

SEFTON COUNCIL – CHILDREN’S SERVICES

JOB DESCRIPTION

Department: Children’s Services **Post No:** 89488

Service: Safeguarding Children Service

Job Title: Designated Officer for the Local Authority

Grade: J

Responsible to: Service Manager

JOB PURPOSE:

To act as the lead Designated Officer for the Local Authority on all matters relating to allegations made against those that work with children, in order that the Local Authority can comply with the responsibilities and functions as set out in Working Together to Safeguard Children (DfE).

To respond effectively and confidently to allegations made against professionals, volunteers and carers across the Children’s workforce.

To ensure that timescales are met in holding strategy meetings and investigation processes in accordance with the Local Safeguarding Children Board (LSCB) Allegations Against Professionals, Volunteers and Carers Procedure and undertake the monitoring and evaluation of this process.

To support development work in specific areas around safeguarding priorities as they emerge.

MAIN DUTIES

1. To act as the first point of contact for all allegations that are made against professional staff, volunteers and carers, in accordance with the Local Safeguarding Children Board (LSCB) Allegations Against Professionals, Volunteers and Carers Procedure.
2. Where an allegation appears to meet the criteria set out in Working Together, and the LSCB Safeguarding Children Procedures, to provide oversight of the management of the case.

3. To Chair Allegations Strategy Meetings ensuring consistent response to safeguard and protect the welfare of children.
4. To ensure a consistent, fair, timely and thorough process for all adults working with children and young people against whom allegations are made
5. To support all employers and voluntary organisations in relation to all aspects of the work relating to allegations made against professionals and carers.
6. To advise relevant senior managers and members on policy and operational matters related to allegations against staff, in consultation with managers in Social Care and the Police as appropriate.
7. To work with partner agencies to ensure that inter-agency policies, procedures and practices are compliant with government guidance and to contribute to the development of relevant single agency procedures in relation to the management of allegations of abuse. To be an active part of a regional network of LADOS.
8. To work with relevant HR professionals in partner agencies to ensure that all procedures, practices etc are compliant, to support the embedding of relevant knowledge and understanding and to ensure the threshold for referral is understood across all agencies.
9. To work with employers, to ensure that the referral of cases to the Disclosure and Barring Service (DBS) as well as other relevant regulatory bodies.
10. To create and maintain an up to date list of contact details of senior managers to whom allegations must be reported in all services, (including head teachers/principals) and partner agencies.
11. To ensure that all investigations, and their associated meetings are organised and managed within the required timescales and in line with relevant guidance.
12. To establish and maintain systems for recording of progress and process, monitoring of time scales, audit and reporting arrangements.
13. To monitor, audit and quality assure all processes related to the Allegations against Professionals Guidance and provide qualitative and quantitative reports to the Local Safeguarding Children Board (LSCB) as required.
14. Ensure a system is in place for the safe and confidential storage of every case for the appropriate storage periods. Ensure the control of information in respect of individual cases in accordance with accepted Data Protection and Confidentiality requirements.

15. To undertake any other duties, appropriate to the work and grade of the post, as may be directed from time to time in order to meet the exigencies of the service.

SPECIAL CONDITIONS

A casual car user allowance is payable.

CONFIDENTIALITY

Since confidential information is involved, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

GENERAL

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

Designation: ***Service Manager***

Date: ***April 2024***

**SEFTON COUNCIL
Children's Services
PERSON SPECIFICATION**

<p><u>Designated Officer for the Local Authority</u> PERSON ATTRIBUTES REQUIRED (on the basis of job outline)</p>	<p>Essential (E) Desirable (D)</p>
<p><u>QUALIFICATIONS</u></p> <p>1. Social Work Qualification (CQSQ – DipSW or equivalent)</p>	<p>E</p>
<p><u>EXPERIENCE</u></p> <p>1. Experience and understanding of child protection and childcare work. 2. Experience of designing and undertaking quality assurance or similar projects. 3. Experience of undertaking research. 4. Experience of co-ordinating and chairing multi-agency meetings.</p>	<p>E E D E</p>
<p><u>KNOWLEDGE</u></p> <p>1. A thorough understanding of child protection procedures, guidance and legislation, e.g. Children Act 1989; Children Act 2004; Working Together to Safeguard Children (DfE). 2. A knowledge of Safeguarding Children Procedures and Allegations Against Professionals Procedures. 3. Thorough understanding of Data Protection issues.</p>	<p>E E E</p>

<p><u>SKILLS/ABILITIES</u></p> <ol style="list-style-type: none"> 1. Ability to liaise effectively across disciplines and organisations at all levels. 2. A demonstrable understanding of quality assurance methods and systems. 3. Ability to analyse complex information and present detailed reports. 4. Demonstrable written and verbal communication skills. 5. Time management skills and ability to adhere to strict timescales. 6. Excellent communication and an excellent track record of multi-agency working. 	<p>E E E E E E</p>
<p><u>SPECIAL REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1. A full driving license and car available for work 	<p>E</p>
<p><u>OTHER</u></p> <ol style="list-style-type: none"> 1. A satisfactory level of attendance (all absences will be clarified and discussed further at interview) <p><u>Special Requirements</u></p> <ol style="list-style-type: none"> 2. This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act, the successful candidate must be able to obtain satisfactory DBS check in order to be appointed to the post. In this respect a DBS check will be undertaken prior to confirmation of appointment. 	<p>E E</p>