

# Appendix 1



## Appendix 1: Oxford City Council Safeguarding Action Plan January 2021 - January 2022

### 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 across Oxford City Council

Standard	Objective	Action	input	Desired outcome	Lead	Timescale
<b>3</b> <b>1, Leadership, Strategy and working together</b>	Concerns, trends and issues highlighted at strategic safeguarding officers quarterly meeting	Present dashboard at quarterly meeting. provide brief on key observations	Group discussion and planning on issues identified.	Better knowledge across the organisation on safeguarding themes and current issues.  Training and information targeted at specific issues	Dani Granito	Quarterly meetings
	Neglect Strategy Actions monitored	Peer review feedback from quarterly neglect strategy meeting to be an agenda item for safeguarding champions and DSO'S	Staff to use neglect practioner tool to support with assessment and decision making.	Identify neglect early and evidence appropriate signposting ad referrals though MYCONCERN. Staff survey shows a more confident understanding of the issue	Dani Granito / Laura Jones	Quarterly meetings
	Safeguarding policy and procedures remain current	Annual review and update	Cabinet sign off and circulated to all staff. Referred to in safeguarding briefing.	Easily accessible procedural guidance and support for all staff.	Laura Jones	Jan 2022

# Appendix 1

	Raise awareness of safeguarding  SCR points cascaded throughout organisation	Produce a Newsletter containing MYCONCERN data, circulated every three months via intranet news page and email. Let's Talk session. Leadership Conversation session. Case examples	Engagement across organisation offering opportunity for learning and accessing information	Visual representation of the safeguarding work cross City Council Greater understanding. Dissemination of learning from serious case reviews	Laura Jones Dani Granito	All year
	Promote the Safeguarding Champion structure	Use internal communications to publish profiles of champions.	Use case management examples to share with staff.	Imbed positive safeguarding culture	Laura Jones	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	Clear communication plan for key messages for maximum impact county wide.	Laura Jones	All year
64	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.	Laura Jones	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 referrals	Laura Jones Dani Granito	June 2021
	Increase the centrally recorded data on modern slavery cases visible on MYCONCERN	Where Modern Slavery is suspected on a premises, disclosed or person is at risk of MS record details on MYCONCERN.	Identify training need and reporting trends in service areas.	Raise awareness of risks and signs that MS is present	Linda Ludlow	All year
	Support the development of the new local governance structure	Implement and coordinate domestic abuse County strategy in City and Districts. Keep all staff and champions up to date with the changes with	Membership of Domestic Abuse Strategic Group and Oxfordshire Domestic Abuse Advisory Group	Improve outcomes for victims, children and families, and perpetrators	Liz Jones	July 2020

# Appendix 1

		regular briefings and at safeguarding officers meeting				
	Continue to work with OSCB CSE (Child Sexual Exploitation & Exploitation) Sub-group and Kingfisher Team in delivering the CSE Action plan aims	Multi-agency information sharing and guidance.	Regular attendance at CSE sub-groups and associated meeting and carryout any agreed actions	Joint response to reduce crime and protect children exploitation and serious harm	Richard Adams	Ongoing
	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 exploitation in the city.	Linda Ludlow Richard Adams	Ongoing
<b>Service delivery and effective practice</b>	Ensure all grant and commissioned services are required to evidence suitable safeguarding policy and procedure before funding is committed	Check Safeguarding policy and contracts amended to reflect requirement.	Annual audit of commissioned services	All commissioned services have safe practises Written evidence in procurement process, contracts and contract monitoring visits	Laura Jones	Aug 2021
	Service providers notify City of all safeguarding incidents referred under Section 42 Care Act and Section 47 Children's Act.	Serious safeguarding incidents centrally recorded.	Monitor through contract meetings across service areas.	Improve practise and information sharing	Laura Jones	All year
	Participation and completion of homelessness action plan	Attend all task and finish groups Link to action plan	Share information across council teams and embed in our practice	Improved system wide approach to homelessness across county	Paul Leo/ Paul Wilding	Sept 2021
	Safeguarding Audit of Housing services	Scope housing services audit	Engagement from staff across housing services to review current systems and practice	Improvement in consistency of practice across service area/organisation	Dani Granito/ Nerys Parry	August 2021
	Review all Council roles and safeguarding training	Match job roles to level of safeguarding training required.	Heads of service to confirm current roles and staff	A skilled and confident workforce	DG/LJ/ Angela	March 2021

# Appendix 1

99	requirements.	Consider any additional training elements needs on a team basis	relocation into HUBS		Bowman	
	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.	Laura Jones	Dec 2021
	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.	Laura Jones	Ongoing
	Deliver internal safeguarding awareness briefings throughout the year. Ensure training information is up-to-date and accessible	Deliver 12 online awareness sessions in 2021 Deliver four (plus additional for any missed) for Councillors Review training package 6 monthly	Quarterly sub training group meeting – plan and support the delivery and development of internal training packages.	All employees able to meet safeguarding training requirements.	Laura Jones Dani Granito	July 2021
	Attend all OSCB and OSAB Training Groups/ workshops to develop training programmes and learning events that meet the needs of our staff arranged for 2021	Represent on training sub-group and attend meetings regularly.	Provide a collective report to safeguarding training sub group to continually improve our training by listening to staff feedback.	Effective partnership working.	Laura Jones Dani Granito	Ongoing
	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.	Joseph Barrett	All year
	Promote use of pathways and awareness of joint protocols e.g. Adults who don't engage, multi-agency self-neglect policy and Hoarding Protocol	Offer training and guidance to all safeguarding champions. Support Locality HUBS through connecting champions to each and attending complex case meetings. Escalate wider concerns through	Engage partner agencies to provide outcomes and options for individuals who don't engage or use services	Improve partnership working.	Dani Granito	All year

# Appendix 1

	board process				
Internal cross department case management meetings(staff concerns)	Relevant roles convened to meet and discuss cases on individual basis. Action plans developed from learning. HR monitor and sign off actions	Participation when required across teams	Better understanding of staff safeguarding issues and management. Shared skills and knowledge. Alignment of policy. Strengthened staff support structure	Helen Bishop	As and when

## Previous Action Plan 2019/20

### Completed Actions:

Action	Measure	Outcome	Impact	Lead	Status
Safeguarding Policy Update	Annual review and policy update	CEB sign off and circulated to all staff	Easily accessible policies and guidance for all staff	LJ	Completed
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	Completed
<b>Training</b> 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 aware of city priorities and county wide and national trends.	DG	Completed
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	Completed
To promote the support available to staff through the	Include details on safeguarding awareness briefing.	Employees encouraged to consider own welfare	Healthier workforce, positive safeguarding culture.	RW	Complete

# Appendix 1

Employee Assistance Programme 'Health Assured' and to develop further support where required.		when managing challenging situations.			
Continued data reports to service heads from HR Re-word	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/JB	Complete
Continue to deliver internal safeguarding awareness briefing throughout the year Complete with dates training delivered	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	Complete
Complete the VCS safeguarding policy for Community Associations Complete	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	Complete
<b>Youth Ambition</b> Ensure all child safeguarding concerns are recorded on MyConcern. Complete with additional champion	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.	ST RW	Complete
All identified Young	Details to be recorded on MyConcern.	Younger carers are referred to Carers	Measurable identification and	CM	Complete

# Appendix 1

69

carers are referred to support services		Oxfordshire and young carer's needs assessment completed.	classification of young carers and use of support service.		
Youth ambition manager to continue as safeguarding champion Complete and now DSO and trainer	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	Complete
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.	RA and LL	Complete
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	Complete
<b><u>Domestic Abuse Strategic Group</u></b>  Membership of Domestic Abuse	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	Complete

# Appendix 1

70

Strategic Group and Oxfordshire Domestic Abuse Advisory Group					
<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	Complete
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.	RW RA	Complete
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 exploitation in the city.	LL RA	Complete
<p><b><u>Licensing responsibilities</u></b></p> <p><b>Taxi licensing</b> Continue best practise through Joint Operating Framework</p>	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	Complete
Identify teams that will be required to attend	Staff working directly with children or public	Staff aware of multi-agency procedure and	Increase number of victims accessing	RA	Complete

# Appendix 1

child exploitation training once finalised by subgroup	facing roles to be offered exploitation training.	partnership protocols.	support.		
Identify, alongside HR team, 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.	LJ	Complete
<b><u>Domestic Abuse Strategic Group</u></b>  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	Complete

71

## Document Control

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<b>Author</b>	Laura Jones Safeguarding Coordinator
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# Appendix 1

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