

**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 3<sup>rd</sup> 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.

Learning Points	Action	Evidence	Completion date	Lead	Progress	Status (RAG rating)
<p>73</p> <p><b>Learning Point 1</b>                      The need to regularly review Oxford City Council safeguarding procedures to ensure that we are adhering to our safeguarding responsibilities</p>	<p>Regularly review the Safeguarding Programme and Action Plan and ensure that Policy and Procedures are kept up to date.</p>	<p>Named Safeguarding Officers meeting minutes.</p> <p>Annual Section 11 Self-Assessment and Action Plan</p> <p>Bi-annual Assessment of the Safeguarding Action Plan</p> <p>Annual report to CEB and Council</p> <p>Quarterly Portfolio Holder meeting</p> <p>Review of Policy and Procedures, Keeping</p>	<p>June 2016 On-going</p> <p>Oct 2016</p> <p>October 2016 /June 2016</p> <p>June 2016</p> <p>June 2016 quarterly</p> <p>On-going</p>	<p>Val Johnson</p> <p>Jennifer Kotilaine</p>		<p>G-Green</p>

		People Safe Leaflet, Updating Keeping People Safe Intranet Page and Web site page				
		Review Data Sharing Protocols		FOI Officer		
74	<p><b>Learning Point 2</b> We need to continually improve our response to new and emerging priorities with Safeguarding Children and Vulnerable Adults</p> <p>Annual review of training needs and content</p> <p>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</p> <p>Work with the OSCB and OSAB Training Groups to develop training programme appropriate to our staff</p> <p>Measure training outcomes in practice and assess effectiveness of training staff.</p>	Named Safeguarding Officers meetings.	June 2016, quarterly.	Val Johnson	G-Green	
		Review of Employee Assistance completed	June 2016	Jennifer Kotilaine		
		Oxford City Council representation on OSCB/OSAB training subgroup	June 2016	Val Johnson		
		To increase the number of respondents to the Annual Survey OSCB Questionnaire in preparation for the Section 11 Self -Assessment	June 2016 On-going	Val Johnson/Jennifer Kotilaine		
		Circulate OSCB Newsletter and information on learning events to all	October/November 2016	Jennifer Kotilaine		

75	<p>Review and reflection of new and emerging risks</p> <p>Clarify roles and responsibilities in respect of adult safeguarding</p>	<p>Named Safeguarding officers and advertise events in Council Matters</p> <p>Minutes from the Oxford Safety Community Partnership</p> <p>Minutes of Oxfordshire Safeguarding Board</p> <p>Minutes from the Oxford Safety Community Partnership</p>	<p>June 2016 on-going</p> <p>On-going</p> <p>October 2016</p>	<p>Val Johnson/Jennifer Kotilaine</p> <p>Tim Sadler</p>		
<p><b>Learning Point 3</b> 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>June 2016 On-going</p> <p>June 2016 On-going</p>	<p>Tim Sadler</p> <p>Richard Adams</p>		G-Green

<p><b>Learning Point 4</b> 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"> <li>• Community safety activities (ASBIT)</li> <li>• Hackney Carriages and Private Hire</li> <li>• HMO Licencing</li> <li>• Environmental Health</li> <li>• Parks</li> <li>• Recycling and refuse</li> </ul>	<p>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.</p> <p>To implement recommendations following the Review Panel on Guesthouses.</p> <p>Ensure that staff and Members are trained in safeguarding as required by their roles</p>	<p>Oxfordshire Chief Executives meeting minutes. Taxi licencing Task Group District meeting notes</p> <p>Minutes of the City Community Safety Partnership Executive Group meetings</p> <p>HR records on iTrent</p>	<p>June 2016 –on-going</p> <p>June 2016 and on-going</p> <p>Ongoing</p>	<p>Richard Adams/Tim Sadler</p> <p>Val Johnson</p> <p>Angela Bowman</p>		<p>G-Green</p>
<p><b>Learning Point 5</b> That proactive and routine information and intelligence sharing and joint operations are vital to combatting CSE and other forms of exploitation</p>	<p>Review of referral and escalation statistics</p> <p>Ensure that there are effective protocols for working with the Multi-agency Safeguarding Hub, Community Safety,</p>	<p>City Council Safeguarding Review meetings with Chief Executive and Portfolio Holder for Safeguarding</p> <p>Named Safeguarding officer meeting notes Case Conference Notes MASH Case Audits</p>	<p>June 2016 and then quarterly</p> <p>On-going</p>	<p>Val Johnson</p> <p>Val Johnson</p>		<p>Green</p>

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	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	Joint disruption operations with TVP and County Council	Ongoing	Tim Sadler		
<p><b>Learning Point 6</b> 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>	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	Regular reports to Oxford Community Safety Partnership, Oxfordshire Safeguarding Board and Oxfordshire Community Safety Partnership.	April 2016 and ongoing	Tim Sadler	G-Green	G-Green
	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.	June 2016 and ongoing	Val Johnson and Jennifer Kotilaine		
		To regularly review the use of escalation at the Named Safeguarding Officers meetings (6 monthly).	June 2016 and ongoing	Val Johnson and Jennifer Kotilaine		
		To regularly Review at City	June 2016 and	Jennifer Kotilaine		

	<p>Ensure that any multi-agency meetings managed by Oxford City Council have clear ownership and consistency of titles.</p> <p>To review and promote the use of the Escalation Procedures internally and ensure that they are clearly understood.</p>	<p>Council Safeguarding Review meetings with Chief Executive and Portfolio Holder for Safeguarding</p> <p>To regularly Review at City Council Safeguarding Review meetings with Chief Executive and Portfolio Holder for Safeguarding</p>	<p>quarterly</p> <p>June 2016 and quarterly</p>	<p>Jennifer Kotilaine</p>		
<p><b>Learning Point 7</b> CSE is not an isolated one off event. It is important to engage with communities to raise awareness, change perceptions and challenge behaviours</p>	<p>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.</p> <p>To develop effective community engagement to promote safeguarding and awareness of issues such as CSE, Human Trafficking and Prevent</p> <p>To monitor the feedback from children to test the effectiveness of safeguarding policies and</p>	<p>Notes of the OSCP, and Executive Group meetings</p> <p>Consideration of Prevalence Reports at CSE sub group of OSCB, attended by City Council</p> <p>Feedback from</p>	<p>On-going</p> <p>Ongoing</p> <p>June 2016 and on-going</p>	<p>Richard Adams</p> <p>Tim Sadler</p> <p>Val Johnson/Jennifer Kotilaine</p>		<p>G-Green</p>

	plans on the ground and to identify blockages	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)				
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**Document Control**

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