**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

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| Standard | Objective | Action | input | Desired outcome | Lead | Timescale |
| **1,** **Leadership,****Strategy and working together** | 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 |
|  | Raise awareness of safeguardingSCR 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 JonesDani 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  |
|  | 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 regular briefings and at safeguarding officers meeting | 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 |
| 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 | RichardAdams | 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 LudlowRichardAdams | Ongoing |
| **Service delivery and effective practice** | 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 requirements. | Match job roles to level of safeguarding training required.Consider any additional training elements needs on a team basis | Heads of service to confirm current roles and staff relocation into HUBS | A skilled and confident workforce | DG/LJ/AngelaBowman | March 2021 |
|  | 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 2021Deliver four (plus additional for any missed) for CouncillorsReview 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 JonesDani 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 JonesDani 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. | JosephBarrett | 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 though connecting champions to each and attending complex case meetings.Escalate wider concerns through board process | Engage partner agencies to provide outcomes and options for individuals who don’t engage or use services | Improve partnership working.  | Dani Granito | All year |
|  | 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:**

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| --- | --- | --- | --- | --- | --- |
| **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 manging suicide threats  | Support and guidance for all staff | RW | Completed |
| **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. | 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 |  |
| 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 | Complete |
| 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 yearComplete 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 AssociationsComplete | 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 |
| **Youth Ambition**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. | STRW | Complete |
| 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 | Complete |
| 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 |
| **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 | Complete |
| **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 | 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. | RWRA | 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. | LLRA | Complete |
| **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 | Complete |
| 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 | Complete |
| 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 |
| **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 | Complete |

**Document Control**

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| **Document**  | Oxford City CouncilSafeguarding Action Plan 2021/2022 |
| **Owner**  | Caroline Green Assistant Chief Executive |
| **Author** | Laura JonesSafeguarding Coordinator |
| **Date last reviewed** | January 2021 |
| **Next Review Date Due**  | January 2022 |
| **Version**  | 1 |

**Name:** ‘Oxford City Council Safeguarding Action Plan’

**File Location: M:\Assistant Chief Executive\Safeguarding\Action Plans**