

**Oxford City Council**

**Safeguarding Children, Young People and Adults**

**Self Assessment and Action Plan**

**3<sup>rd</sup> Draft October 2010**

Action	Target / Date	Person responsible	Resource	Status
<b>Senior Management and Member Commitment to the importance of Safeguarding</b>				
Safeguarding Children and Young People and Vulnerable Adults Policy and Procedures in place and agreed by Executive Board.	Revised policy in place in December 2010  To be reviewed on an annual basis December 2011	Partnership Development Manager	Within existing resources	On track to go to Executive Board December 2010
Ensure all Delegated Officers attend OSCB 'Specialist' training and have refresher training every 3 years	All Designated Officers completed the OSCB training by October 2010. Refresher training required October 2012	Head of People and Equalities	Within existing resources	Green
Ensure all Nominated Officers attend OSCB 'Specialist' training and have refresher training every 3 years	All Designated Officers completed the OSCB training by October 2010. Refresher training required October 2013	Head of People and Equalities	Costs included within £4,000 contribution per annum towards OSCB training budget	Green
<b>Clear statement of responsibilities in place and available for all staff</b>				
Clear statement of responsibilities available within the Safeguarding Policy and Procedure	In place	Partnership Development Manager	Within existing resources	Green
Policy and procedures are accessible to staff	To be placed on the City Council web site and intranet by end of December 2010  To ensure links are available to OSCB Web site and Safeguarding Adults web site	Head of Policy, Communications and Culture	Within existing resources	Green

Safeguarding responsibilities are clearly specified on job descriptions	Audit to be undertaken to ensure this is in place for all job descriptions.	Head of People and Equalities	Within existing resources	Amber In process
<b>To ensure service development takes into account the needs to safeguard and promote the welfare of children, young people and vulnerable adults</b>				
Ensure the safeguarding children and young people and vulnerable adults are taken into account within service plans.	To be monitored through the Equalities Impact Assessment process.	Service Heads Equality and Diversity Officer	Within existing service plan budgets	Green
Senior Managers kept informed of relevant issues	Minutes of OSCB and briefing notes circulated to Directors Group and all relevant members of staff.  Briefings provided on Safeguarding Vulnerable Adults as appropriate.	Partnership Development Manager	Within existing resources	Green
<b>Ensure training is in place</b>				
Safeguarding information provided as part of Induction Process for new staff.	To be reflected in the new induction training currently being developed.	Service People and Equalities	Within existing resources	Amber Induction Training Programme in process of being reviewed
All staff and volunteers who have contact with children to do the OSCB on line 'Awareness' training every 3 years.	All staff to be made aware of the availability of this training and the requirement to undertake it by April 2011.	Head of People and Equalities	Included within £4,000 contribution towards OSCB training.	Amber Communications Plan to be implemented
Managers and supervisory staff to receive 'Generalist' OSCB training.	People and Equalities Team to undertake an audit to ensure all those staff required to undertake this training and known and are aware of this requirement.	Head of People and Equalities	Ditto	Amber Audit to be completed
Designated Officers to receive OSCB Specialist Training every 2 years.	All Designated Officers have undergone this training. To be reviewed October 2012	Head of People and Equalities	Ditto	Green
There are not statutory duties on district councils to have specific training for	Training Programme on vulnerable adults to be	Head of People and Equalities	There are currently no	Green In ongoing

vulnerable adults.	developed in consultation with Oxfordshire Safeguarding Vulnerable Adults Team		charges for training provided by the OSVAB.	discussion with Vulnerable Adults Team
All Designated Officers to receive Multi-agency Training on Safeguarding Vulnerable Adults	All designated Officers have attended the Multi-agency Training on Safeguarding Vulnerable Adults. To be refreshed in October 2013	Head of People and Equalities	Provided at no cost by the OSVB	Green
<b>Ensure effective recruitment and vetting takes place</b>				
ISA/CBR Checking disclosure procedure in place and records maintained. NB: ISA Checks currently under government review and are on hold.	All ISA and CRB procedures in place and reviewed annually Review date April 2011. There are identified staff members with specific responsibility for ISA/CRB checking procedures and maintaining records	Head of People and Equalities	Within existing resources	Green
<b>Ensure effective interagency work and information sharing</b>				
Information sharing protocols are in place and understood.	OSCB protocol in place.  Designated Officers training undertaken on sharing information and Safeguarding Vulnerable Adults.	OSC and OSVA Teams at County Council in liaison with Partners	Within existing resources	Green
<b>Ensure issues of equalities and diversity are addressed</b>				
Ensure that all children, young people and vulnerable adults have equal rights to protection.	Equalities Impact Assessment undertaken upon the Policy and Procedures and the Oxford City Council Children and Young People's Plan.	Partnership Development Manager	Within existing resources	Green
<b>Ensure effective Performance Management</b>				
Ensure effective implementation of the Action Plan.	Action Plan in place and reviewed at least 3 times per year	Partnership Development Manager	Within existing resources	

Policy and Plan reviewed and progress reported to Executive Board.	Executive Board December 2010 To be Reviewed October 2011	Partnership Development Manager	Within existing resources	Green
<b>Procedures for managing allegations in place</b>				
Policy and Procedures include dealing with allegations of abuse and complies with Safeguarding guidelines.	In place	Head of People and Equalities	Within existing resources	Green
Code of conduct in place for staff in detailing boundaries of behaviour between children and staff	Included within Safeguarding Policy for Children and young people and vulnerable adults.	Partnership Development Manager	Within existing resources	Green Contained within Policy and Procedures
<b>Safe recruitment in place</b>				
All HR staff involved in the process to have safe recruitment training	Safer recruitment training has been rolled out to people and Equalities Team this now needs be rolled out to other relevant service staff. Information on the CWDC on line Safer Recruitment Training to be made available to all relevant staff by April 2011.	Head of People and Equalities	With existing resources	Green
<b>Child Death Procedures</b>				
Child Death Review Policy and Procedures in place	This is contained within the Policy and Procedures	Head of People and Equalities	Within existing resources	Green
Lead designated Officer in Place	Lead Designated Officer is Head of People and Equalities			Green
<b>Promotion and Awareness Raising</b>				
To ensure all staff, volunteers and members of the public are aware of the City Council's new Policy and Procedures	To ensure the Policy and Procedures are easily accessible on the City Council Intranet and Website	Head of Policy, Communications and Culture	Within existing resources	In hand. To be implemented when approved
	To develop a communication plan for the launch of the new policy and procedures	Team Manager for Communications	Within existing resources	In hand. To be implemented when approved