

## Role Profile

<b>Service:</b>	<b>Family Services - Social Care – Safeguarding and Quality</b>
<b>Location:</b>	<b>NLBP</b>
<b>Job Title:</b>	<b>R115 Allegations Team Manager (LADO)</b>
<b>Grade:</b>	<b>K</b>
<b>Post No.:</b>	
<b>Reports to:</b>	<b>Head of Safeguarding and Quality</b>

### 1. Purpose of Job:

- To be responsible for ensuring that the Authority fulfils its obligations for managing allegations against staff and volunteers working with children in any setting within the Authority area, compliant with requirements of Working Together 2010; the Education Act 2002, and Safeguarding Children and Safer Recruitment in Education 2006 Chapter 5 2006, other relevant legislation including the Children Act 1989, and the Children Act 2004, and Local Procedures.
- The LADO work is a high risk complex area of practice and the manager must ensure that all investigations and outcomes are carried out thoroughly and safely and must ensure that other members of the team are upskilled to be able to do this work in the postholders absence
- To act as the lead local authority designated officer in all matters related to establishing, reviewing and further developing the structures and processes in relation to allegations made against those that work with children.
- To ensure that responses to allegations are dealt with fairly, consistently and expeditiously across all service areas, working positively and effectively in partnership with all stakeholders and partner agencies.
- To contribute to embedding safe practice into performance, behaviour and culture within the Authority.
- To develop specialist knowledge in the field for which the post carries management responsibility, acting as a resource to both peers and more senior colleagues.
- To work with the Heads of Service and Assistant Director Social Care in meeting all operational and strategic developmental demands on the service contributing to the management of the service as whole.

## **2. Key accountabilities/duties/responsibilities:**

### **2.1. Key Accountabilities**

- As LADO to lead in the operational management of allegations against staff for Barnet Safeguarding Board ensuring that the management and investigation of these allegations are carried out fulfilling all requirements under legislation and guidance.
- To assess the level of risk to users, ensuring that the highest priority work is dealt with first and that the safety and wellbeing of the child is secured. This includes giving advice to assist with making decisions about the immediate safety of children at risk of significant harm where there is an allegations element. This will also include giving advice to other agencies about disciplinary measures including suspension of staff and leading the professional network in allegations matters
- Ability to assess the risks to individual children as well as to staff and organisations
- To manage publicity issues relating from LADO work in conjunction with Council press officers
- Taking the lead on allegations investigations which may be very complex involving multiple perpetrators and victims and organisations
- To convene and chair all allegations meetings and ensure that excellent records and systems are kept
- To contribute to training to the multi agency network in relation to allegations against staff and operation of guidance and regulations.
- To provide briefing reports to senior management and where requested to members and the press in respect of these allegations.
- To provide guidance and leadership to senior management across the children's workforce in relation to procedural requirements in respect of Allegations against staff
- To contribute to securing good outcomes for children and the most efficient use of the council's resources.
- To deputise for the Head of Service, including attendance at Children's Service Management meetings and Barnet Safeguarding Children Board, taking the lead in relation to specific, project and service developments.
- To deliver continuous improvement within the context of council policy and the Corporate Plan as well as in relation to national and local objectives and targets.
- To maximise the participation of children and their families in service and case planning.
- To promote the role of the council as a corporate parent.
- To ensure a prompt and thorough response to complaints and enquiries.
- To ensure that all services meet statutory and legislative requirements and standards.
- To ensure compliance with legislation, guidance and government initiatives related to childcare.
- To fully take part in all QA and audit work across the department
- To develop and manage information systems which improve service delivery, including gathering and analysing information in order to facilitate effective decisions.

- To ensure staff maintain appropriate up to date records, both manual and computerised and take appropriate steps to maintain security and confidentiality.
- To gather management and statistical information relevant to the LADO work
- To keep abreast of new legislation, guidance and regulations.
- To use IT systems to their full and proper use and undertake training where required.
- To assist in the development of policies, procedures and working practices at local, divisional T assist the HOS to develop and implement a strategy for the division, particularly in relation to LADO issues.
- To develop and maintain effective working relationships at an operational level with relevant statutory and independent sector agencies.
- To chair meetings attended by colleagues and the multi agency network including designated leads for child protection/corporate parenting.
- To chair complex strategy meetings involving issues of organised abuse and on complex child protection matters as directed by the Head of Safeguarding.
- Where required to cover the work of the team by chairing CP conferences or LAC reviews.
- To assist the Head of Service to discharge the overall management functions of the division and participate as a member of the Management Team.
- To assist the HOS to develop and implement a strategy for the division, particularly in relation to LADO issues.
- To be responsible for all reporting on and analysis of LADO work in Barnet including reporting to the BSCB and committee and senior management meetings. To investigate and prepare replies to Freedom of Information requests and Members' enquiries, and to deal with complaints according to corporate procedures
- To ensure all LADO systems are compliant with all national guidance and inspection regimes

## **2.2. Other Responsibilities**

- To identify structural/organisational barriers to good child care practice in child protection, allegations against staff and looked after work and prepare briefing papers and recommendations for change to senior managers. To identify these obstacles both within Children's Service and across the multi agency network and work with partners and colleagues creatively to address these difficulties.
- To manage the Subject Access Request Officer and to support the SARs officer in maintaining a high quality service, meeting timescales and ensuring due regard to all data protection issues
- To think creatively and imaginatively in order to solve complex professional problems concerning individual children, their families and other carers.
- To develop and maintain effective working relationships with relevant statutory and independent sector agencies e.g. teachers, doctors, psychiatrists, health visitors, police officers, requiring the capacity to advice and influence as appropriate.
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- To conduct management reviews of cases where directed by the Childrens Service Management Team and Barnet Safeguarding Children Board.

- To ensure issues of equality are addressed in all the work of the Safeguarding division.
- To take part in working groups to deal with specific issues or tasks as requested.
- To assist in the development of policies, procedures and working practices at local, divisional and inter-agency levels.
- To assist in the co-ordination and management of team and service area meetings.
- To assist the Head of Service to discharge the overall management functions of the Service Area, and to participate effectively as a member of the service area management team.
- To assist the Head of Service to develop and implement the Family Service Business plan, Team Plan and any other Action Plans as necessary.

### **2.3. Staff Responsibilities**

- To participate in recruitment, arrange staff induction, appraisals, training and professional development.
- To implement Health and Safety Legislation/Guidance
- To act as line manager for specified staff, exercising all those powers and duties delegated under Standing Orders and procedures.
- To develop staff to achieve their full potential.
- To provide professional supervision to members of the team.
- To ensure equality of opportunity for all employees within a culture of fairness, respect and mutual support.
- To build teams and ensure effective working relationships.
- To create a positive employee relations climate.
- To ensure that staff managed establish and maintain appropriate professional boundaries with colleagues and service users.
- To promote a culture of staff care within the context of health and safety legislation, policy and guidance.
- To ensure compliance with hcpc codes of practice for employers and employees working in social care.
- To ensure compliance with the council's/service's supervision and appraisal policy and the promotion of a culture of performance management by objectives and targets.

### **3. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

#### **4. Flexibility**

- The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.
- This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

#### **5. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

## PERSON SPECIFICATION

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### Knowledge, training and experience

#### Experience Relevant To post

- Extensive experience in the field of Social Work relating to Children and their Families (minimum of three years)
- Experience as a Social Care manager
- Knowledge of child care legislation, regulation, guidance and standards
- Knowledge of current developmental and research issues in relation to children and families' social work
- Detailed understanding of LADO work
- Ability to ensure that safeguards are in place to protect children, that there is challenge to inappropriate behaviour and that professional boundaries are maintained.

#### Education

- CQSW/Dip.SW or equivalent recognised qualification.

#### Training

- Training in Management and Supervision, including Disciplinary Procedures.

#### Special Requirements

- Full driving licence

### Skills

**Planning, organising and controlling skills**

- Excellent organisational skills
- Ability to manage change and deal with stressful and demanding work situations
- Ability to represent Children's Service at interagency level and committee level

**Communication and influencing skills**

- High standard of written and verbal reasoning skills
- Ability to analyse data and create developmental initiatives.
- Ability to produce reports to a high standard.
- Ability to develop and lead staff
- Ability to build positive relationships with partner agencies
- Ability to represent the department in all forums on LADO issues including reporting to the BSCB and committee and to senior management
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**Initiative and Innovation skills**

N/A

## Supplementary Information Form

<b>Post Title</b>	<b>R115 Allegations Team Manager (LADO)</b>
<b>Service Area</b>	<b>Family Services - Social Care – Safeguarding and Quality</b>
<b>Job Ref Number</b>	
<b>Budget management accountability</b>	N/A
<b>Staff management accountability</b>	N/A
<b>Physical effort</b>	<ul style="list-style-type: none"><li>• Ability to be on call as required</li></ul>
<b>Working environment</b>	N/A
<b>Commitment to council's Aims and Values</b>	<ul style="list-style-type: none"><li>• Ability to demonstrate commitment to equal opportunity policies and practice.</li><li>• Knowledge of equal opportunity service delivery and staff issues.</li></ul>

## Role Profile Checklist

- 1 The role profile contains a **job purpose** statement that clearly and concisely describes the overall purpose of the job. This should be a short statement, usually 2 or 3 sentences at the most.
- 2 The role profile contains a number of **accountability or responsibility** statements that describe the role in more detail.
- 3 The role profile contains a **person specification** that clearly details the knowledge, skills and experience required by somebody to carry out the job.
- 4 The role profile contains the level and type of qualification (or equivalent experience) required to carry out the job
- 5 The SIF contains specific information concerning accountability for managing or monitoring budgets and/or the management or supervision of other people.
- 6 The SIF contains specific information concerning the physical effort and/or working conditions experienced in the role. (over and above 'normal' office environment)

### DECLARATIONS

This role profile and supplementary information form provides a fair reflection of the responsibilities, duties and demands of the role and the knowledge, skills and competencies required to carry it out.

Line manager to tick the appropriate boxes below:

- 1 Consulted with individual jobholder if applicable (do not tick if the job covers more than one jobholder)
- 2 Consulted with group/sample of jobholders if applicable (do not tick if the job covers just one jobholder)
- 3 Trades union involved in the update process if applicable (please tick if a trade union representative has been involved in the update process. For example, if the individual is a union member and requested their rep be involved or where there are larger groups of employees)

Line Manager	Head of Service
Print	Print
Sign	Sign
Date	Date