

To: City Executive Board

Date: 3rd September 2008

Item No:

Report of: Corporate Manager Partnership Development

Title of Report: Safeguarding Children

Summary and Recommendations

Purpose of report: To seek endorsement of the City Council revised Safeguarding Children Policy and Procedures and Self Assessment and Action Plan.

Key decision? No

Executive lead member: Councillor Antonia Bance

Report Approved by:

Finance: Penny Gardner

Legal: Lindsay Cane

Policy Framework: The Council's Corporate Plan 2008-11, through building stronger and inclusive communities and improving services.

Recommendation(s):

1. To endorse the revised Safeguarding Children Plan 2008.
2. To endorse the Self Assessment Action Plan

Background

The Oxfordshire Safeguarding Children Board

1. The Children Act 2004 requires each authority to establish a Safeguarding Children Board. The Oxfordshire Safeguarding Children Board is the key statutory mechanism for agreeing how the relevant organisations in Oxfordshire will cooperate to safeguard and promote

the welfare of children in the County, and for ensuring the effectiveness of what they do.

2. The Oxfordshire Safeguarding Children Board coordinates and ensures the effectiveness of its member organisations with regard to safeguarding and promoting the welfare of children in Oxfordshire. It is not a service delivery organisation, nor a commissioning body. It has close links with the Oxfordshire Children and Young People's Board and the Children and Young People's Board.
3. Oxford City Council is a member organisation and is represented on the Board by the Corporate Manager, Partnership Development.
4. The policy and procedure functions of the Safeguarding Children Board include:
 - Developing policies and procedures for safeguarding and promoting the welfare of children.
 - Recruitment, selection and supervision of people who work with children.
 - Investigating allegations concerning people who work with children.
 - Safety and welfare of children who are privately fostered.
 - Cooperation with neighbouring children's service authorities.
 - Monitoring of policies.
 - Involvement in domestic violence and bullying.
5. Additional functions include:
 - Training
 - Communication and awareness
 - Monitoring and evaluation
 - Participating in planning and commissioning
 - Serious case conference reviews
 - Unexpected child deaths reviews

Developing new Draft Child Protection Procedures

6. As a member of the Safeguarding Children Board the City Council has a duty to ensure that it carries out its duties as a Board member and that it effectively contributes to the above functions. As a part of this the City Council is required to ensure staff and the public are aware of the City Council Safeguarding Children Procedures and that these effectively cover all of the above functions.
7. The City Council had previously adopted a Guidance Document on Oxford City Council, Safeguarding Children Procedures, in February 2005 and this document now requires updating. In particular the procedures need to include information in relation to child death reviews and allegations made to staff and volunteers working with children.

8. A copy of the revised Draft safeguarding Children Policy and Procedures, is provided in Annex 1.

Consultation

9. A copy of the revised draft has been circulated to all Heads of Service and it has been placed on the intranet with an invitation to staff to make comments. Information has also been circulated in the Staff Team Brief. The Children and Young People, Safeguarding Team at the County Council also provided comments on the draft. This has led to a substantial redraft.

Implementation

10. Once the Draft Oxford City Council, Safeguarding Children Procedures, have been agreed they will be put on the Oxford City Council intranet and web site.
11. There is currently a review of training being carried out by the Oxfordshire Safeguarding Children Board. The Oxford City Council, Human Resources Unit, is in the process of developing a Safeguarding Children Training Programme, in line with the above review being undertaken. The new Oxford City Council, Safeguarding Children Procedures, will form a core part of that training programme.
12. A guidance summary note will be developed that will be used in promoting the use of the procedures on the intranet and on the web site and in other City Council promotional tools.

Self Assessment and Action Plan

13. Following a recent Joint Area Review Inspection a number of actions were required to be implemented in relation to the functioning of the Safeguarding Children Board. One of these action are that the Board need to be reassured that the partner agencies are compliant with the requirements of the 'Working Together to Safeguard Children' HM Government 2006.
14. As a result each partner agencies has been required to complete a Self- Assessment Tool and Action Plan. The draft Self- Assessment and Action Plan for Oxford City Council are set out in annex 2 and 3.

Resource Implications of implementing the new Safeguarding Policy and Procedures and Action Plan

15. There are no resource implications in relation to the development and promotion of the new Oxford City Council, Safeguarding Children Procedures. These have been absorbed within existing resources.

16. There may be some implications in the future for developing the Safeguarding Training Programme for staff. It is expected that, following the review of training carried out by the Safeguarding Children Board, that proposals will be put to the next meeting of the Board. This is likely to have resource implications for all the District Councils and for some of the other Safeguarding Children Board members.

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Background papers:

Version number: 1

Annex 1

**Oxford City Council
Safeguarding Children
Policy and Procedures**

**Draft 6
July 2008**

Introduction

1. This Council aims to work in a way that helps, as far as is possible, to safeguard children from harm, and supports their development as members of the Oxford community.
2. This Council will ensure that:
 - all Council employees and volunteers involved in working with children implement good working practices to ensure a safe and healthy environment;
 - all Council employees and volunteers are aware of child protection issues both in the context of organised activities and within the home and community;
 - standard procedures are in place to protect the child first and foremost when suspected abuse or actual abuse is reported and that all Council employees and volunteers providing services for children understand these procedures;
 - when child abuse is reported it is recognised that the child is potentially at risk and the safety of the child is paramount.
3. The Council recognises that in providing services for children there is a need to provide and maintain a high degree of physical and emotional wellbeing for children. Therefore the following procedures will be implemented through Council employees and volunteers:
 - make sure staff and volunteers are aware of the Safeguarding Children Policy;
 - make sure that staff, volunteers and members of the public can effectively report concerns about children at risk.
 - operate sound recruitment and selection procedures for Council employees and voluntary staff to ensure suitability for working with children;
 - identify and enable appropriate child protection training to take place for employees and volunteers who work with children;
 - demonstrate best practice in ensuring the safety of young people.

Recruitment and Selection of Employees and Volunteers

4. The Council has a legal obligation to ensure that job applicants and volunteers do not have a history that would make them unsuitable for posts involving contact with children.
5. The Council's recruitment and selection procedures ensure that all applicants who are offered the opportunity to work on behalf of the Council, where this work is likely to involve regular contact, or occasional unsupervised contact, with children and young people will be subject to a criminal record check (Disclosure) through the Criminal Records Bureau (CRB). This includes paid employees, elected Members, contractors and volunteers.

6. The Council's recruitment and selection procedures also ensure that posts where staff or volunteers will be working with children have appropriate criteria around experience and qualifications, and that evidence of these is secured as part of the recruitment process. Copies of the procedures and guidance are available on the City Council web site.

Training

7. Recruitment and selection checks are only part of the process to protect children from the risk of abuse. Appropriate training will be provided to enable individuals to recognise their responsibilities with regard to their own good practice and reporting of suspected poor practice or concerns about potential abuse.
8. All employees working with children and/or within facilities attended by children are required to attend appropriate child protection awareness training courses that will be organised by the Council.

Definitions of Abuse

9. Abuse of a child may arise through neglect or through infliction of harm, or by failure to act to prevent harm. Children may be abused in a wide variety of settings, by people known to them, or by strangers.
10. There is a difference between significant harm (which may warrant legal action if a parent inflicted it on a child) and what might be relatively minor but quite unacceptable if done by member of staff or volunteer.
 - 10.1 **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child for whom they are caring.
 - 10.2 **Emotional abuse** is the persistent emotional ill-treatment of a child such as to cause severe adverse effects on the child's emotional development. For example, it may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.
 - 10.3 **Sexual abuse** involves forcing or enticing a child or young person to become involved in any way in sexual activities, whether or not the child is aware of what is happening.

10.4 **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, and is likely to result in the serious impairment of a child's health or development.

The Signs of Abuse

11. The following factors should act as indicators in situations of potential or actual child abuse:

- unexplained or suspicious marks, bruises, fractures, burns/scalds and injuries to the mouth and eyes;
- the child is in a poor physical condition or has delayed speech and language development;
- a change in the child's behaviour or appearance;
- inappropriate sexual awareness;
- a statement by a child that he or she has been victimised;
- distrust of adults, particularly those with whom a close relationship would normally be expected;
- difficulty making friends;
- prevention from socialising with other children.

12. It should be recognised that this list is not exhaustive and the presence of one or more of these indicators is not proof that abuse is actually taking place. It is not the responsibility of those working for the Council to decide if child abuse is occurring but it is their responsibility to act on concerns, and notify the appropriate person or organisation.

Responding to Disclosure, Suspicions and Allegations of Abuse

13. It is not the responsibility of Council employees or volunteers to decide whether or not child abuse is taking place. False allegations of abuse do occur, although they are extremely rare. If a child says or indicates that they are being abused or information is obtained which gives concern that a child maybe being abused immediate action should be taken.

Confidentiality

14. Confidentiality is a key issue in safeguarding children. Whilst information generally should not be shared, it must be shared with appropriate agencies to ensure that a child is not left unprotected. Decisions on who needs to be informed are set out in the OSCH Information Sharing Protocol.

Reporting concerns

15. If you have any concerns you should write down what you have seen or heard that gives you concern, keep that document safe and

confidential, and contact your line manager as soon as possible. Otherwise you can contact City Council's Nominated Officers or the Oxfordshire County Council Children's Social Care Team directly (see contact details below).

16. Further information and a 'What To Do' leaflet is also available on the DfES website.

Nominated Officer

17. The lead officers for Safeguarding Children and Young People in Oxford City Council are:

Head of Corporate Services. Tel: 01865 252140

**Business Manager Head of Human Resources: Tel: 0186501865
252547**

Corporate Manager, Partnership Development Tel: 01965 252209

You may also choose to contact the Oxfordshire County Council Children's Social Care Team directly on:

- **01865 375515 (office hours)**
- **0800 833408 (emergency out of hours)**
- **or contact the Council's Lead Officers for Children and Young People**

18. These people are available to discuss and advise staff, volunteers and Councillors and they are required to:

- be familiar with child protection procedures;
- ensure there are effective internal procedures to handle concerns;
- be the link person with relevant agencies;
- attend appropriate training.

Suspected Abuse or Bullying by Council Employees or Volunteers

19. Should an allegation of child abuse be made against a Council employee, the Council's Complaints and/or Disciplinary Procedures will be followed and appropriate action taken. Allegations against volunteers will be investigated in a similar way, but the Council's Disciplinary Procedure will not apply.

20. In either case, all allegations of abuse against an employee or volunteer will be reported to Oxfordshire County Council Children's Social Care Team by the Nominated Officers. In cases involving employees or volunteers in an allegation of sexual abuse, including the

observing, handling or distributing of materials in any media that involve the sexual abuse of children, the matter will be immediately referred to the police by the Nominated Officers.

21. The Council recognises that it may be difficult to inform on colleagues but assures all staff and volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concerns about a colleague's practice or the possibility that a child may be being abused or bullied.

Acceptable and unacceptable behaviour

22. The Council has published Safeguarding Children Guidance to support staff, volunteers and Councillors to understand what is acceptable and not acceptable behaviour when working or volunteering with children. A copy is attached as appendix A .

23. The Council has a duty to have a designated officer to be involved in the management and oversight of individual cases. This person has responsibility for:
- Ensuring that the City Council operates procedures for dealing with allegations in accordance to Oxfordshire Safeguarding Children Board Guidance.
 - Resolving inter-agency issues
 - Liaison with the Oxfordshire Safeguarding Board on any issues.

The contact for Oxford City Council is the Business Manager for Human Resources: Tel: 01865 252547.

Child death review process

24. All members of the Oxfordshire Safeguarding Board are required to provide a senior officer contact to the Board. This person will act as a first point of contact for any deaths of children /young people that the organisation may be the first to be aware of and to ensure that there is an effective response.
25. If you become aware of a child death you should immediately contact:

The Business Manager for Human Resources: Tel: 0186501865 252547.

Otherwise you should contact the Nominated Officers or Oxfordshire County Council Children's Social Care Team. Contact Details are given in point 9 above.

Annex A

Promoting Good Practice when working or volunteering with Children

25. It is possible to reduce situations in which abuse can occur and help protect employees and volunteers by promoting good practice. The following guidelines should be used to ensure this can be achieved:

- Always ensure that you follow safer recruitment practices and CRB checks (copies of these documents are available on the City Council web site);
- always work in an open environment - avoid private or unobserved situations;
- always put the welfare of each child first;
- maintain a safe and appropriate distance with children and young people:
- build balanced relationships based on mutual trust which empowers children to share in the decision making process;
- make activities fun, enjoyable and promote fair play;
- ensure that if any form of manual/physical support is required, it should be provided openly and with due care;
- keep up to date with the appropriate technical skills and qualifications;
- ensure that if children are supervised that they are accompanied by at least two employees or volunteers;
- be an excellent role model - this includes not smoking or drinking alcohol in the company of children;
- give enthusiastic and constructive feedback rather than negative criticism;
- recognise the developmental needs and capacity of children;
- ensure that equipment and facilities are safe and appropriate to the age and ability of the child;
- ensure that use of photographic and filming equipment is appropriate and permission of parents has been sought;
- ensure that high standards are maintained at all times.

Practice To Be Avoided

26. The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of a senior officer or the child's parent or guardian, for example:

- spending excessive amounts of time alone with children away from others;

- taking children alone on car journeys, however short;
- taking children to your home.

27. Employees and volunteers should never:

- engage in rough, physical or sexually provocative games, including horseplay;
- allow or engage in any form of inappropriate touching;
- allow children to use inappropriate language unchallenged;
- make sexually suggestive comments to a child, even in fun;
- allow allegations made by a child to go unrecorded or not acted upon;
- do things of a personal nature for children that they can do for themselves;
- invite or allow children to stay at their home;
- constantly shout at and/or taunt a child to 'keep control'.

Oxfordshire Safeguarding Children Board

Safeguarding Self Assessment Tool



OXFORD CITY COUNCIL

FORWARD;

This Self Assessment Tool brings together the DCSF regional allegations and safe recruitment network audit and standards from section 11 that should be common to ALL organisations as described in “Working Together “2006.

It has been designed as a tool to enable all organisations to undertake a benchmarking assessment in relation to a number of key areas surrounding the safeguarding agenda.

In developing the Tool, consideration has been given to the requirements of inspections including CSCI, Ofsted and HCC.

We would recommend that this Tool is used, as a minimum, on an annual basis to ensure that any changes to legislation or guidance are taken into consideration and that the assessment be made using the RAG (Red, Amber, and Green) rating.

Where the assessment of an area indicates

Red - standard not met, and should be considered as a priority for addressing.

Amber - partially met and requires input but not as a matter of urgency.

Green –fully met and would indicate that there is no further development work required at that time.

It will be the responsibility of each agency to undertake their own assessments and to develop their own action plan to address both red and amber areas. Support and advice can however be provided through the monitoring and evaluation subgroup of OSCB (Oxfordshire Safeguarding Children’s Board).

The completed audit tool should be returned to the monitoring and evaluation group at oscb@oxfordshire.gov.uk

**Tan Lea
Chair Monitoring and Evaluation Group**

Standard	Requirement	Types of Evidence	Your Evidence	Current Position RAG	Action Required	Links to Guidance/ Legislation
<p>Standard 1</p> <p>Senior Management commitment to the importance of safeguarding and promoting children and young people's welfare.</p>	<p>What position at Senior level has responsibility for safeguarding in your organisation and is this role being fulfilled?</p> <p>Is the Senior Manager aware of his/her responsibilities under Section 11 of the Children Act (2004) and Working Together (2006)?</p> <p>Please identify relevant strategic documents within your agency regarding service delivery to children and young people</p>	<p>Identified Nominated Officer/s named in Policy and procedures</p> <p>Training records</p> <p>Regular information updates received</p> <p>Minutes from OSCB received regularly</p> <p>Strategies in place</p>	<p>3 Nominated Officers named and in place. Business Manager, Human Resources Corporate Secretariat Manager Corporate Partnerships Manager</p> <p>Training records 1 Nominated Officer attended C training 2007-08. 2 Nominated booked on to C course October</p> <p>Regular information updates circulated by e-mail</p> <p>Minutes circulated by e-mail</p> <p>Safeguarding Children Policy and Procedures Equalities Strategy Anti Poverty Strategy Leisure Strategy</p>	<p>Green</p> <p>Amber</p> <p>Green</p> <p>Green</p> <p>Red</p>	<p>Ensure all Nominated Officers attend C Training and have refresher training every 3 years.</p> <p>Ongoing</p> <p>Ongoing</p> <p>In process of review. To be adopted by Executive Board and Council in September 2008</p>	

Standard	Requirement	Types of Evidence	Your Evidence	Current Position RAG	Action Required	Links to Guidance/ Legislation
	<p>Is your commitment to safeguarding and promoting welfare explicitly reflected in these strategic documents?</p> <p>Is your organisations contribution to the children and young people's plan reflected in these strategic documents?</p> <p>Are other Senior Managers kept informed of all issues relevant to safeguarding and promoting welfare?</p> <p>Are children and young people's views taken into account when developing services?</p> <p>Is there an action plan or work taking place to meet all 12 standards?</p>	<p>Oxford City Children and Young People's Plan</p> <p>Surveys Feedback forms</p>	<p>Oxford City Children and Young People's Plan 2006-2009</p> <p>Regular reports to Policy and Performance Board Minutes of OSC Board received Information Updates received Wider Leadership Team meeting minutes</p> <p>Leisure Surveys City Council Consultation Group minutes and reviews of consultation that have taken place Feedback forms from Play Schemes Joint consultation via Children and Young People sounding Boards and ChyPn (Oxfordshire Children and Young people Forums)</p> <p>Action Plan in draft Monitored at Policy and Performance Board</p>	<p>Amber</p> <p>Green</p> <p>Green</p> <p>Amber</p> <p>Amber</p>	<p>Need to review existing strategies to ensure relevance.</p> <p>Review in 2008</p> <p>To further develop a coordinated strategy for consulting with children and young people</p> <p>Action Plan in process of being agreed. Will be formally adopted by executive Board in September 2008.</p>	
Standard 2	Agencies should have a safeguarding policy which complies with inter-agency/OSCB procedures.	Existence of a current up to date and compliant safeguarding policy.	Policy in place but needs updating.	Amber	Existing Policy and Procedure currently under review. New draft in place.	OSCB procedures
A clear statement of the agency's responsibilities towards children and young people is	All staff are made aware of the	Information on	New draft available that has been agreed by OSC Team Information on the intranet	Amber	Needs updating once new policy and procedures have been adopted Ongoing	Working Together to Safeguard Children 2006

Standard	Requirement	Types of Evidence	Your Evidence	Current Position RAG	Action Required	Links to Guidance/ Legislation
available for all staff.	policy and any updates.	the intranet	Team Briefs Minutes of Wider Leadership meetings	Green	Ongoing	
	New staff are provided with a copy of the safeguarding policy and any additional guidance as part of their induction.	Should be included in the induction process.	Importance of safeguarding and reporting concerns highlighted in the induction programme and signposted to policies on the intranet Regular team brief items Regular items in Staff paper Oxford Accents		Ongoing	
	All safeguarding policies are reviewed and updated regularly (ideally on an annual basis).	Senior staff/steering groups use this assessment tool as part of the review annually.	Annul Review on Forward Plan of Policy and Performance Board	Green	Annually	
Standard 3						
Partner organisations/services have an accountability structure for work to safeguard and promote the welfare of children and young people.	Is the line of accountability (position, not name) from an individual employee up to the most senior person with overall responsibility shown diagrammatically in relevant procedures?	Diagram included in procedures and on the intranet		Amber	Diagram to be developed and included in new Policy and Procedures	
	Is the individual's responsibility to safeguard and promote welfare expressed in their job	Job descriptions	Safeguarding Children is within Partnerships Manager draft job description.	Green	Nominated job descriptions have been amended to ensure this is included.	

Standard	Requirement	Types of Evidence	Your Evidence	Current Position RAG	Action Required	Links to Guidance/ Legislation
	<p>description?</p> <p>Do individuals in regular contact with children and young people receive supervision and an appraisal?</p> <p>Do you have a designated individual to whom concerns about a child/young person are reported to and does this individual have a job description?</p>	<p>Corporate Appraisal / Supervision Procedures</p> <p>Policy and Procedures Job descriptions</p>	<p>Corporate Appraisal / Supervision Procedures</p> <p>See elsewhere on Nominated Officers, policy and procedures and job descriptions</p>	Green		
Standard 4	<p>Is Service development -</p> <p>based on an assessment of need</p> <p>Involve children, young people and families</p> <p>Contributes to achieving better outcomes for children and young people</p>	<p>Minutes of Transformation Board</p>	<p>Minutes of Transformation Board</p>	Green	Ongoing	
Standard 5	<p>All employed staff and volunteers who have contact with children to receive basic safeguarding training – at level A every 3 years</p> <p>Designated staff to receive level C training every 2 / 3 years</p> <p>Agencies to monitor take-up / access to training</p> <p>Annual reports on access to training to be submitted to OSCB</p> <p>For new staff, training should be</p>	<p>Training log / spreadsheet showing the date's staff was trained and when they are due for renewal.</p> <p>Certificate showing attendance on the level C course.</p>	<p>Training records</p>	Red	<p>To be included in the into the corporate training programme for 2009 and monitored through the Performance Management Board annually.</p>	<p>OSCB/Webs ite used to access appropriate training.</p> <p>Section 11, Children's Act 2004 Section 175 Education Act</p>

Standard	Requirement	Types of Evidence	Your Evidence	Current Position RAG	Action Required	Links to Guidance/ Legislation
	<p>interviews, NSCL on line training)</p> <p>Risk assessments are carried out where appropriate on all individuals where CRB indicates a positive disclosure</p>	<p>contain no employment gaps. Evidence of identity or evidence of right to work in UK required, where appropriate. Testimonials not accepted - only references, one of which should be from the current or last employer. Referee's identity checked.</p> <p>Completed risk assessment.</p>	<p>If there is something on a CRB disclosure form. The candidate is asked to come in for a meeting to discuss the issues The questions are based on those mentioned in the CRB Guidelines and information from NACRO. These interviews are carried out by counter signatories who assess whether or not it is appropriate to proceed further with recruitment. These are kept on record for 6 months.</p>	Green		<p>Protection of Children Act 1999</p> <p>Vulnerable adults bill/Independent safeguarding authority</p>
<p>Standard 7</p> <p>Organisations will contribute to effective inter</p>	<p>Do all relevant staff have access to OSCB Procedures?</p> <p>Have all relevant staff received their own copy of "What to do if</p>		<p>Policy and Procedures on the web site /intranet</p>	Amber	<p>Staff awareness campaign to be implemented once new</p>	

Standard	Requirement	Types of Evidence	Your Evidence	Current Position RAG	Action Required	Links to Guidance/ Legislation
agency working to safeguard C&YP	<p>you're worried a child is being abused" (2006)?</p> <p>Is your commitment to inter-agency working explicitly reflected in strategic documents?</p>	Commitment to interagency working and partnership working is expressed in the Oxford Corporate Plan	Oxford City Council is currently the lead on the OSCB for Oxfordshire District Councils. This entails ensuring that they are kept informed and are able to input into the decision making process of the Board if appropriate.		policy procedures are adopted	
Standard 8	<p>Is your organisation signed up to the OSCB information sharing protocols?</p> <p>Are relevant staff trained in the protocol?</p> <p>Is there written guidance on keeping accurate and up to date agency records together with a statement about confidentiality?</p> <p>Have relevant staff received a copy of "What to do if you're worried a child is being abused" (2006)?</p>	Protocols	<p>Accommodation Panel and Tenants at risk Information Protocol</p> <p>Single Homelessness Information (outdated)</p>	Red	All agencies involved currently reviewing position. Need to develop an overarching Information Sharing Protocol around housing children and young people?	
Standard 9	<p>The Child Protection Policy is explicit that all children have equal rights to protection.</p> <p>Codes of conduct/behaviour include statements about the responsibility to treat one another with dignity, respect, sensitivity and fairness.</p>	Equalities Impact Assessment		Amber	Equalities Impact Assessment to be completed. Awaiting Guidance from OSCB	

Standard	Requirement	Types of Evidence	Your Evidence	Current Position RAG	Action Required	Links to Guidance/ Legislation
	<p>Codes of conduct/behaviour make it clear that discriminatory, offensive, violent and bullying behaviour are unacceptable and that complaints will be acted upon.</p> <p>Records of gender, age, disability, faith, language and ethnicity are made to ensure appropriate service provision and to assist with future service planning.</p> <p>Information provided is in a format and language that can be easily understood by all service users.</p>					
<p>Standard 10</p> <p>All partner organizations will work closely and effectively through agreed mechanisms to monitor performance in safeguarding and promoting the welfare of C&YP and evaluate effectiveness of the standards.</p>	<p>A written plan showing what steps will be taken to achieve the standards in this document, who is responsible for what actions and when these will be completed.</p> <p>Resources essential for implementing the plan are made available.</p> <p>Policies and practices are reviewed at stated intervals; ideally at least every 3 years and revised in the light of changing needs; changes in legislation or guidance and experience.</p>		<p>Draft Plan in place</p> <p>Draft Plan to include resource allocation</p> <p>Review of Policies and practices on Policy and Performance Board Forward Plan for annual review</p>	<p>Amber</p> <p>Amber</p> <p>Green</p>	<p>Draft Plan to be approved</p>	
<p>Standard 11</p>	<p>Agencies have procedures for</p>	<p>Existence of</p>	<p>Draft Policy and Procedures</p>	<p>Amber</p>	<p>Review existing HR</p>	<p>www.crb.gov</p>

Standard	Requirement	Types of Evidence	Your Evidence	Current Position RAG	Action Required	Links to Guidance/ Legislation
All partners have written procedures for handling complaints and allegations against staff/	dealing with allegations of abuse made against staff that complies with interagency OSCB procedures	procedural document	include dealing with allegations of abuse made against staff. Whistle Blowing procedure in place	Green	Procedures	.uk Protection of Children Act 1999
	Each agency nominates a senior member of staff who has the designated responsibility for ensuring allegations procedures are followed and who oversees the process.		Senior Manager Nominated			Vulnerable adults bill/Independent safeguarding authority
	All staff are made aware of the existence of the allegation procedures which should contain a section on whistle blowing.	Minutes of team meetings/briefing of which procedures are discussed.	Team Briefs Wider Leadership meeting minutes	Amber	To have an awareness campaign for staff once the new policy and procedures are adopted	Allegation guidance. Safe working practice document OSCB website 'What to do if you're worried a child is being abused' booklet
	Staff are made aware of guidance relating to appropriate behaviour (e.g. use of physical restraint, professional boundaries etc). <u>Designated Staff</u>	Existence of up to date guidance given to staff.	See above			www.baspcan.org.uk www.nspcc.org.uk
	Agencies have an identified designated member of staff who acts as the first point of contact for staff raising concerns about children.		Nominated members of staff identified and in place			Framework for the Assessment of Children in Need and their Families (DoH)
	Designated staff is trained to an appropriate level and training is refreshed every 2 / 3 years.					www.ncrqs.a
Designated staff takes the lead for the agency in liaising with other agencies/OSCB and collates referrals.			Nominated members of staff identified and in place			

Standard	Requirement	Types of Evidence	Your Evidence	Current Position RAG	Action Required	Links to Guidance/ Legislation
						com (National Control and Restraint General Services Association) Section 11, Children's Act 2004 Section 175 Education Act OSCB website 'What to do if you're worried a child is being abused' booklet
Standard 12 All partner agencies have processes and procedures in place so a safe working environment is created and maintained.	<p>Are procedures in place to identify and manage any potential sources of harm to children/young people</p> <p>A code of conduct for staff in place detailing the boundaries of appropriate behaviour between staff and children/young people</p> <p>Information made available to children, young people and families about safeguarding children and young people including who to contact if they</p>		<p>Policy and Procedures in place. To be formally agreed in September 2008)</p> <p>Code of conduct included in Safeguarding Procedures (to be formally adopted in September 2008)</p> <p>Leaflets available Information and contacts available on web site and</p>	<p>Amber</p> <p>Green</p>		

Standard	Requirement	Types of Evidence	Your Evidence	Current Position RAG	Action Required	Links to Guidance/ Legislation
	are concerned a child or young person is at risk and how to make a complaint.		intranet.			

Oxfordshire Safeguarding Children's Board

Oxford City Council

Self Assessment Action Plan

June 2008

Standard	Action	Target / Date	Person responsible	Resource
Standard 1	Ensure all Nominated Officers attend C training and have refresher training every 3 years	1 Nominated Officer completed training 2007-08 2 Nominated Officers to complete training October 2008	Corporate Manager Partnership Development Business Manager, Human Resources Corporate Secretariat Manager	Within existing resources
	Provide regular information updates	Quarterly - ongoing	Corporate Manager Partnership Development	Within existing resources
	Provide copies of OSCB Minutes	Quarterly - ongoing	Corporate Manager Partnership Development	Within existing resources
	Safeguarding Children Policy and Procedures in place	Revised updated policy and Procedures to Executive Board 3 rd September 2008	Corporate Manager Partnership Development	Within existing resources
	Review existing strategies to ensure relevance.	Strategies to be reviewed as part of Policy and	Strategy Lead Officers	Within existing resources

		Performance Board Policy Review process - ongoing		
	Oxford City Children and Young People's Plan to be reviewed.	Review in 2008 for adoption by Executive Board in 2009	Corporate Manager Partnership Development	Within existing resources
	Senior Managers kept informed of relevant issues – Minutes of OSC Board circulated. Reports to Wider Leadership Team meetings.	Ongoing	Corporate Manager Partnership Development	Within existing resources
	To develop a coordinated strategy for consulting with young people.	Attendance at County Consultation Group meetings	Oxford City Consultation Officer	Within existing resources
	Monitor OSC Action Plan	Annually – review in July 2009	Corporate Manager Partnership Development	Within existing resources
Standard 2	Ensure all staff are aware of the City Council's OSC Policy and Procedures	Information on the internet in place – to be updated when new Policy agreed in September 2008 Team Briefs - ongoing	Internal Communications Officer	Within existing resources
	Safeguarding information provided	Through every induction course -	Business Manager, Human Resources	Within existing resources

	as part of Induction Process for new staff	ongoing		
Standard 3	Diagram showing accountability to be included in policies and procedures	To be developed by September 3 rd 2008	Corporate Manager Partnership Development	Within existing resources
	Individual's responsibility to safeguard and promote the welfare of children in job descriptions	Nominated Officers Job descriptions to be reviewed by 3 rd September 2008 Other Job descriptions to be reviewed as they arise.	Business Manager, Human Resources	Within existing resources

Standard 4	Ensure the needs of children are taken into account within service plans.	To be reviewed at Transformation Board	Business Manager, Human Resources	Within existing service plan budgets
Standard 5	All staff and volunteers who have contact with children to receive basic A level training every 3 years. Designated staff to receive level 2 and 3 training every 3 years.	Training programme to be improved, developed and implemented by April 2009	Business Manager, Human Resources	Review of HR Training budgets
Standard 6	CRB Checking disclosure procedure in place and records maintained.	Review CRB Checking Procedure annually – July 2009	Business Manager, Human Resources	Within existing resources 1 staff member with specific responsibility for CRB checking procedures and maintaining records
	All HR staff involved in the process to have safe recruitment training	See training Programme above.	Business Manager, Human Resources	With existing resources
	Relevant HR policies to be reviewed on rolling programme	All policies to be reviewed annually ?	Business Manager, Human Resources	Within existing resources

Standard 7	Corporate Manager Partnership Development to represent all district councils on the Board	Send out agenda and papers prior to Board meetings Send out briefings and represent district views. Ongoing quarterly	Corporate Manager Partnership Development	Within existing resources
Standard 8	Information sharing protocols in place	OSCB protocols in place. City Council is a signature to the protocol.	OSC Team at County Council in liaison with Partners	Within existing resources
Standard 9	Ensure that all children have equal rights to protection	Equalities Impact Assessments to be carried out with an Oxfordshire evidence base – April 2010?	OSC Team at County Council in liaison with Partners	Within existing resources
Standard 10	Draft Action Plan to be agreed	Executive Board September 2008	Corporate Manager Partnership Development	Within existing resources
Standard 11	Draft Policy and Procedures to include dealing with allegations of abuse and complies with OSCB guidelines.	Executive Board September 2008	Corporate Manager Partnership Development	Within existing resources
Standard 12	Code of conduct in place for staff in detailing boundaries of behaviour between children and staff	Included within draft Policy and Procedures to be formally agreed in September 2008	Corporate Manager Partnership Development	Within existing resources

	September 2010?		
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