**Job Description**

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| Job Title: Local Authority Designated Officer (LADO) |
| POSCODE: |
| Grade: P3  **The LADO is a statutory post. The LADO is responsible for managing all allegations made against adults in a position of trust role working or volunteering with children.** |

**When a referral is made the LADO is responsible for progressing the referral and offering advice and support to referrers. LADO has oversight of all investigations to ensure a fair, proportionate evidence-based outcome is achieved. The LADO must ensure the voice of the child is heard and is considered throughout the LADO process.**

**LADO is multi-agency work and as such LADO works in partnership with all relevant agencies to ensure the role of LADO is well known. LADO provides training to help ensure contact is made with LADO when it is appropriate to do so.**

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|  | **Main accountabilities** |
|  | To implement the guidance from Working Together to Safeguard Children and Keeping Children Safe In Education guidance. |
|  | To work with the LADO team to monitor the LADO email box and ensure all LADO referrals are progressed. Once sufficient evidence has been gathered to make a threshold decision to advise referrers of next steps. |
|  | To convene LADO Allegations Management Meetings (AMM), Chair AMM’s and ensure the minutes of the meeting are approved and distributed. |
|  | To monitor the progress of open LADO cases to ensure there is a timely resolution. |
|  | To ensure all information shared with LADO is recorded in an accurate and professional manner. Information recorded by LADO is used for LADO reports. |
|  | To work with the LADO team to agree, plan and deliver LADO training sessions within Cambridgeshire Children’s Services and for relevant partner agencies. |
|  | To be the Cambridgeshire Childrens Services representative at all MAPPA Level 2 meetings. |
| 8 | Demonstrate an awareness and understanding of equality, diversity and inclusion. |
| 9. | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030. |
| 10 | **Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*  We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.  We require you to understand and demonstrate this commitment. |

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Professional Social Work qualification and registration. |  | **Essential** |
|  | Previous experience and specialist knowledge in the LADO role. | **Desirable** |
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Minimum levels of knowledge, skills and experience required for this job

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| Identify | Describe | Essential/Desirable |
| **Knowledge** | Knowledge of relevant legislation and policy such as Working Together to Safeguard Children 2023 and Keeping Children Safe In Education. | Essential |
|  | Knowledge of risk and how to manage risk. | Essential |
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| **Skills** | Experience of chairing multi-agency meetings. | Essential |
|  | Experience of working with partners from a variety of agencies and developing positive working relationships with partner agencies. | Essential |
|  | Excellent analytical and risk assessment skills. | Essential |
|  | Understanding risk and ability to manage risk keeping children at the centre of all work undertaken. | Essential |
|  | Experience in gathering data, writing reports and presenting reports. | Desirable |
|  | Ability to disseminate information to Senior Managers. | Desirable |
|  | Effective organisation and time management skills, in order to meet service objectives and deadlines | Essential |
|  | Ability to use IT systems effectively. | Essential |
| **Experience** | Degree in Social Work or equivalent, with post qualifying experience. | Essential |
|  | Registration with Social Work England. | Essential |
| Equality, Diversity and Inclusion (applies to all roles). | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | Essential |
| Net Zero (applies to all roles). | Ability to contribute towards our commitment of becoming a net zero organisation. | Essential |
| Safeguarding (applies to all roles working with children/vulnerable adults) | Demonstrate an understanding of the safe working practices that apply to this role.  Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | Essential |

**Disclosure level**

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| What disclosure level is required for this post? |  | Standard |
|  | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid  X | Field | Remote | Mobile |