

## Appendix 1: Oxford City Council Safeguarding Action Plan June 2018 to June 2019



### Key Influences/inputs

- Corporate Plan
- The Safeguarding Self-Assessment Audit
- Oxfordshire Safeguarding Children’s Board (OSCB) Business Plan
- Oxfordshire Safeguarding Adults (OSAB) Business Plan
- Oxford City Council’s Children and young people strategy
- Oxfordshire Children’s and Young Peoples plan

The annual Safeguarding Self- Assessment Audit is a joint audit between the OSCB and OSAB.

The Action Plan Framework is based on the Self-Assessment Standards and it is aimed at maintaining best practice ‘blue rated standard across service areas and raising the Council from a ‘green’ good rated standard to a ‘blue’ rated standard across the board.

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Area identified for Improvement	Action	Measure	Outcome	Impact	Lead	Completion date
<b>Leadership, Strategy and working together</b>	<b><u>Policy and Procedure</u></b>				RW	Aug 2018
	Implement MyConcern central recording system for safeguarding concerns. A one year pilot of the system	Quarterly report evidencing use of system.	Ability to evidence referral journey. Monitor concerns and provide outcome reports. An evaluation report at the end of the year pilot	Positive Safeguarding culture. Ability to identify under and over reporting in vulnerable groups and departments.	DG	July 2019
	One Team Logic ‘Myconcern’ provider to deliver face to face training for all safeguarding leads and champions.	Understanding of key objectives and user responsibilities of new system	Delivered training across City Council departments on using on line system	Support and guidance for all staff.	RW	July 2018

Coordinate training to all staff on the new reporting system	Champions and safeguarding leads to assist in the roll out of all staff training. Guidance available on Intranet.	Organisation wide use of system. Accurate data retrieval and uses reports.	Consistent safeguarding reporting across Council. Positive feedback from staff is annual staff safeguarding survey	RW RW	Aug 2018 Dec 2018
Quartley review of all child safeguarding concerns, identify where neglect is identified and where it has been potentially missed.	Quartley report using MyConcern reviewed at strategic safeguarding group.	Identify knowledge gaps. Provide evidence to safeguarding boards.	Early identification of Neglect. Early intervention opportunities reduce number MASH referrals for serious concerns	RW	On-going
Safeguarding Children and Adults with care and support needs Policy and Procedures updated.	Policy accessible on Intranet. New employee signs off required.	Streamlined functional policy. Clear procedures and guideline documents attached.	Safeguarding policy integrated and aligned with existing Council policies.	RW SG	June 2018
<b><u>Communications</u></b>					
Updated policy and procedures included in safeguarding communication strategy.	Use of internal comms and Face to Face meetings	Understanding of duties and responsibilities	Increased reporting and awareness.	RW	June 2018

	Promote the Safeguarding Champion structure	Use internal communications to publish profiles of champions	Raise awareness of champions network	Imbed positive safeguarding culture	RW	All year
	Coordinate external communication plan with Districts and County to ensure coordinated response to key dates and themes.	Quarterly district meetings	Communication Strategy for safeguarding and key messaging throughout the year	Provide a clear structure for key messaging from serious case reviews	RW	All year
	Comms plan to include how key safeguarding messages can reach young people.	Number of young people using Youth Ambition Program	Children and young people using services and have a raised awareness of safeguarding issues.	Young people able to recognise signs and risk associated with safeguarding issues	CM/ RW	Aug 2018
	Safeguarding networking event	Key safeguarding officers from Oxford City and safeguarding boards invited to network event	Deliver key safeguarding message from OSAB/OSCB and city priorities	Build relationships and improve multi-agency working	RW	Aug 2018
	<b><u>Child Sexual Exploitation and exploitation sub-group</u></b>  Continue to work with OSCB CSE (Child Sexual Exploitation & Exploitation) Sub-group and Kingfisher Team in delivering the CSE Action plan aims	Regular attendance at CSE sub-groups and associated meeting and carryout any agreed actions	Multi-agency information sharing and guidance		RA	On-going
	Once developed, screening tools to be agreed by strategic safeguarding group and available to all staff on Intranet.	Agreed tools to use. Available on keeping people safe page	Multi-agency approach and consistency in referral	Accurate measure of individuals believed to be at risk of exploitation.	RW RA	Dec 2018

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Commissioning service delivery and effective practice

Child drug exploitation 'county lines' awareness.	Include definition in safeguarding awareness briefing.	Staff aware how to 'spot the signs' and report to police or crime stoppers	Reduce crime on City and protect children exploitation and serious harm	LL	June 2018
Hotel Watch scheme to continue. Statement of intent for all hotels in City.	All hotels to be contacted by city and council.	Raise awareness of sexual exploitation in all of city's hotels.	Reduce crime and sexual exploitation by raising reporting rates.	LL RA	On-going
<b><u>Modern Slavery Strategy group</u></b>  As part of the national anti-slavery network. Oxfordshire will establish the Modern Slavery Strategy Group with an objective to develop and deliver a plan which coordinates and improves our response to modern slavery in Oxfordshire.	High level representative on strategic group	Provide strategic oversight, structure and accountability for our collective response to modern slavery in the County	Identification of victims, increased referrals and perpetrators brought to justice.	RA	On-going
<b><u>Procurement</u></b>  Ensure all grant and commissioned services are required to and evidence suitable safeguarding policy and procedure before funding is committed	Safeguarding policy amended to reflect requirement.	All commissioned services have safe practises Written evidence in procurement process, contracts and contract monitoring visits	Efficient effective council	LC	On-going
Ensure all grant and commissioned services complete a safeguarding self-assessment	Included in Council self-assessment	Move from good practise to best practise	Gaps in service provision highlighted and amended.	RW	Dec 2018
Continue our grants programme to support the voluntary and community sector deliver services.	Percentage of grant applications received from target communities (groups/ areas)	Better services for target communities	Strong and active communities	LC	On-going

		High quality commissioned services			
	<b><u>Direct Services</u></b> Support Oxford Direct Services in delivering safeguarding.	Share training materials, information and updates from Safeguarding Boards.	Coordinated safeguarding approach from city and Council and ODS	Increase knowledge and awareness across ODS and increased reporting rates.	RW All year
	<b><u>Young Carers</u></b> Ensure all identified young carers are referred to support services.	Number of young carers identified. Details recorded on MyConcern.	Access to support services and respite.	Effective use of services. Accurate recording of needs.	RW All year
	<b><u>Children and adults with care and support needs who have experienced abuse</u></b> When abuse is reported or identified victims are supported and are able to access services that are appropriate to them, including signposting to and supporting through effective criminal, civil or social justice frameworks.	Internal training sessions on local support services and referral pathways.	Number of safeguarding referrals for adults and children who have experienced abuse.	Increased confidence in addressing issues and providing correct information.	RW Sep 2018
	<b><u>Licensing responsibilities</u></b>  <b>Taxi licensing</b> Continue best practise through Joint Operating Framework	JOF fully implemented.	All taxi drivers will complete safeguarding training in order to renew/obtain licence.	Best practice in taxi licensing and safeguarding responsibilities.	RA On-going
<b>Performance and resource</b>	<b><u>Training</u></b>	Horizon scanning, emerging trends identify local issues.	Current and relevant material aligned with Safeguarding board	Workforce of aware of city priorities and	RW Feb 2019

management	Annual review of training needs and content to be included in all staff awareness briefing		priorities.	county wide and national trends.		
	Measure training outcomes in practice and assess effectiveness of training staff.	Review evaluation forms, referrals and staff survey	Accurate picture of effectiveness of safeguarding training.	Ability to capture staff views and improve service.	RW	Dec 2018
	To promote the support available to staff through the Employee Assistance Programme 'Health Assured' and to develop further support where required.	Include details on safeguarding awareness briefing.	Employees encouraged to consider own welfare when managing challenging situations.	Healthier workforce, positive safeguarding culture.	RW	On-going
	Continued data reports to service heads from HR	Training renewal dates monitored and monthly reports sent to service heads.	Renewal dates are aligned with Safeguarding Board standards.	Employee trained to local standards.	BM	All year
	Continue to deliver internal safeguarding awareness briefing throughout the year	Clear framework for delivering messages. Meaningful and relevant to services.	Quarterly sub training group meeting – plan and support the delivery and development of internal training packages.	All employees able to meet safeguarding training requirements.	RW	All year
	Continue to Work with the OSCB and OSAB Training Groups/ workshops to develop training programmes and learning events that meet the needs of our staff	Represent on training sub-group and attend meetings regularly.	Provide a collective report to safeguarding training sub group to continually improve our training by listening to staff feedback.	Effective partnership working.	RW	On-going
	Identify teams that will be required to attend child	Staff working directly with	Employees trained to	Increase	RA	Dec 2018

exploitation training once finalised by subgroup	children or public facing roles to be offered exploitation training.	meet national expectations.	number of victims accessing support.		
All staff to complete OSCB E-learning on Neglect – once live	Increase in reporting of neglect as safeguarding concern or early invention referral.	Tackle City and County priority to recognise and name neglect early on.	Decrease in number of children on CPP for neglect.	LL RW	June 2019
Mental Capacity Act training to be offered along-side and in addition to Adult Safeguarding training	Staff involved in adult safeguarding to attend MCA course.	Better understanding of limitations of services where consent is an issue.	Improved referrals to adult social care and support services.	RW	Dec 2018
Councillor training to commence after May election	Safeguarding awareness briefing adapted to meet the needs of Councillor training.	Councillors to provide feedback on course content.  Sessions delivered	All employee and Councillors training to minimum level.	RW  DG	July 2018  Sept 2018
<b><u>Champions training sessions</u></b> Incorporate guidance on policy implementation into Champions training e.g. working with adults who don't engage.	Champions able to support employees through reporting and referral process manage expectations and give practical advice.	Raise standard of reporting. Manage expectations of partner's services through better awareness of joint processes and priorities.	Staff feel supported, more engaged with safeguarding processes. Positive Safeguarding environment.	RW DG	Aug 2018
<b><u>Community Engagement</u></b>  Expand the use community spaces to share key safeguarding message. E.G Community notice boards	Information to be regularly provided to volunteers about safeguarding sessions available.	Expand key messaging and safeguarding updates and information to our	Strong and active communities.	RW	June 2018

		community of volunteers.			
	Complete and the VCS safeguarding policy and clear message to all voluntary groups regarding their safeguarding responsibilities	Signed off template at OSCB training subgroup.	Templates being used by resident associations, community groups commissioned through Oxford City Council.	Safe practise and reduced risk to children, young people and adults with care and support needs.	ST All year
	Develop a flowchart of risks – does your organisation needs its own safeguarding policy	Have a clear chain of responsibility for safeguarding for voluntary group.	Voluntary groups accountable for safeguarding.	Safe practise and reduced risk to children, young people and adults with care and support needs.	SG RW ST July 2018
1 1 4 Outcomes and experiences of service users using statutory services	<b>Youth Ambition</b> Ensure all child safeguarding concerns are recorded on MyConcern.	Youth Ambition staff have access to create and update records.	Referral journey is tracked and use of practitioner tools is monitored.	Information available to safeguarding boards.	ST RW Mar 2019
	All identified Young carers are referred to support services	Details to be recorded on MyConcern.	Younger carers are referred to Carers Oxfordshire and young carers needs assessment completed.	Measurable identification and classification of young carers and use of support service.	CM June 2019



Youth ambition manager to continue as safeguarding champion	Successor to Youth Ambition manager to maintain position as safeguarding champion and on strategic safeguarding group.	Provide Safeguarding link between Youth Ambition, Oxford City and safeguarding boards.	Safeguarding embedded with Youth Ambition practice.	CM	On-going
<b><u>Adult Safeguarding</u></b>					
Highlight safeguarding referrals where isolation and loneliness are having a negative impact on the individual wellbeing	Safeguarding concerns recorded on My Concern	Quarterly review of how service users are effected by isolation and loneliness	Services users signposted to support services and groups	SC	Jan 2019
Partnership with homelessness crisis team OXSPOT and support of severe weather emergency protocol SWEP.	Homelessness information and guidance available on Oxford City external website	Staff trained to give to people facing homelessness and rough sleeping	Vital information reaches more vulnerable people	RL	On-going

#### Document Control

<b>Document</b>	Oxford City Council Safeguarding Action Plan 2018/19
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