**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 June 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 a 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 Plan  Bi-annual Assessment of the Safeguarding Action Plan  Annual report to CEB and Council  Monthly Director Review meeting  On-going review of Policy and Procedures, Keeping People Safe Leaflet, Updating Keeping People Safe Intranet Page and Web site page | April 2015  On-going  Oct 2015  October 2015  /April 2016  April 2015  April 2015 then monthly  On-going | Val Johnson  Val Johnson  Jennifer Kotilaine | Named Safeguarding Officers meeting held on 16th June  Completed  Safeguarding Action Plan reviewed April 2015  Report to CEB May 2015  Report to Council July 2016  Held monthly and on-going  Latest review and update June 2015 | G-Green  B-Blue  G-Green  G-Green  G-Green  G-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.  To ensure that all staff are adequately trained to the standards required.  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 meetings.  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 Councillor training materials.  Compulsory Councillor training to be delivers delivered  Plus 3 non- compulsory training sessions to be provided a year (extended programme)  Specific training materials for district councils to be made available for safeguarding children and vulnerable adults at awareness raising and generalist level.  To raise with the OSCB and OSAB Training Groups.  To identify additional in house Generalist Adult and Generalist Children’s Safeguarding training in-house to be delivered in October  To increase the number of respondents to the Annual Survey OSCB Questionnaire in preparation for the Section 11 Self -Assessment  Circulate OSCB Newsletter and information on learning events to all Named Safeguarding officers and advertise events in Council Matters  New Allegations Policy | April 2015, at least 6 monthly.  April 2015  October 2015  March 2016  On-going  April 2015  On-going  April/ May 2015  On-going  April 2015  May /June/July 2015  Before October 2015  May 2015  Oct 2015  October 2015  Oct 20015 and on-going  May 2015 | Val Johnson  Jennifer Kotiliane  Val Johnson/Jennifer Kotilaine  Simon Howick/Val Johnson  Simon Howick/Val Johnson  Jennifer Kotilaine  Val Johnson  Val Johnson  Val Johnson/ Angela Bowman  Jennifer Kotilaine  Val Johnson  Simon Howick | Last meeting held on 16th June 2015  Review completed May 2015  Discussions have been held with a number of agencies with regard to training on relevant issues e/g mental health.  In the process of developing a bespoke service for staff working with clients with high levels of support needs.  Reviewed in May 2015  Review completed May 2015  Scrutiny advised that training should have a focus on their role as being the eyes and ears of their communities.  In progress of being delivered.  Dates to be arranged  District meeting with OSCB Training Group Chair and district council representatives (Minutes sent 12th January); and revised training circulated to other district councils  Correspondence and minutes of the Oxfordshire Safeguarding Vulnerable Adults Board.  Member of OSVAB training subgroup to develop training materials and programme. First meeting May 2015  In process of commissioning Generalist Adult and Generalist Children’s Safeguarding training in-house to be delivered in October.  An additional action recommended by scrutiny Committee.  Circulated on a bi-monthly basis  Now adopted | G-Green  G-Green  G-Green  G-Green  G-Green  B-Blue  G-Green  G-Green  B-Blue  B-Blue  B-Blue  G-Green  G-Green  G-Green  B-Blue |
| **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) | Minutes of the Oxford Community Safety Partnership Executive Group  Regular attendance at meetings. | April 2015 On-going  April 2015 On-going | Tim Sadler  Richard Adams | There are now a number of standing items on the Community Safety Partnership.  There is now a CSE Sub Group established with TOR agreed.  This has now become standard practice. | B-Blue  B-Blue |
| **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, by comparing policies and approaches across the five licensing authorities and working toward greater consistency.  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.  To consider how a licencing regime for guesthouses can be implemented. | Oxfordshire Chief Executives meeting minutes.  District Officers meeting notes,  Named Safeguarding Officers Group Meetings.  Oxfordshire Chief Executive meeting minutes.  Minutes of the CSE Working Group meetings | February 2015 and Review April 2015  April 2015 and on-going  June and on-going | Tim Sadler  Val Johnson  Tim Sadler | There has been a multi-agency meeting held on 30th June, chaired by OSCB, to discuss and review policy regarding the transportation of vulnerable adults. A key issue identified to be addressed is the alignment of policies between licencing authorities. An action plan has been developed to take this work forward over the next 6 months.  Named Safeguarding Officers Group meeting held 16thJjune 2015  An additional action recommended by scrutiny Committee. | G-Green  G-Green  G-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 2015  Review 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.  Keep Data Sharing Protocols under review | Pilot scheme established  Review completed.  Event held to share learning with other district Councils and Housing Providers.in March    Steering 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 and monitor MASH Information Sharing protocol in the light of new Government Guidance | February 2015  March 2015  19th March 2015  April 2015 –June 2015  9th June 2019  April 2015 On-going  April 2025  On-going  April and  On-going | Val Johnson  Val Johnson  Val Johnson  Val Johnson  Val Johnson  Val Johnson  Lucy Neville | Completed in June 2015  Steering Group established in June 2015.Work is on-going  Note: Scrutiny Committee advised that there should be strengthened engagement and protocols with housing associations in relation to the vulnerable groups that they house.  Completed  Attendance at MASH Operational Group meetings (fortnightly)  See above  Meeting held with MASH manager May 2015 | B-Blue  B-Blue  G-Green  G-Green    B-Blue  G-Green  G-Green  G-Green |
| **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-Assessment  To regularly review the use of escalation at the Named Safeguarding Officers meetings (6 monthly). This is also being reviewed as part of the ‘stocktake’ | Feb 2015 and on-going  April 2015  On-going  April 2015 and on-going  April 2015  On-going | Tim Sadler  Val Johnson  Jennifer Kotilaine  Val Johnson | Director of Community Services attends 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 attends 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.  Review awaiting to be reported  A CSE Sub Group has been established.  Val Johnson is now the City and district representative on the OSCB Executive board.  Briefings provided for all OSCB and OSAB Board meetings and Children’s trust meetings  Reviewed as a part of the updating of policy, procedures and other information.  Awaiting feedback on the Stocktake report. | B-Blue  G-Green  G-Green  G-Green  G-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.  To monitor the feedback from children to test the effectiveness of safeguarding policies and plans on the ground and to identify blockages | Notes of the OSCB, and CSE Subgroup meetings  Feedback from consultation on activities undertaken by the Youth Ambition Engagement Officer (with a special focus to feed into the section 11 Review in September/ October 2015)  . | April 2015 and on-going  October 2015 | Richard Adams  Val Johnson/Jennifer Kotilaine | Draft Terms of Reference of CSE Sub Group agreed at the inaugural meeting on 14th April 2015  CSE subgroup completed mapping of community services and contacts in relation to CSE in the City. Currently in the process of undertaking a gap analysis.  A review is in process on the Youth Ambition Grant criteria, in the light of this work and recommendations will be made to members regarding the grant funding.  Scrutiny Committee advised that this should be included as a clear action within the Plan. | B-Blue  G-Green  G-Green  G-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 |
| 3 | 8 June 2015 | Revised for Council |
| 4. | 7th July 2015 | Revised following discussion with Director and Executive Board member, to include recommendations from Scrutiny Committee and Executive Board. |

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