency or corporate forums, to prepare for and participate in local, national and regional decision making.
16. To develop and maintain systems to ensure statistical returns and reports are produced as required and to make use of Information Systems including information technology and to undertake training as necessary and share the learning with others in the service.
17. To contribute to the development of local safeguarding procedures and ensure that these are appropriately updated and promoted within the Children's workforce and are reflective of the national agenda.
18. To ensure that all work undertaken is in accordance with statutory requirements and data protection.
19. To contribute as necessary to reviews of safer recruitment practices and support the safeguarding and review service including chairing Child Protection Conferences and other meetings as necessary.
20. To carry out and contribute to an auditing framework to ensure compliance with service standards and quality assurance.
21. To deputise for the Safeguarding Service Manager when required.
22. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
23. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
24. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Qualification in Social Work and a registration with Social Work England.
2. Evidence of significant relevant Continuing Professional Development (CPD).

3. Knowledge and understanding of Working Together 2026 and legislation, policies, procedures and guidance relevant to child protection and the role of the LADO
4. A thorough knowledge of the legislation and DOH/DfE/HO guidelines relating to safeguarding policy.
5. An in-depth knowledge of child protection and childcare issues and the ability to set high standards to promote best practice in this area

Experience

1. Substantial experience as a Team Manager or equivalent with evidence of managing complex, multi-agency child protection issues and driving good practice.
2. Substantial and demonstrable experience of managing allegations against people working in positions of trust with children and young people.
3. Track record of achievement at a management level in a similarly large and complex organisation including:
 - Working in a range of roles across CYP
 - Developing outcome focussed multi-agency plans to meeting individual children's needs
 - Effectively providing support and challenge to team managers, social workers and partner agencies in delivering outcome focussed interventions, plans and services
 - Confidence escalating issues of concern as appropriate
 - Ensuring that the statutory duties of staff are understood and exceeded
4. Experience of quality assurance including completing high quality audits and using these to drive practice improvement

Skills and Abilities

1. Ability to support and challenge social workers, partners and managers to provide the highest quality of service in the interest of children and young people
2. Ability to escalate to senior management in an appropriate, outcome focussed manner
3. Ability to identify practice trends and drive improvement in practice and multi-agency working
4. Ability to manage workload using discretion and initiative with minimal supervision
5. Ability to build positive and effective working relationships with partner agencies
6. Ability to keep comprehensive professional recordings in a timely fashion using the appropriate data recording system
7. Communicating and influencing skills.
8. Contribute to the longer-term development of the service area.
9. Ability to make decisions and plans that optimise results
10. The ability to plan and deliver efficiently
11. The drive and tenacity to achieve quality performance and to see a job or project through to final completion to the highest standard
12. Ability to motivate people to achieve high levels of performance by establishing goals and clarifying direction
13. Able to analyse, interpret and present information effectively for action and decision making
14. Ability to manage difficult or high-risk casework
15. Able to develop oneself within the role
16. Able to cope with pressure in an appropriate manner
17. A collaborative corporate player with a strong team spirit and respect for others
18. A customer focused individual with a personal commitment to service improvement
19. A strong role model who demonstrates a personal commitment to high standards of public service, honesty and integrity and professionalism; equality diversity and inclusion

20. Demonstrable written and verbal communication skills including the ability to produce and deliver written reports and presentations in a range of forums and to senior management
21. The ability to analyse working methods and develop new ways of working which promote efficiency, including contributing to the development of IT/IS and other systems
22. The ability to plan well in advance, organise effectively and work to time scales
23. The ability to manage personal time, competing demands and respond flexibly to changing needs and priorities to ensure that services remain safe and risks to children and young people are minimised
24. The ability to provide expert advice and guidance to managers to enable them to effectively exercise their professional judgement and make their own decisions
25. The ability to record, analyse, monitor and report on a range of management information, interpreting numerical and statistical data where necessary

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs