

# Appendix 1

## 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
<b>Leadership, Strategy and working together</b>	<b><u>Policy and Procedure</u></b> 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

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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 managing suicide threats	Support and guidance for all staff	RW LJ	Aug 2019
<b><u>Communications</u></b>					
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

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51	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
	<b><u>Oxford Direct Services</u></b> 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	RW TB	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
	<b><u>Modern Slavery Strategy group</u></b> 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

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52	<p><b><u>Domestic Abuse Strategic Group</u></b></p> <p>Membership of Domestic Abuse Strategic Group and Oxfordshire Domestic Abuse Advisory Group</p>	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
	<p><b><u>Child Sexual Exploitation and exploitation sub-group</u></b></p> <p>Continue to work with OSCB CSE (Child Sexual Exploitation &amp; Exploitation) Sub-group and Kingfisher Team in delivering the CSE Action plan aims</p>	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
	<p>Screening tools to be agreed by strategic safeguarding group and available to all staff on Intranet.</p>	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.	RW RA	Dec 2019
	<p>Hotel Watch scheme to continue. Statement of intent for all hotels in City.</p>	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 exploitation in the city.	LL RA	On-going
<p><b>Commissioning service delivery and effective practice</b></p>	<p><b><u>Procurement</u></b></p> <p>Ensure all grant and commissioned services are required to and evidence suitable safeguarding policy and procedure before funding is committed</p>	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

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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
<b><u>Housing and homelessness</u></b> 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
<b><u>Licensing responsibilities</u></b> <b>Taxi licensing</b> 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

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<p>54</p> <p><b>Performance and resource management</b></p>	<p><b><u>Training</u></b> Annual review of training needs and content to be included in all staff awareness briefing</p>	<p>Horizon scanning, emerging trends identify local issues.</p>	<p>Current and relevant material aligned with Safeguarding board priorities.</p>	<p>Workforce of aware of city priorities and county wide and national trends.</p>	<p>RW</p>	<p>Feb 2019</p>
	<p>Measure training outcomes in practice and assess effectiveness of training staff.</p>	<p>Review evaluation forms, referrals and staff survey</p>	<p>Accurate picture of effectiveness of safeguarding training.</p>	<p>Ability to capture staff views and improve service.</p>	<p>RW</p>	<p>Dec 2018</p>
	<p>To promote the support available to staff through the Employee Assistance Programme 'Health Assured' and to develop further support where required.</p>	<p>Include details on safeguarding awareness briefing.</p>	<p>Employees encouraged to consider own welfare when managing challenging situations.</p>	<p>Healthier workforce, positive safeguarding culture.</p>	<p>RW</p>	<p>On-going</p>
	<p>Continued data reports to service heads from HR</p>	<p>Training renewal dates monitored and monthly reports sent to service heads.</p>	<p>Renewal dates are aligned with Safeguarding Board standards.</p>	<p>Employee trained to local standards.</p>	<p>BM</p>	<p>All year</p>
	<p>Continue to deliver internal safeguarding awareness briefing throughout the year</p>	<p>Clear framework for delivering messages. Meaningful and relevant to services.</p>	<p>Quarterly sub training group meeting – plan and support the delivery and development of internal training packages.</p>	<p>All employees able to meet safeguarding training requirements.</p>	<p>RW</p>	<p>All year</p>
	<p>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</p>	<p>Represent on training sub-group and attend meetings regularly.</p>	<p>Provide a collective report to safeguarding raining</p>	<p>Effective partnership working.</p>	<p>RW</p>	<p>On-going</p>

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		sub group to continually improve our training by listening to staff feedback.			
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
<b><u>Community Engagement</u></b>  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

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56	<p><b>Outcomes and experiences of service users using statutory services</b></p>	<p><b><u>Youth Ambition</u></b> Ensure all child safeguarding concerns are recorded on MyConcern.</p>	<p>Youth Ambition staff has access to create and update records.</p>	<p>Referral journey is tracked and use of practitioner tools is monitored.</p>	<p>Information available to safeguarding boards.</p>	<p>ST RW</p>	<p>Mar 2019</p>
	<p>All identified Young carers are referred to support services</p>	<p>Details to be recorded on MyConcern.</p>	<p>Younger carers are referred to Carers Oxfordshire and young carer's needs assessment completed.</p>	<p>Measurable identification and classification of young carers and use of support service.</p>	<p>CM</p>	<p>June 2019</p>	
	<p>Youth ambition manager to continue as safeguarding champion</p>	<p>Youth Ambition manager to maintain position as safeguarding champion and on strategic safeguarding group.</p>	<p>Provide Safeguarding link between Youth Ambition, Oxford City and safeguarding boards.</p>	<p>Services and Youth sessions available to young people identified through safeguarding concerns</p>	<p>JB</p>	<p>On-going</p>	
	<p><b><u>Adult Safeguarding</u></b></p> <p>Promote use and awareness of joint protocols e.g. Adults who don't engage, multi-agency self-neglect policy and Hoarding Protocol</p>	<p>Engage partner agencies to provide outcomes and options for individuals who don't engage or use services.</p>	<p>Improve partnership working and highlight specific problem areas in the City</p>	<p>Greater emphasis on partnership protocols</p>	<p>RW</p>	<p>All year</p>	
	<p><b><u>Modern Slavery</u></b></p> <p>Victims of modern slavery referred to Willow Project</p>	<p>Victims identified or suspected to be referred for support through Willow Project</p>	<p>Prevention work, crisis intervention and ongoing long term support and work directly with victims and their</p>	<p>Specialist support to victims of other forms of serious crime who have developed complex needs</p>	<p>LL</p>	<p>All year</p>	



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## Document Control

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