

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 June2015

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 a 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)
281 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	Named Safeguarding Officers meeting held on 16 th June	G-Green
		Annual Section 11 Self-Assessment and Action Plan	Oct 2015		Completed	B-Blue
		Bi-annual Assessment of the Safeguarding Action Plan	October 2015 /April 2016		Safeguarding Action Plan reviewed April 2015	G-Green
		Annual report to CEB and Council	April 2015	Val Johnson	Report to CEB May 2015 Report to Council July 2016	G-Green
	Ensure that Policy and Procedures are kept up to date.	Monthly Director Review meeting	On-going	Jennifer Kotilaine	Held monthly and on-going	G-Green
		On-going review of Policy			Latest review and update	

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		and Procedures, Keeping People Safe Leaflet, Updating Keeping People Safe Intranet Page and Web site page			June 2015	
282	<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 meetings.	April 2015, at least 6 monthly.	Val Johnson	Last meeting held on 16 th June 2015	G-Green
		Safeguarding Training Programme and internal presentations reviewed 6 monthly.	April 2015 October 2015	Jennifer Kotiliane	Review completed May 2015	G-Green
		To identify appropriate training for staff working with perpetrators who are also vulnerable.	March 2016 On-going	Val Johnson/Jennifer Kotiliane	Discussions have been held with a number of agencies with regard to training on relevant issues e/g mental health.	G-Green
		To promote the support available to staff through the Employee Assistance Programme 'Work Well'	April 2015 On-going	Simon Howick/Val Johnson	In the process of developing a bespoke service for staff working with clients with high levels of support needs.	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	Reviewed in May 2015	G-Green
		Review Councillor training materials.	April 2015	Jennifer Kotiliane	Review completed May 2015	B-Blue

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283		Compulsory Councillor training to be delivered	May/June/July 2015	Val Johnson	communities. In progress of being delivered.	G-Green
		Plus 3 non- compulsory training sessions to be provided a year (extended programme)	Before October 2015		Dates to be arranged	G-Green
	Ensure that awareness raising and generalist training on vulnerable adults is available for district council staff.	Specific training materials for district councils to be made available for safeguarding children and vulnerable adults at awareness raising and generalist level.	May 2015	Val Johnson	District meeting with OSCB Training Group Chair and district council representatives (Minutes sent 12th January); and revised training circulated to other district councils	B-Blue
		To raise with the OSCB and OSAB Training Groups.			Correspondence and minutes of the Oxfordshire Safeguarding Vulnerable Adults Board.	B-Blue
	To ensure that all staff are adequately trained to the standards required.		Oct 2015		Member of OSVAB training subgroup to develop training materials and programme. First meeting May 2015	B-Blue
	Measure training outcomes in practice and assess effectiveness of training staff.	To identify additional in house Generalist Adult and Generalist Children's Safeguarding training in-house to be delivered in October	October 2015	Val Johnson/ Angela Bowman	In process of commissioning Generalist Adult and Generalist Children's Safeguarding training in-house to be delivered in October.	G-Green
		To increase the number of respondents to the Annual Survey OSCB Questionnaire in preparation	Oct 2015	Jennifer Kotilaine	An additional action recommended by scrutiny Committee.	G-Green

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	<p>Promote staff attendance at learning events.</p> <p>Strengthen policy and procedures relating to managing allegations against staff and volunteers.</p>	<p>for the Section 11 Self - Assessment</p> <p>Circulate OSCB Newsletter and information on learning events to all Named Safeguarding officers and advertise events in Council Matters</p> <p>New Allegations Policy</p>	<p>and on-going</p> <p>May 2015</p>	<p>Val Johnson</p> <p>Simon Howick</p>	<p>Circulated on a bi-monthly basis</p> <p>Now adopted</p>	<p>G-Green</p> <p>B-Blue</p>
<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>Joint intelligence sharing on organised crime and sexual exploitation undertaken by TVP and the Anti-Social Behaviour Investigation team (ASBIT)</p>	<p>Minutes of the Oxford Community Safety Partnership Executive Group</p> <p>Regular attendance at meetings.</p>	<p>April 2015 On-going</p> <p>April 2015 On-going</p>	<p>Tim Sadler</p> <p>Richard Adams</p>	<p>There are now a number of standing items on the Community Safety Partnership.</p> <p>There is now a CSE Sub Group established with TOR agreed.</p> <p>This has now become standard practice.</p>	<p>B-Blue</p> <p>B-Blue</p>
<p>Learning Point 4 Recognising the important role Oxford City Council functions have in identifying, preventing</p>	<p>Seek harmonisation of licensing standards across the County for Hackney</p>	<p>Oxfordshire Chief Executives meeting minutes.</p>	<p>February 2015 and Review April</p>	<p>Tim Sadler</p>	<p>There has been a multi-agency meeting held on 30th June, chaired by OSCB, to</p>	<p>G-Green</p>

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<p>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>285</p>	<p>Carriages and Private Hire vehicles, drivers and operators, by comparing policies and approaches across the five licencing authorities and working toward greater consistency.</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>To consider how a licencing regime for guesthouses can be implemented.</p>	<p>District Officers meeting notes,</p> <p>Named Safeguarding Officers Group Meetings. Oxfordshire Chief Executive meeting minutes.</p> <p>Minutes of the CSE Working Group meetings</p>	<p>2015</p> <p>April 2015 and on-going</p> <p>June and on-going</p>	<p>Val Johnson</p> <p>Tim Sadler</p>	<p>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.</p> <p>Named Safeguarding Officers Group meeting held 16th June 2015</p> <p>An additional action recommended by scrutiny Committee.</p>	<p>G-Green</p> <p>G-Green</p>
<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>Review and share this information with other district councils and housing providers in March 2015</p>	<p>Pilot scheme established</p> <p>Review completed. Eventheld to share learning with other district Councils and Housing Providers.in March</p>	<p>February 2015</p> <p>March 2015 19th March 2015</p>	<p>Val Johnson</p> <p>Val Johnson</p>	<p>Completed in June 2015</p>	<p>B-Blue</p> <p>B-Blue</p>

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286		Steering group with district council officers and housing providers established to take this work forward.	April 2015 – June 2015	Val Johnson	Steering Group established in June 2015. Work is on-going	G-Green
				Val Johnson	Note: Scrutiny Committee advised that there should be strengthened engagement and protocols with housing associations in relation to the vulnerable groups that they house.	G-Green
		Report to Oxfordshire Chief Executives meeting	9th June 2019	Val Johnson	Completed	B-Blue
	Review results of MASH reports on the outcomes of referrals and to challenge, via the escalation procedure if required.	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)	April 2015 On-going	Val Johnson	Attendance at MASH Operational Group meetings (fortnightly)	G-Green
	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.	Attendance at MASH Operational Group meetings	April 2025 On-going		See above	G-Green
	Keep Data Sharing	To review and monitor	April and On-going	Lucy Neville	Meeting held with MASH	G-Green

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	Protocols under review	MASH Information Sharing protocol in the light of new Government Guidance			manager May 2015	
287	<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 attends 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 attends 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 Oxfordshire Community Safety Partnership, District Community Safety Partnerships and the OSCB. Review awaiting to be reported</p> <p>A CSE Sub Group has been established.</p>	<p>B-Blue</p>
	<p>To ensure that relevant Members and Officers are briefed on papers going to the OSCB and Children's</p>	<p>Regular Briefings circulated prior to and following all OSCB and Children's Trust Board meetings.</p>	<p>April 2015 On-going</p>	<p>Val Johnson</p>	<p>Val Johnson is now the City and district representative on the OSCB Executive board.</p>	<p>G-Green</p>

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288	Trust Board and any decisions made.				Briefings provided for all OSCB and OSAB Board meetings and Children's trust meetings	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	April 2015 and on-going	Jennifer Kotilaine	Reviewed as a part of the updating of policy, procedures and other information.	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). This is also being reviewed as part of the 'stocktake'	April 2015 On-going	Val Johnson	Awaiting feedback on the Stocktake report.	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.	Notes of the OSCB, and CSE Subgroup meetings	April 2015 and on-going	Richard Adams	Draft Terms of Reference of CSE Sub Group agreed at the inaugural meeting on 14 th April 2015	B-Blue
					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.	G-Green
					A review is in process on the Youth Ambition Grant criteria, in the light of this	G-Green

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289	To monitor the feedback from children to test the effectiveness of safeguarding policies and plans on the ground and to identify blockages	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)	October 2015	Val Johnson/Jennifer Kotilaine	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.	G-Green
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Document Control

Document	Oxford City Council Safeguarding Action Plan 2015-16
Owner	Tim Sadler, Executive Director, Community Services
Author	Val Johnson <i>Policy Culture and Communications</i> vjohnson@oxford.gov.uk 01865 252209
Date last reviewed	8 th April 2015
Next Review Date Due	7 th May 2015
Version	2
Notes	Draft for approval at CEB Report

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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
3	8 June 2015	Revised for Council
4.	7 th July 2015	Revised following discussion with Director and Executive Board member, to include recommendations from Scrutiny Committee and Executive Board.

Name: 'Oxford City Council Safeguarding ActionPlan'

File Location: M:\Policy, Culture and Communications\Policy\Safeguarding\Action plans\Safeguarding Action Plan 2015-16 - April 2015 vs 2.docx