

## Kent County Council

### Job Description: *Local Authority Designated Officer (Safeguarding)*

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**Directorate:** Children, Young People and Education

**Unit/Section:** County LADO Service

**Grade:** KR12

**Responsible to:** County LADO Manager

#### **Purpose of the Job:**

The Officer (Safeguarding) has responsibility for managing the Local Authority Designated Officer functions across Kent. The key purpose of the job is to manage the process when an allegation is made against a member of the children's workforce in Kent. In addition the post holder is responsible for supporting the wider safeguarding functions of the Unit.

#### **Main duties and responsibilities:**

1. To carry out agreed actions as identified in the Safeguarding Unit Business Plan and to be responsible for maintaining high standards of professional practice and social work ethics. Duties to be carried out within the overall team ethic of the Unit that strives to provide consistency and mutual support across the county.
2. To attend, commit to and contribute agenda items or case studies to the Safeguarding Unit meeting and the monthly Team meeting.
3. To provide the initial point of contact for managers within the Kent children's workforce when an allegation of abuse has been made against a member of staff, and be responsible for co-ordinating the LA response to ensure the safety and protection of the child is maintained in line with the expectations of the LADO function and KSCMP Operational Guidelines. This will also require work with the employer to ensure their duty of care to the member of staff is also considered.

4. To work collaboratively with managers and personnel colleagues in all agencies as appropriate, in managing the aftermath of a serious child protection incident involving an allegation against a member of staff.
5. To act as a designated officer as required by DfE guidance, by providing consultation, support and challenge where appropriate to employers on safe working practice. This will include advice on assessing risk and suitability when an employee's own children come to the attention of the statutory agencies or the partner of a professional is convicted for an offence against a child. A key element of this requirement is a commitment to partnership working that builds trust and confidence with employers across the workforce.
6. To contribute to the delivery of a county wide training strategy that provides appropriate up to date training on managing allegations or when commissioned to do so by KSCMP.
7. To respond to formal requests from Ofsted regarding complaints or pre-inspection safeguarding information in a timely fashion. Ofsted make such requests to the LADO before every care standards inspection of residential special schools situated in Kent.
8. To maintain a database within the parameters of KCC policy that records details of consultations, allegations against staff and outcomes from investigations. Data to be presented in an annual report for KSCMP that can be used to collate statistics for DfE purposes.
9. To engage fully in professional supervision and appraisal process and where appropriate provide line-management and supervision to support staff in line with KCC policy. Post holder to take responsibility for personal and professional development and to keep abreast of current child protection thinking and legislative initiatives to evidence ongoing Social Work England registration.
10. The post holder may on occasions be delegated tasks that are not specifically referenced in this job description, which in line with KCC policy will be evaluated and reviewed on an annual basis in conjunction with the post holder as part of the appraisal process.

The post holder must carry out their duties in accordance with the KCC Equal Opportunities and Diversity Policy Statement, the Safeguarding Unit Policies, the Health and Safety Policy and the Service's requirements and standards.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: *Local Authority Designated Officer (Safeguarding)*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• A professional Social Work qualification (CSS, CQSW, DipSW) with significant, proven post qualifying experience.</li><li>• Social Work Registration with Social Work England</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Significant, proven post qualifying experience including experience working within a Child Protection Agency, and an in-depth knowledge of the policy and legislation relating to safeguarding children in regulated activity.</li><li>• Experience of working within a politically sensitive environment that requires liaison with the press office in cases of potential adverse media coverage.</li><li>• Experience that can demonstrate effective team membership and evidence of ongoing professional development.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively both verbally and in writing (including IT skills), with a range of multi agency representatives, PVI staff, education staff, professional colleagues, parents and young people where appropriate.</li><li>• Ability to monitor standards, gather evidence and report accurately and objectively on aspects of practice under investigation or subject to audit within established confidentiality parameters.</li><li>• Ability to work with minimal supervision and oversight in developing a work pattern that facilitates the effective discharge of duties defined by the post.</li><li>• Have a well-developed sense of self-awareness and the ability to reflect on professional practice and developmental needs.</li><li>• The ability to plan and deliver training materials effectively to a range of course participants where appropriate.</li></ul>

	<ul style="list-style-type: none"> <li>• Ability to work to the principles of anti oppressive practice when working with partners and users of the service that recognises the rights of the individual to be heard, to be treated fairly and to be afforded opportunities to pursue their potential regardless of their race, age, gender disability or sexual orientation in line with KCC equal opportunities Policy.</li> <li>• Ability to challenge practice assertively in a manner that does not undermine professional working relationships.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>

# Organisational responsibilities

## Job description guidance



All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

### Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

### Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

### Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

# Organisational responsibilities

## Job description guidance



### Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent •  
Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.