

Appendix 1: Oxford City Council Section 11 Self-Assessment Action Plan 2015-16

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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 arisk that the action may not be completed on time

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

Learning Points	Action	Evidence	Completion date	Lead	Progress	Status (RAG rating)
17						
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.	Named Safeguarding Officers meeting minutes.	April 2015 On-going	Val Johnson	On track	G-Green
		Annual Section 11 Self-Assessment and Action Plan	Oct 2015		On track	G-Green
		Bi-annual Assessment of the Safeguarding Action Plan	April 2016		On track	G-Green
		Annual report to CEB and Council	April 2015 April 2016		Slight delay in publication of Report	G-Green
		Monthly Director Review meeting	April 2015 then monthly	Val Johnson	Review meeting undertaken April 2015	G-Green
	Ensure that Policy and Procedures are kept up to date.	On-going review of Policy and Procedures, Keeping People Safe Leaflet,	On-going	Jennifer Kotilaine	On track	

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		Updating Keeping People Safe Intranet Page and Web site page				
18	<p>Learning Point 2 We need to continually improve our response to new and emerging priorities with Safeguarding Children and Vulnerable Adults</p> <p>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.</p> <p>Further develop and implement safeguarding and sexual exploitation training for councillors.</p>	Named Safeguarding Officers meeting minutes.	April 2015 On-going	Val Johnson	On track	G-Green
		Safeguarding Training Programme and internal presentations reviewed 6 monthly.	April 2015 October 2015	Jennifer Kotiliane	Completed	B-Blue
		To identify appropriate training for staff working with perpetrators who are also vulnerable.	March On-going	Val Johnson/Jennifer Kotiliane	On track	G-Green
		To promote the support available to staff through the Employee Assistance Programme 'Work Well'	April 2015 On-going	Simon Howick/Val Johnson	On track	G-Green
		To keep under review supervision and support arrangements for staff e.g. appraisal and learning and development.	April May 2015 On-going	Simon Howick/Val Johnson	On track	G-Green
		Review of Councillor training materials.	April 2015	Jennifer Kotiliane	Review completed awaiting final approval from OSCB Training Sub Group	G-Green
		Compulsory Councillor training.	May 2015		Training provided for new Civic Office Holders March 2015	G-Green
					Member training booked in	G-Green

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19			3 x non-compulsory training sessions to be provided a year (extended programme)	Before October 2015		for 9/20/21st May	
	Ensure that awareness raising and generalist training on vulnerable adults is available for district council staff.	Correspondence and minutes of the Oxfordshire Safeguarding Vulnerable Adults Board (OSVAB)		Feb/March 2015	Val Johnson	Awaiting a response. Position to be reviewed and raised at the next OSVAB if no progress has been made.	G-Green
	Ensure that the need for awareness raising and generalist training on safeguarding children and young people is suitable for district council staff.	Specific training materials for district councils available for safeguarding children and vulnerable adults at awareness raising and generalist level.		Oct 2015	Val Johnson/ Jennifer Kotilaine	District meeting with OSCB Training Group Chair and district council representatives (Minutes sent 12th January)	A-Amber
	Measure training outcomes in practice and assess effectiveness of training staff.	Annual survey using OSCB Questionnaire in preparation for the Section 11 Self - Assessment		April 2015 On-going	Jennifer Kotilaine	On track	G-Green
	Promote staff attendance at learning events.	Circulate OSCB Newsletter and information on learning events to all Named Safeguarding officers and advertise events in Council Matters		April 2015 On-going	Val Johnson	On track	G-Green
	Strengthen policy and procedures relating to managing allegations against staff and volunteers.	New Allegations Policy		May 2015	Simon Howick	Draft in circulation for consultation.	G-Green

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<p>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.</p>	<p>Make routine the review of prevalence and action planning by the Oxford Community Safety Partnership (OCSP)</p>	<p>Minutes of the Oxford Community Safety Partnership Executive Group</p>	<p>April 2015 On-going</p>	<p>Tim Sadler</p>	<p>On track</p>	<p>G-Green</p>
	<p>Joint intelligence sharing on organised crime and sexual exploitation undertaken by TVP and the Anti-Social Behaviour Investigation team (ASBIT)</p>	<p>Regular attendance at meetings.</p>	<p>April 2015 On-going</p>	<p>Richard Adams</p>	<p>On track</p>	<p>G-Green</p>
	<p>Review with OCSP and TVP whether city worker should be involved in intelligence sharing meetings.</p>	<p>Correspondence</p>	<p>March 2015</p>	<p>Tim Sadler</p>	<p>Access confirmed to general intelligence briefings but not for some case specific briefings. To be further discussed.</p>	<p>A-Amber</p>
<p>Learning Point 4 Recognising the important role Oxford City Council functions have in identifying, preventing and disrupting CSE and other forms of exploitation:</p> <ul style="list-style-type: none"> Community safety activities (ASBIT) Hackney Carriages and Private Hire HMO Licencing Environmental Health Parks Recycling and refuse 	<p>Seek harmonisation of licensing standards across the County for Hackney Carriages and Private Hire vehicles, drivers and operators.</p>	<p>Oxfordshire Chief Executives meeting minutes. District Officers meeting notes,</p>	<p>February 2015 and Review April 2015</p>	<p>Tim Sadler</p>	<p>Approach agreed in principle 4/2/15 Meting arranged for 23rd April 2015</p>	<p>G-Green</p>
	<p>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.</p>	<p>Named Safeguarding Officers Group Meetings. Oxfordshire Chief Executive meeting minutes.</p>	<p>April On-going</p>	<p>Val Johnson</p>	<p>On track</p>	<p>G-Green</p>
						<p>B-Blue</p>

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21	<p>Learning Point 5 That proactive and routine information and intelligence sharing and joint operations are vital to combatting CSE and other forms of exploitation.</p>	<p>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.</p>	<p>Pilot scheme established</p>	<p>February 2015</p>	<p>Val Johnson</p>	<p>Representatives on Steering Group identified. Initial meeting in process of being arranged.</p> <p>There are currently some delays with receiving feedback. This is currently under review by the MASH</p> <p>On track</p>	<p>B-Blue</p> <p>G-Green</p> <p>G-Green</p> <p>A-Amber</p> <p>G-Green</p>
		<p>Review and share this information with other district councils and housing providers in March 2015</p>	<p>Review completed. Event held to share learning with other district Councils and Housing Providers in March</p>	<p>March 2015 19th March 2015</p>	<p>Val Johnson</p>		
			<p>Steering group with district council officers and housing providers established to take this work forward.</p>	<p>April 2015 – June 2015</p>	<p>Val Johnson</p>		
			<p>Report to Oxfordshire Chief Executives meeting</p>	<p>9th June 2019</p>	<p>Val Johnson</p>		
		<p>Review results of MASH reports on the outcomes of referrals and to challenge, via the escalation procedure if required.</p>	<p>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)</p>	<p>April 2015 On-going</p>	<p>Val Johnson</p>		
			<p>Attendance at MASH Operational Group meetings</p>	<p>April 2025 On-going</p>	<p>Val Johnson</p>		
		<p>Ensure that protocols with the Multi-agency Safeguarding Hubs have appropriate engagement with Community Safety,</p>			<p>Val Johnson</p>		

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	<p>Anti-Social Behaviour Investigation, Housing and other district council level services around individual cases.</p> <p>Review the City Council approach to recoding of concerns across service areas.</p> <p>Keep Data Sharing Protocols under review</p>	<p>To review in the light of implementation of MASH interface.</p> <p>To review and monitor MASH Information Sharing protocol in the light of new Government Guidance</p>	<p>March/June 2015</p> <p>On-going</p>	<p>Val Johnson</p> <p>Lucy Nevielle</p>	<p>Reviewed as a part of the MASH Evaluation undertaken in March 2015 and on-going</p> <p>Reviewed as a part of the MASH Evaluation undertaken in March 2015</p>	<p>G-Green</p> <p>Green</p>
<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>Feb 2015 and on-going</p>	<p>Tim Sadler</p>	<p>Director of Community Services has joined the OSCB and the Oxfordshire Children's Trust Board, in his capacity of Oxford Community Safety Partnership Chair.</p> <p>3rd tier Children's & Adult's social care staff nominated to attend. Oxford Community Safety Partnership Executive Group.</p> <p>A meeting has been held between Director of Community services and the County Council Solicitor to discuss the future of</p>	<p>G-Green</p>

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23					Oxfordshire Community Safety Partnership, District Community Safety Partnerships and the OSCB. A proposal is awaited.	
	To ensure that relevant Members and Officers are briefed on papers going to the OSCB and Children's Trust Board and any decisions made.	Regular Briefings circulated prior to and following all OSCB and Children's Trust Board meetings.	April 2015 On-going	Val Johnson	On track	G-Green
	Ensure that any multi-agency meetings managed by Oxford City Council have clear ownership and consistency of titles.	Review of inter-agency meetings as a part of the annual Section 11 Self-Assessment	Oct 2015	Jennifer Kotilaine	On Track	G-Green
	To review and promote the use of the Escalation Procedures internally and ensure that they are clearly understood.	To regularly review the use of escalation at the Named Safeguarding Officers meetings (6 monthly).	April 2015 On-going	Val Johnson	On track	G-Green
		To review escalation procedures as a part of the Section 11 Self-Assessment	October 2015	Jennifer Kotilaine	On-track	G-Green

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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-going	Richard Adams	Initial meeting at CEO level- approach agreed in principle.	G-Green
			April 2015	Richard Adams	Draft Terms of Reference drafted to be agreed at the inaugural meeting on 14 th April 2015	G-Green

Document Control

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Author	Val Johnson <i>Policy Culture and Communications</i> vjohnson@oxford.gov.uk 01865 252209
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Notes	Draft for approval at CEB Report

Version No.	Date	Notes
1	19 March	Circulated to Tim Sadler, Richard Adams, Simon Howick and Jennifer Kotilaine for comment
2	4 th April 2015	Revised for CEB Report

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