**Oxford City Council Section 11 Self- Assessment Action Plan 2015-16**

**Including all learning points arising from:**

* The Section 11 Self-Assessment Audit
* The Oxford Safeguarding Children Board OSCB Serious Case Review for Children A, B, C, D, E, F
* Oxford City Council Learning and Development Action Plan following the Serious Case Review for Children A, B, C, D, E, F,

Updated 8 April 2015

B-Blue Action completed

G-Green Action on target to be met

A-Amber There is a risk that the action may not be completed on time

R-Red There is high risk that the action will not be completed and remedial action is required.

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| Learning Points | Action | Evidence | Completion date | Lead | Progress | Status (RAG rating) |
| **Learning Point 1**The need to regularly review Oxford City Council safeguarding procedures to ensure that we are adhering to our safeguarding responsibilities | Regularly review the Safeguarding Programme and Action Plan.Ensure that Policy and Procedures are kept up to date. | Named Safeguarding Officers meeting minutes.Annual Section 11 Self- Assessment and Action PlanBi-annual Assessment of the Safeguarding Action Plan Annual report to CEB and CouncilMonthly Director Review meetingOn-going review of Policy and Procedures, Keeping People Safe Leaflet, Updating Keeping People Safe Intranet Page and Web site page | April 2015On-goingOct 2015April 2016April 2015April 2016April 2015 then monthlyOn-going | Val JohnsonVal JohnsonJennifer Kotilaine | On trackOn trackOn trackSlight delay in publication of ReportReview meeting undertaken April 2015On track | G-GreenG-GreenG-GreenG-GreenG-Green |
| **Learning Point 2**We need to continually improve our response to new and emerging priorities with Safeguarding Children and Vulnerable Adults | Consider new ways in which our front line staff can be better trained and supported to cope with working on Safeguarding, CSE, and anti-social behaviour, trafficking and related activities.Further develop and implement safeguarding and sexual exploitation training for councillors.Ensure that awareness raising and generalist training on vulnerable adults is available for district council staff.Ensure that the need for awareness raising and generalist training on safeguarding children and young people is suitable for district council staff.Measure training outcomes in practice and assess effectiveness of training staff.Promote staff attendance at learning events.Strengthen policy and procedures relating to managing allegations against staff and volunteers. | Named Safeguarding Officers meeting minutes.Safeguarding Training Programme and internal presentations reviewed 6 monthly.To identify appropriate training for staff working with perpetrators who are also vulnerable. To promote the support available to staff through the Employee Assistance Programme ‘Work Well’To keep under review supervision and support arrangements for staff e.g. appraisal and learning and development.Review of Councillor training materials. Compulsory Councillor training.3 x non-compulsory training sessions to be provided a year (extended programme)Correspondence and minutes of the Oxfordshire Safeguarding Vulnerable Adults Board (OSVAB)Specific training materials for district councils available for safeguarding children and vulnerable adults at awareness raising and generalist level.Annual survey using OSCB Questionnaire in preparation for the Section 11 Self -AssessmentCirculate OSCB Newsletter and information on learning events to all Named Safeguarding officers and advertise events in Council MattersNew Allegations Policy  | April 2015On-goingApril 2015October 2015March On-goingApril 2015On-goingApril May 2015On-goingApril 2015May 2015Before October 2015Feb/March 2015Oct 2015April 2015 On-goingApril 2015 On-goingMay 2015 | Val JohnsonJennifer KotilianeVal Johnson/Jennifer KotilaineSimon Howick/Val JohnsonSimon Howick/Val JohnsonJennifer KotilanieVal JohnsonVal Johnson/ Jennifer KotilaineJennifer KotilaineVal JohnsonSimon Howick | On trackCompletedOn trackOn trackOn trackReview completed awaiting final approval from OSCB Training Sub GroupTraining provided for new Civic Office Holders March 2015Member training booked in for 9/20/21stMayDates in progress of being arranged.Awaiting a response. Position to be reviewed and raised at the next OSVAB if no progress has been made. District meeting with OSCB Training Group Chair and district council representatives (Minutes sent 12th January)On trackOn trackDraft in circulation for consultation. | G-GreenB-BlueG-GreenG-GreenG-GreenG-GreenG-GreenG-GreenG-GreenA-AmberA-AmberG-GreenG-GreenG-Green |
| **Learning Point 3**We have developed our understanding of CSE and the models of exploitation used in the city. We need to remain vigilant and responsive to reports of CSE and other forms of exploitation. | Make routine the review of prevalence and action planning by the Oxford Community Safety Partnership (OCSP)Joint intelligence sharing on organised crime and sexual exploitation undertaken by TVP and the Anti-Social Behaviour Investigation team (ASBIT)Review with OCSP and TVP whether city worker should be involved in intelligence sharing meetings. | Minutes of the Oxford Community Safety Partnership Executive GroupRegular attendance at meetings.Correspondence | April 2015 On-goingApril 2015 On-goingMarch 2015 | Tim SadlerRichard AdamsTim Sadler | On trackOn trackAccess confirmed to general intelligence briefings but not for some case specific briefings. To be further discussed. | G-GreenG-GreenA-Amber |
| **Learning Point 4**Recognising the important role Oxford City Council functions have in identifying, preventing and disrupting CSE and other forms of exploitation:* Community safety activities (ASBIT)
* Hackney Carriages and Private Hire
* HMO Licencing
* Environmental Health
* Parks
* Recycling and refuse
 | Seek harmonisation of licensing standards across the County for Hackney Carriages and Private Hire vehicles, drivers and operators.Regularly review the City Council functions in relation to CSE and other forms of exploitation and share best practice with other district councils as appropriate. | Oxfordshire Chief Executives meeting minutes.District Officers meeting notes,Named Safeguarding Officers Group Meetings.Oxfordshire Chief Executive meeting minutes. | February 2015 and Review April 2015April On-going | Tim SadlerVal Johnson | Approach agreed in principle 4/2/15Meting arranged for 23rd April 2015On track | G-GreenG-Green |
| **Learning Point 5**That proactive and routine information and intelligence sharing and joint operations are vital to combatting CSE and other forms of exploitation. | Establish an Oxford City Council interface with the Oxfordshire Multi-agency Safeguarding Hub (MASH) as a pilot scheme for other district councils and housing providers. Review and share this information with other district councils and housing providers in March 2015Review results of MASH reports on the outcomes of referrals and to challenge, via the escalation procedure if required.Ensure that protocols with the Multi-agency Safeguarding Hubs have appropriate engagement with Community Safety, Anti-Social Behaviour Investigation, Housing and other district council level services around individual cases. Review the City Council approach to recoding of concerns across service areas. Keep Data Sharing Protocols under review | Pilot scheme establishedReview completed.Event held to share learning with other district Councils and Housing Providers.in MarchSteering group with district council officers and housing providers established to take this work forward. Report to Oxfordshire Chief Executives meeting Attendance at MASH Operational Group meetings and audit meetings (case file audit process has been agreed and meetings are in the process of being set up by the MASH)Attendance at MASH Operational Group meetings To review in the light of implementation of MASH interface.To review and monitor MASH Information Sharing protocol in the light of new Government Guidance | February 2015March 201519th March 2015April 2015 –June 20159th June 2019April 2015 On-goingApril 2025On-goingMarch/June 2015On-going | Val JohnsonVal JohnsonVal JohnsonVal JohnsonVal Johnson Val JohnsonVal JohnsonLucy Nevielle | Representatives on Steering Group identified. Initial meeting in process of being arranged.There are currently some delays with receiving feedback. This is currently under review by the MASHOn trackReviewed as a part of the MASH Evaluation undertaken in March 2015 and on-goingReviewed as a part of the MASH Evaluation undertaken in March 2015 | B-BlueB-BlueG-GreenG-GreenA-AmberG-GreenG-GreenGreen |
| **Learning Point 6**It is important to have effective escalation processes and strong relationships between the Oxford Community Safety Partnership and Oxfordshire Safeguarding Children Board and Oxfordshire Children’s Trust Board. | The Director of Community Services to ensure that there are appropriate mechanisms for good liaison between the Oxford Community Safety Partnership, the Oxfordshire Safeguarding Children Board and Children’s Trust Board.To ensure that relevant Members and Officers are briefed on papers going to the OSCB and Children’s Trust Board and any decisions made.Ensure that any multi-agency meetings managed by Oxford City Council have clear ownership and consistency of titles.To review and promote the use of the Escalation Procedures internally and ensure that they are clearly understood. | Regular reports on CSE and other emerging form of exploitation to the Community Safety Partnership and OSCB. Regular attendance at Board meetings and notes of the meetings.Regular Briefings circulated prior to and following all OSCB and Children’s Trust Board meetings.Review of inter-agency meetings as a part of the annual Section 11 Self-AssessmentTo regularly review the use of escalation at the Named Safeguarding Officers meetings (6 monthly).To review escalation procedures as a part of the Section 11 Self-Assessment | Feb 2015 and on-goingApril 2015On-going Oct 2015April 2015On-goingOctober 2915 | Tim SadlerVal JohnsonJennifer KotilaineVal JohnsonJennifer Kotilaine | Director of Community Services has joined the OSCB and the Oxfordshire Children’s Trust Board, in his capacity of Oxford Community Safety Partnership Chair.3rd tier Children’s & Adult’s social care staff nominated to attend. Oxford Community Safety Partnership Executive Group.A meeting has been held between Director of Community services and the County Council Solicitor to discuss the future of Oxfordshire Community Safety Partnership, District Community Safety Partnerships and the OSCB.A proposal is awaited.On trackOn TrackOn trackOn-track | G-GreenG-GreenG-GreenG-GreenG-Green |
| **Learning Point 7**CSE is not an isolated one off event. It is important to engage with communities to raise awareness, change perceptions and challenge behaviours | Working with the CSE sub group of the OSCB to identify an on-going, coordinated programme between the City Council, County Council and police working in communities and with young people at risk. | Notes of the OSCB, CSE Subgroup meetings. | Feb 2015 and on-goingApril 2015 | Richard AdamsRichard Adams | Initial meeting at CEO level-approach agreed in principle.Draft Terms of Reference drafted to be agreed at the inaugural meeting on 14th April 2015 | G-GreenG-Green |

**Document Control**

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| 1 | 19 March | Circulated to Tim Sadler, Richard Adams, Simon Howick and Jennifer Kotilaine for comment |
| 2 | 4th April 2015 | Revised for CEB Report |
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