



Job description	
Job title	Local Authority Designated Officer (LADO)
Grade	Grade Q SCP 42-43
Directorate	Children's Services
Section/team	Safeguarding and Quality Assurance
Accountable to	Service Manager, Safeguarding and Quality Assurance
Responsible for	No supervisory responsibilities
Date reviewed	March 2025

Purpose of the Job

As the Local Authority Designated Officer (LADO) you will ensure that safeguarding allegations against those who work with children and young people are managed effectively and fully considered.

Working within a multi-agency context you will use your extensive experience of social work and safeguarding to provide advice, guidance, support, and challenge to organisation's that work with children when one of their employees and/or volunteers faces an allegation and in doing so you will be helping to ensure children, young people and families in Knowsley are protected.

You will also contribute to the operational effectiveness of the Child Protection and Review service and be responsive to the challenges of inter-agency working to achieve effective safeguarding arrangements for the children and young people of Knowsley.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To take the lead responsibility for ensuring a high-quality, professional LADO service, dealing with allegations or concerns about adults, and those over 16 years, in a position of trust with children, whether a professional, staff member, foster carer or volunteer.



2. Provide advice and guidance to employers and voluntary organisations, liaise with the police and other agencies, and manage and monitor the progress of cases to ensure that they are dealt with as quickly as possible and are consistent with a thorough and fair process.
3. Report regularly to the KSCP on the number, nature, and progress of cases.
4. Meet with Named Senior Officers on a quarterly basis to monitor organisational response to allegations made against professionals
5. Maintain accurate LADO records through utilising LADO workspace on ICS and other processes, as required
6. Oversee and manage matters arising from an allegation that a person in a position of trust has harmed or is a risk to children, providing support, advice, guidance, and challenge
7. Create and present the LADO annual report and other reports on LADO practice for senior leadership, as required
8. To support partner agencies to review and develop their recruitment and employment processes to meet safer recruitment/ employment objectives and standards, including commissioned services
9. To ensure that employers and voluntary organisations maximise opportunities to safeguard children and protect them from abuse and escalate concerns about failure to do so in order that organisations are held to account
10. To promote a culture of learning in relation to cases requiring reflection and may be asked to lead local reviews or audits into the effectiveness of safe recruitment practice
11. To contribute to the delivery of training to children's organisations to promote safer working practices and organisational cultures, which protect children
12. To ensure the council is compliant with its statutory duty to safeguard children in the Knowsley area and promote organisational cultures, which safeguard the children who use them
13. Ensure the maintenance of the child protection and looked after children management systems, in line with legislative requirements, Department for Education regulation/guidance and the service area's policies and procedures
14. Manage allocated resources in a timely, cost effective and performance orientated manner. Be responsible for challenging and reporting, where services do not meet the required standards
15. Monitor the accuracy of the information held regarding children who are on a Child Protection Plan and Children who are Looked After
16. Ensure functions in line with the IRO handbook are carried out



17. Conduct Child Protection Conferences and Looked After Children Reviews in line with legislation, Policy and Procedure, where requested
18. Conduct audits of work, as outlined in Knowsley's Quality Assurance and Learning framework and Reg 44 visits to Care Homes, where requested
19. Have a significant role in the improvement of standards and quality across agencies through influence in the chairing role
20. Participate in the regular collection, collation, analysis and reporting of performance management information which meets the needs of the service area, the wider Council and service users
21. Personally, conduct case reviews / investigations, recommending changes to procedure and practice considering experience and in accordance with legislation and best practice
22. Undertake individual case management reviews pursuant to Chapter 8, Working Together to Safeguard Children and represent the service on Serious Case Review Panels
23. Work with and support other services and organisations to ensure a 'joined up' approach to safeguarding children and take a co-ordinating role, where child protection issues arise.
24. Any other duties (commensurate with the grade), which will assist the Service in meeting its objectives

Other

To actively support the work of the Safeguarding & Quality Assurance Service Manager.

Supervision Received

- Supervising Officer Job Title – Service Manager, Safeguarding & Quality Assurance.
- Level of Supervision – Plan own work to ensure the meeting of defined objectives.

Supervision Given

- Specialist consultation provided to multi-agency staff and other social work practitioners and managers regarding child protection and looked after issues.

Special Conditions

Flexibility in working arrangements will be essential

Health and Safety

In order to comply with Corporate Manslaughter legislation:

- To use equipment as instructed and trained.



- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.