**Oxford City Council Section 11 Self- Assessment Action Plan 2016-17**

**Including all learning points arising from:**

* The Section 11 Self-Assessment Audit
* The Oxford Safeguarding Children Board Bullfinch Serious Case Review
* Oxford City Council Learning and Development Action Plan following the Bullfinch Serious Case Review

Updated 3rd May 2016

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 and 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  Quarterly Portfolio Holder meeting  Review of Policy and Procedures, Keeping People Safe Leaflet, Updating Keeping People Safe Intranet Page and Web site page  Review Data Sharing Protocols | June 2016  On-going  Oct 2016  October 2016  /June 2016  June 2016  June 2016 quarterly  On-going | Val Johnson  Jennifer Kotilaine  FOI Officer |  | G-Green |
| **Learning Point 2**  We need to continually improve our response to new and emerging priorities with Safeguarding Children and Vulnerable Adults | Annual review of training needs and content  To identify appropriate training for staff working with perpetrators who are also vulnerable and with young carers  To promote the support available to staff through the Employee Assistance Programme ‘Work Well’ and to develop further support where required  Work with the OSCB and OSAB Training Groups to develop training programme appropriate to our staff  Measure training outcomes in practice and assess effectiveness of training staff.  Review and reflection of new and emerging risks  Clarify roles and responsibilities in respect of adult safeguarding | Named Safeguarding Officers meetings.  Review of Employee Assistance completed  Oxford City Council representation on OSCB/OSAB training subgroup  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  Minutes from the Oxford Safety Community Partnership  Minutes of Oxfordshire Safeguarding Board  Minutes from the Oxford Safety Community Partnership | June 2016, quarterly.  June 2016  June 2016  June 2016  On-going  October/November 2016  June 2016 on-going  On-going  October 2016 | Val Johnson  Jennifer Kotilaine  Val Johnson  Val Johnson/Jennifer Kotilaine  Jennifer Kotilaine  Val Johnson/Jennifer Kotilaine  Tim Sadler |  | G-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) | Minutes of the Oxford Community Safety Partnership Executive Group  Regular attendance at meetings | June 2016 On-going  June 2016 On-going | Tim Sadler  Richard Adams |  | G-Green |
| **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.  To implement recommendations following the Review Panel on Guesthouses.  Ensure that staff and Members are trained in safeguarding as required by their roles | Oxfordshire Chief Executives meeting minutes.  Taxi licencing Task Group District meeting notes  Minutes of the City Community Safety Partnership Executive Group meetings  HR records on iTrent | June2016 –on-going  June 2016 and on-going  Ongoing | Richard Adams/Tim Sadler  Val Johnson  Angela Bowman |  | 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 | Review of referral and escalation statistics  Ensure that there are effective protocols for working with the Multi-agency Safeguarding Hub, Community Safety, Anti-Social Behaviour Investigation Team, Housing and other district council level services for working on individual cases.  Cooperate with other agencies to disrupt CSE and other forms of exploitation | City Council Safeguarding Review meetings with Chief Executive and Portfolio Holder for Safeguarding  Named Safeguarding officer meeting notes  Case Conference Notes  MASH Case Audits  Joint disruption operations with TVP and County Council | June 2016 and then quarterly  On-going  Ongoing | Val Johnson  Val Johnson  Tim Sadler |  | 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. | Revised TOR have been agreed by the Health and Wellbeing Board to record relationships, escalation processes and accountability between Oxford Safer Community Partnership, Oxfordshire Safeguarding Children’s Board and Oxfordshire Community Safety Partnership  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 to Oxford Community Safety Partnership, Oxfordshire Safeguarding Board and Oxfordshire Community Safety Partnership.  Regular Briefings circulated prior to and following all OSCB and Children’s Trust Board meetings.  To regularly review the use of escalation at the Named Safeguarding Officers meetings (6 monthly).  To regularly Review at City Council Safeguarding Review meetings with Chief Executive and Portfolio Holder for Safeguarding  To regularly Review at City Council Safeguarding Review meetings with Chief Executive and Portfolio Holder for Safeguarding | April 2016 and on-going  June 2016 and on-going  June 2016 and on-going  June 2016 and quarterly  June 2016 and quarterly | Tim Sadler  Val Johnson and Jennifer  Kotilaine  Val Johnson and Jennifer  Kotilaine  Jennifer Kotilaine  Jennifer Kotilaine | 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 OSCP Executive Group 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 develop effective community engagement to promote safeguarding and awareness of issues such as CSE, Human Trafficking and Prevent  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 OSCP, and Executive Group meetings  Consideration of Prevalence Reports at CSE sub group of OSCB, attended by City Council  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) | On-going  Ongoing  June 2016 and on-going | Richard Adams  Tim Sadler  Val Johnson/Jennifer Kotilaine |  | G-Green |

**Document Control**

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