

## Appendix 1: Oxford City Council Safeguarding Action Plan June 2017-June 2018



### Key Influences/inputs

- Corporate Plan
- The Section 11 Self-Assessment Audit
- Woods Review
- OFSTED Report Oxfordshire County Council
- Youth Ambition Audit
- Oxfordshire Safeguarding Children's Board (OSCB) Business Plan
- Oxfordshire Safeguarding Adults (OSAB) Business Plan
- City Council Children and Young Peoples Plan

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This year the Section 11 Self- Assessment Audit was a joint audit between the OSCB and OSAB. It was also more thorough than it has been previously.

The Action Plan Framework is based on the Section 11 Standards and it is aimed at moving the Council from a 'green' rated standard to a 'blue' rated standard (from good to best practice).

| Area identified for Improvement                  | Action  | Measure   | Outcome  | Impact  | Lead | Completion date |
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| <b>Leadership, Strategy and working together</b> | <p><b><u>Policy and Procedure</u></b></p> <p>Review positions/responsibilities in relation to attendance to identified safeguarding meetings.</p> | <p>Scope out strategic and operational meetings. Discussion and allocation of meetings.</p> | <p>Agreed role attendance to each meeting. Regular attendance.</p> | <p>Emerging issues identified/communicated and managed.</p> | VJ   | June 2017       |

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|  | Complete a review of Oxford City Council Safeguarding Policy. Integrate the key external service changes | Draft to progress through programme boards.<br>New reporting programme up and running | Active new policy available on website  | One clear policy being applied across departments standardised consistent approach.                  | DG        |           |
|  | Implement a central recording system for safeguarding concerns (SharePoint)                              | Continue to explore options for IT system   | Quarterly report evidencing use of system,  | Ability to evidence referral journey. Staff knowledgeable and up to date with process and procedure. | DG        | June 2018 |
|  | Provide training to staff on the new reporting system  | .Dates set and available  | Guidance manual for staff on reporting online available on intranet<br>Delivered training across City Council departments on using on line system | Ability to identify under and over reporting in vulnerable groups and departments                    | LG/<br>GW | June 2087 |
|  | Integrate the agreed safeguarding champion structure   | Identified staff to complete bespoke champion training                                | Active champions, providing one to one advice and guidance across Oxford City Council   | Resilient structure. Stronger internal partnership   | DG        | June 2018 |

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|  | Develop in partnership with OSCB safeguarding templates for community organisations                                       | Attendance to workshop. Participate in draft templates.                            | Signed off template at OSCB training subgroup                                       | Templates being used by resident associations, community groups commissioned through Oxford City Council                  | DG | July 2017 |
|  | <u>Align department safeguarding policy and procedure with central functions. Ensure input from relevant departments.</u> |  |   |   |    |           |
|  | Integrate safeguarding into the work of the Sustainable City Board  | Visible on the agenda of r City Board  | Discussed and agreed at City board  | Organisational agreement  | VJ |           |
|  | <b><u>Communications</u></b>  |  |   |   |    |           |
|  | Develop a safeguarding communication strategy that delivers relevant key messages throughout the year                     | Put forward proposal to Communications Team as silver priority for the coming year | Draft Communication Strategy for safeguarding and key messaging throughout the year | Visible current issues for staff. Raised awareness. Provide a clear structure for key messaging from serious case reviews | DG |           |

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|  | <p>Develop and design in collaboration with young people a safeguarding information inclusive of information on what safeguarding issues are and how to raise a safeguarding concern</p> <p>Develop and design a children and young person friendly complaint information tool</p> <p><b><u>Links to the Community safety partnership</u></b></p> <p><b><i>Language schools</i></b><br/>Review current plan and capacity commitment to language school work</p> <p><b>Hotel watch/taxi licensing</b></p> <p>Promote safeguarding of vulnerable adults and children in Hotels, Guesthouses &amp; B'B's across the city under the OSCB Child Sexual Exploitation Sub-group and national campaign 'Say Something if you See Something'.<br/>Domestic abuse</p> | <p>Sessions with young people</p> <p>Draft information</p> <p>.</p> <p>Annual review of all hotels, Guesthouses, B&amp;B's and Short Let accommodation.</p> | <p>Printed information readily available at sessions and on the internet.</p> <p>Develop an information sharing network to tackle the exploitation of vulnerable individuals with partners to reduce crime, identify gaps in safeguarding and identify relevant training or support agencies. Hold annual conference to highlight issues</p> | <p>Children and young people using services and have a raised awareness of safeguarding issues. Gained understanding of where to go for help and how to access it.</p> <p>Ability to recognise the signs of vulnerability and how to report it. This would give owners/managers/staff and visitor to feel confident of their stay in the city.</p> | <p>HL</p> <p>HB</p> <p>RA</p> <p>LL</p> | <p>Sept 17</p> <p>?</p> <p>On-going</p> |
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|  | <p><b>Child Sexual Exploitation and exploitation</b></p> <p>Continue to work with OSCB CSE (Child Sexual Exploitation &amp; Exploitation) Sub-group and Kingfisher Team in delivering the CSE Action plan aims</p> <p><i>To develop effective community engagement to promote safeguarding and awareness of issues such as CSE, Human Trafficking and Prevent</i></p> <p><i>Review further implications with regard to vulnerable adult's responsibilities.</i></p> | <p>Regular attendance at CSE sub-groups and associated meeting and carryout any agreed actions</p> | <p>identified by the membership.</p> <p>Clear framework in place</p> | <p>Children, Parent &amp; Carers and the wider community are aware of the risks of CSE</p> | <p>LL</p> <p>LL</p> <p>RA</p> | <p>On-going</p> <p>On going</p> |
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| <p><b>Commissioning service delivery and effective practice</b></p> <p>258</p> | <p><b><u>Visible current issues to staff to raise awareness. Provide a clear structure for key messaging from serious case reviews.</u></b></p> <p>Complete a safeguarding Audit of Youth Ambition services.</p> <p><b><u>Procurement</u></b><br/>Review of safeguarding standards in relation to contracting and contract monitoring</p> <p>Ensure all grant and commissioned services are required to and evidence suitable safeguarding policy and procedure before funding is committed.</p> <p>Agree and prioritise which external assessment tools are to be used within Oxford City Council centrally and department specific.</p> <p>Ensure staff attend the required training to enable them to effectively and confidentially use the tools within their roles.</p> | <p>Agreed programme of areas to cover</p> <p>Included in written guidance and application process</p> <p>Safeguarding officers Meeting held to discuss tools<br/>Identify central tools, department tools, staff clear about responsibilities, confident to use.</p> <p>Identify relevant training, advertise dates</p> | <p>Complete audit<br/>Written report with recommendations for consideration</p> <p>Agreed tools to use.<br/>Available on keeping people safe page</p> <p>Staff attending training</p> | <p>Safeguarding staff questionnaire evidence increase in staff using forms.</p> | <p>DG/HL</p> <p>AD/DP</p> <p>JT</p> | <p>June 17</p> <p>Dec 17</p> |

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|  | <p>Develop a consistent process across oxford city council delivering learning across the City Council from Serious case reviews.</p> <p><b><u>Training</u></b></p> <p>Annual review of training needs and content</p> <p>Measure training outcomes in practice and assess effectiveness of training staff.</p> <p>To promote the support available to staff through the Employee Assistance Programme 'Work Well' and to develop further support where required</p> <p>Continued data reports to service heads from HR.</p> <p>Continue to Work with the OSCB and OSAB Training Groups/ workshops to develop training programmes that meet the needs of our staff.</p> <p>Continue to deliver internal safeguarding awareness briefing throughout the year</p> | <p>Clear framework for delivering messages. Meaningful and relevant to services.</p> <p>Collate training completion figures at year end. Review on-going training needs and refreshers continue to collate and evaluate feedback forms after sessions</p> | <p>Quarterly sub training group meeting – plan and support the delivery and development of internal training packages</p> <p>Provide a collective report to safeguarding raining sub group to continually improve our training by listening to staff feedback</p> |  |  |  |
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|     | <p><b>Outcomes and experiences of service users using statutory services.</b></p> <p>Have clear actions in relation to young carers ?</p> <p>Ensure that staff who require it engage in the Think family approach agenda</p>   |  |  |  |                                |  |



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