**Appendix 1: Oxford City Council Safeguarding Action Plan June 2019 to June 2020**



**Key Influences/inputs**

* Corporate Plan
* The Safeguarding Self-Assessment Audit
* Oxfordshire Safeguarding Children’s Board (OSCB) Business Plan
* Oxfordshire Safeguarding Adults (OSAB) Business Plan
* Oxford City Council’s Children and young people strategy
* Oxfordshire Children’s and Young Peoples plan

The annual Safeguarding Self- Assessment Audit is a joint audit between the OSCB and OSAB.

The Action Plan Framework is based on the Self-Assessment Standards and it is aimed at maintaining best practice ‘blue rated standard across service areas and raising the Council from a ‘green’ good rated standard to a ‘blue’ rated standard across the board.

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| Area identified for Improvement | Action | Measure | Outcome | Impact | Lead | Completion date |
| **Leadership,****Strategy and working together** | **Policy and Procedure**Monitor safeguarding activity through MyConcern and provide quarterly updates to DSLs.  | Concerns, trends and issues highlighted at Strategic Safeguarding meeting. | Awareness of changes to reporting themes and safeguarding challenges faced by staff | Training and information targeted at specific issues | RW | All year |
| Child and adult neglect concerns monitored through MyConcern.  | Number of referrals to MASH/ASC where neglect is primary factor | Identify neglect early and provide early help where possible | Reduce number of CP plans for neglect  | RW | All year |
|  | Develop and adapt neglect screening tool for district use.  | Screening tool suitable for all staff at City and districts agreed by Neglect strategy group | Early warning signs communicated through districts and early help signposted. | Greater understanding of early help services, reduce number of neglect CP plans | RW | June 2020 |
|  | Safeguarding Policy update | Annual policy review and update | CEB sign off and circulated to all staff | Easily accessible policies and guidance for all staff | RW | April 2019 |
|  | Safeguarding procedures document update | Annual review and update | CEB sign off and circulated to all staff. Referred to in safeguarding briefing. | Easily accessible procedural guidance and support for all staff.  | RW | April 2019 |
|  | Suicide Threat guidance | Identify areas of needs and desired outcomes in line with County prevention plan | Training offering and support structure for staff manging suicide threats  | Support and guidance for all staff | RWLJ | Aug 2019 |
|  | **Communications**Safeguarding newsletter released quarterly | Newsletter containing MyConcern data circulated every three months via intranet and news page. | Visual representation of the safeguarding work done by everyone.  | Provide feedback to staff | RW | All year |
|  | Promote the Safeguarding Champion structure | Use internal communications to publish profiles of champions | Raise awareness of champions network | Imbed positive safeguarding culture | RW | All year |
|  | Coordinate external communication plan with Districts and County to ensure coordinated response to key dates and themes. | Bi-annual district meetings | Communication Strategy for safeguarding and key messaging throughout the year | Provide a clear structure for key messaging from serious case reviews | RW | All year  |
| Provide agency updates at subgroup meetings and coordinate actions across districts. | Attendance at PIQA, PAQA and joint training sub-group | Provide single agency update to partners and share news | Share good practise and highlight concerns | RW | All year |
|  | **Oxford Direct Services**Support Oxford Direct Services in delivering safeguarding.  | Share training materials, information and updates from Safeguarding Boards.  | Coordinated safeguarding approach from city and Council and ODS | Increase knowledge and awareness across ODS and increased reporting rates. | RW | All year |
|  | Develop Champions Network at ODS | Champions network to provide support and guidance to ODS colleagues | Improve reporting standards and referral times  | Raising standard of  | RWTB | Aug 2019 |
|  | Support ODS Safeguarding Lead with training development | Update awareness briefing and include reporting procedures | Early identification of issues affecting welfare. Share information and concerns. | Early help services utilised and reduce number of MASH/ASC referrals.  | RW TB | July 2019 |
|  | **Modern Slavery Strategy group**Membership of Modern Slavery Strategy Group - objective to develop and deliver a plan which coordinates and improves our response to modern slavery in Oxfordshire.  | High level representative on strategic group | Provide strategic oversight, structure and accountability for our collective response to modern slavery in the County | Identification of victims, increased referrals and perpetrators brought to justice. | LL | On-going |
|  | Where Modern Slavery is suspected on a premises, disclosed or person is at risk of MS record details on MyConcern | Centrally recorded data on MS cases identified in City. | Identify training need and reporting trends in service areas. | Raise awareness of risks and signs that MS is present | LL | All year |
| **Domestic Abuse Strategic Group**Membership of Domestic Abuse Strategic Group and Oxfordshire Domestic Abuse Advisory Group | Implement and Coordinate domestic abuse County strategy in City and districts  | Service user engagement, referral to services for victims and perpetrators. | Improve outcomes for victims, children and families, and perpetrators | LJ | All year |
| **Child Sexual Exploitation and exploitation sub-group**Continue to work with OSCB CSE (Child Sexual Exploitation & Exploitation) Sub-group and Kingfisher Team in delivering the CSE Action plan aims | Regular attendance at CSE sub-groups and associated meeting and carryout any agreed actions  | Multi-agency information sharing and guidance. | Joint response to reduce crime and protect children exploitation and serious harm | RA | On-going |
| Screening tools to be agreed by strategic safeguarding group and available to all staff on Intranet. | Training to specific teams, use recorded no MyConcern | Multi-agency approach and consistency in referral | Accurate measure of individuals believed to be at risk of exploitation. | RWRA | Dec 2019 |
| Hotel Watch scheme to continue. Statement of intent for all hotels in City. | All hotels to be contacted by city and council.  | Raise awareness of safeguarding and exploitation in all of city’s hotels.  | Reduce opportunity for safeguarding and exploitationexploitation in the city. | LLRA | On-going |
| **Commissioning service delivery and effective practice** | **Procurement**Ensure all grant and commissioned services are required to and evidence suitable safeguarding policy and procedure before funding is committed | Safeguarding policy and contracts amended to reflect requirement. | All commissioned services have safe practises Written evidence in procurement process, contracts and contract monitoring visits | Efficient effective council | LC | On-going |
|  | Ensure all grant and commissioned services complete a safeguarding self-assessment | Included in Council self-assessment | Move from good practise to best practise | Gaps in service provision highlighted and amended. | RW | Dec 2019 |
|  | Provide feedback and support to agencies to complete action plan updates | Evaluate results of small audit returns and provide feedback | Engage commissioned services in safeguarding  | Improve safeguarding across all services | RW | June 2019 |
|  | Continue our grants programme to support the voluntary and community sector deliver services. | Percentage of grant applications received from target communities (groups/ areas) High quality commissioned services | Better services for target communities | Strong and active communities | LC | On-going |
|  | **Housing and homelessness**Ensure all commissioned services complete annual safeguarding audit. | Contracts include requirement to complete audit | All commissioned services have safe practises Written evidence in procurement process, contracts and contract monitoring visits | Efficient effective council | RW | Aug 2019 |
|  | Service providers to notify City of all safeguarding incidents referred under Section 42 Care Act and Section 47 Children’s Act.  | Serious safeguarding incidents centrally recorded. | Move from good practise to best practise | Improve practise and information sharing  | RW | All year |
|  | **Licensing responsibilities****Taxi licensing**Continue best practise through Joint Operating Framework | JOF fully implemented. | All taxi drivers will complete safeguarding training in order to renew/obtain licence. | Best practice in taxi licensing and safeguarding responsibilities. | RA | On-going |
| **Performance and resource management** | **Training**Annual review of training needs and content to be included in all staff awareness briefing | Horizon scanning, emerging trends identify local issues. | Current and relevant material aligned with Safeguarding board priorities. | Workforce of aware of city priorities and county wide and national trends. | RW | Feb 2019 |
|  | Measure training outcomes in practice and assess effectiveness of training staff. | Review evaluation forms, referrals and staff survey | Accurate picture of effectiveness of safeguarding training. | Ability to capture staff views and improve service. | RW | Dec 2018 |
|  | To promote the support available to staff through the Employee Assistance Programme ‘Health Assured’ and to develop further support where required. | Include details on safeguarding awareness briefing. | Employees encouraged to consider own welfare when managing challenging situations. | Healthier workforce, positive safeguarding culture.  | RW | On-going |
|  | Continued data reports to service heads from HR | Training renewal dates monitored and monthly reports sent to service heads. | Renewal dates are aligned with Safeguarding Board standards. | Employee trained to local standards. | BM | All year |
|  | Continue to deliver internal safeguarding awareness briefing throughout the year | Clear framework for delivering messages. Meaningful and relevant to services. | Quarterly sub training group meeting – plan and support the delivery and development of internal training packages. | All employees able to meet safeguarding training requirements. | RW | All year |
|  | Continue to Work with the OSCB and OSAB Training Groups/ workshops to develop training programmes and learning events that meet the needs of our staff | Represent on training sub-group and attend meetings regularly. | Provide a collective report to safeguarding raining sub group to continually improve our training by listening to staff feedback. | Effective partnership working. | RW | On-going |
|  | Identify teams that will be required to attend child exploitation training once finalised by subgroup | Staff working directly with children or public facing roles to be offered exploitation training. | Staff aware of multi-agency procedure and partnership protocols. | Increase number of victims accessing support. | RA | Dec 2018 |
|  | Identify teams that should attend domestic abuse training and promote course attendance  | Staff working directly with children or public facing roles to be offered training. | Staff aware of multi-agency procedure and partnership protocols. | Increase number of victims accessing support. | RW | On-going |
|  | Councillor training to become mandatory | Safeguarding awareness briefing adapted to meet the needs of Councillor training | All employee and Councillors training to minimum level. | Provide safeguarding in the community  | RW |  |
|  | Identify teams required to attend Modern Slavery and Exploitation training once finalised by the Safer Oxfordshire Partnership’s Exploitation Training Strategy | Staff will have clear knowledge of their responsibilities as a First Responder | Staff and Councillors training to the minimum level | Increase number of victims accessing support | LL | On-going |
|  | **Community Engagement**Complete and the VCS safeguarding policy for Community Associations | Signed off template at OSCB training subgroup. | Templates being used by resident associations, community groups commissioned through Oxford City Council. | Safe practise and reduced risk to children, young people and adults with care and support needs. | ST | All year |
| **Outcomes and experiences of service users using statutory services** | **Youth Ambition**Ensure all child safeguarding concerns are recorded on MyConcern.  | Youth Ambition staff has access to create and update records. | Referral journey is tracked and use of practitioner tools is monitored. | Information available to safeguarding boards. | STRW | Mar 2019 |
| All identified Young carers are referred to support services | Details to be recorded on MyConcern. | Younger carers are referred to Carers Oxfordshire and young carer’s needs assessment completed. | Measurable identification and classification of young carers and use of support service. | CM | June 2019 |
| Youth ambition manager to continue as safeguarding champion  | Youth Ambition manager to maintain position as safeguarding champion and on strategic safeguarding group. | Provide Safeguarding link between Youth Ambition, Oxford City and safeguarding boards. | Services and Youth sessions available to young people identified through safeguarding concerns  | JB | On-going |
|  | **Adult Safeguarding**Promote use and awareness of joint protocols e.g. Adults who don’t engage, multi-agency self-neglect policy and Hoarding Protocol | Engage partner agencies to provide outcomes and options for individuals who don’t engage or use services. | Improve partnership working and highlight specific problem areas in the City  | Greater emphasis on partnership protocols | RW | All year |
|  | **Modern Slavery** Victims of modern slavery referred to Willow Project  | Victims identified or suspected to be referred for support through Willow Project | Prevention work, crisis intervention and ongoing long term support and work directly with victims and their families  | Specialist support to victims of other forms of serious crime who have developed complex needs as a result. | LL | All year |

**Document Control**

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