

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Children's Social Care / Children and Family Services / IAA & Safeguarding
POST:	Local Authority Designated Officer
GRADE OF POST:	GR13
RESPONSIBLE TO:	Group Manager – IAA & Safeguarding

JOB PURPOSE:

Acting as Local Authority Designated Officer (LADO), be responsible for ensuring the Council complies with its statutory obligations in relation to managing allegations made against staff and volunteers who work with children in Bridgend County Borough Council, in accordance with Wales Safeguarding Procedures.

Be responsible for the management of all allegations, ensuring the provision of information, advice and guidance to relevant senior managers in CTMSB partner agencies, internal BCBC Services, commissioned services and relevant voluntary organisations and ensuring that the allegations are dealt with fairly, consistently and expeditiously.

Work collaboratively with all partner agencies to develop and promote good practice for the safeguarding and protection of children and young people.

Support the work of the Cwm Taf Morgannwg Safeguarding Board to drive forward relevant improvements in line with the strategic objectives set for Children's Services.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Have overall responsibility for the operational and strategic effectiveness of the Council's LADO Service including specific case work management/staff supervision, service development and maintaining key relationships with local, regional, and national partner agencies.
- Have management and oversight of individual cases in relation to allegations made against people who work and/or volunteer with children, ensuring the Authority complies with local and national guidance and procedures and that all allegations are dealt with fairly, consistently, and expeditiously.
- Provide professional and robust advice to a staff across the Social Services and Wellbeing and Education, Early Years and Young People Directorates as well as other agencies regarding individual case management, in line with legislation and best practice.
- Play a lead role in developing and embedding safe practice and excellence into performance, behaviour and culture within the Council and partner agencies through the ongoing development and delivery of allegations management training.

- Develop and maintain effective working relationships and communications with key statutory, voluntary, and private sector agencies working with children in Bridgend and to develop and maintain links with appropriate HR Professionals in respect of management of safe recruitment practice.
- Be responsible for reviewing and developing the existing processes and procedures covering allegations made against those that work with children.
- Be responsible for developing and maintaining effective systems of performance management and to develop a robust auditing system to ensure quality assurance.
- Represent the IAA & Safeguarding service and the Council in multi-agency forums, working parties, local, regional and national bodies to contribute to the exchange of information and the promotion of best practice/'practice excellence' developments.
- Provide advice, guidance and training to teams and Managers team who may be involved in Child Protection issues, to ensure a unified approach to managing allegations made against staff and volunteers who work with children in Bridgend County Borough Council.
- Chair and co-ordinate meetings in relation to allegations made against people who work with children and young people.
- Advise relevant senior managers on policy and operational matters related to allegations against staff.
- Lead on local reviews or audits into the effectiveness of safe recruitment practice as required.
- To prepare management information and reports as may be required.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Bridgend County Borough Council

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

www.bridgend.gov.uk



Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification
Local Authority Designated Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Social work qualification (Diploma Social Work / Degree in Social Work). • Registration with Social Care Wales. • Ongoing relevant professional development and training including Safeguarding. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & 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. • Substantial experience of successful partnership working. • Experience and commitment to the use of IT systems and communication tools. • Comprehensive knowledge and understanding of statutory requirements and practice in relation to safeguarding issues, and their relevance to statutory 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	agencies, partner organisations and the Council.		
Knowledge & Experience Continued	<ul style="list-style-type: none"> • 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 child practice 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. • Demonstrable knowledge about high quality practice working with Children and Families to ensure children's safety and welfare remains central to all decision-making processes. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
Skills & Personal Qualities	<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. 	Yes	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> • 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, undertaking high level negotiations with individuals. • 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. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>Skills & Personal Qualities (continued)</p>	<ul style="list-style-type: none"> • 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. • The ability to communicate through the medium of welsh. 	<p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>