

Appendix 1: Oxford City Council Safeguarding Action Plan June 2022 - June 2023

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	Bi-annual update Dec 22
Leadership Strategy and working together	2022-2023 Neglect Strategy Actions monitored	Peer review feedback from quarterly neglect strategy meeting to be an agenda item for safeguarding champions meeting quarterly strategic safeguarding group	Staff to use neglect practitioner tool to support with assessment and decision making.	Identify neglect early and evidence appropriate signposting and referrals through 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	Apr 2023	
	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.	Engagement across organisation offering opportunity for learning and accessing information	Visual representation of the safeguarding work across City Council Greater understanding. Dissemination of learning from Serious Case Reviews	Laura Jones/	All year	

		Let's Talk session. Leadership Conversation session. Case examples					
	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.	Quarterly 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. Update SLA	Coordinated safeguarding approach from city and Council and ODS	Increase knowledge and awareness across ODS and increased reporting rates.	Laura Jones Dani Granito	All year	
	Promote and support maintenance of 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/ Jon Childs	June 2023	
	Increase the centrally recorded data on modern slavery cases	Where Modern Slavery is suspected on a premises, disclosed or person is at risk of MS details are recorded by Anti-Slavery Coordinator	Identify training need and reporting trends in service areas.	Raise awareness of risks and signs that MS is present	Nicola Bell	All year	

	Support the implementation of new legislation following the Domestic Abuse Act 2021	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 Domestic Abuse Partnership Group	Improve outcomes for victims, children and families, and perpetrators. Progress Domestic Abuse Housing Accreditation (DAHA) DAHL support for victims fleeing domestic abuse. Scrutiny review implementation.	Liz Jones	July 2023	
	Continue to work with OSCB Child Exploitation Sub-group and JTAC multi-agency process	Multi-agency information sharing and guidance.	Regular attendance at CSE sub-groups and associated meeting and carry out 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.	Nicola Bell	Ongoing	
Service delivery and effective practice	Ensure all grant and commissioned services completed annual safeguarding audit and any outstanding action from previous year	Request completed commissioned services audits prior to Oxford City Council submission of S11 audit	Annual audit of commissioned services	All commissioned services have safe practises Written evidence in procurement process, contracts and contract monitoring visits	Laura Jones	Ongoing	
	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	Ongoing	

	Support delivery of Countywide Homelessness Strategy	Monitor countywide homelessness service and prioritise safeguarding actions	Participation in formal meetings and work streams	Improved system wide approach to homelessness across county	Paul Wilding	June 2023	
	Participate in Homelessness Mortality Review Group	Share learning report from HMRG at strategic group and in safeguarding communications	Contribute to review groups	Reduction in premature deaths of people experiencing homelessness	Paul Wilding	June 2023	
	Safeguarding audit of volunteer training across organisation	Scope volunteer audit	Engagement from volunteers and associated managers to review current systems and practice	Improvement in consistency of practice across service area/organisation	Laura Jones	June 2023	
	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	All Year	
	Deliver internal safeguarding awareness briefings throughout the year. Ensure training information is up-to-date and accessible	Deliver minimum of 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	All year	
	Attend all OSCB and OSAB Training Groups/ workshops to develop training programmes and learning events that meet the needs of	Represent on training sub-group and attend meetings regularly.	Provide a collective report to safeguarding training sub group to continually improve our training	Effective partnership working.	Laura Jones Dani Granito	Ongoing	

	our staff arranged for 2022/23		by listening to staff feedback.				
	All identified Young carers are referred to support services. YA to run non-formal sessions of what it means to be a young carer and upskilling staff to refer accordingly.	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.	Leonard Sackey	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 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	

Previous Action Plan 2021/2022

Completed Actions:

Objective	Action	Input	Desired outcome	Lead	Status
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	Completed
Neglect Strategy Actions monitored	Peer review feedback from quarterly neglect strategy meeting to be an agenda item for safeguarding champions and Designated Safeguarding Officers	Staff to use neglect practioner tool to support with assessment and decision making.	Identify neglect early and evidence appropriate signposting and referrals though MyConcern. Staff survey shows a more confident understanding of the issue.	Dani Granito / Laura Jones	Completed
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	Completed
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	Completed
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	Completed

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	Completed
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	Completed
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	Completed
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 Modern Slavery record details on MyConcern.	Identify training need and reporting trends in service areas.	Raise awareness of risks and signs that Modern Slavery is present	Nicola Bell	Completed
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	Completed
Continue to work with OSCB CSE (Child Sexual 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	Completed
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	Reduce opportunity for safeguarding and exploitation in the city.	Nicola Bell	Completed

		exploitation in all of city's hotels.			
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	Completed
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	Completed
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	Completed
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	Completed
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/ Angela Bowman	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.	Laura Jones	Completed
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	Completed

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	Completed
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	Completed
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	Completed
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 board process	Engage partner agencies to provide outcomes and options for individuals who don't engage or use services	Improve partnership working.	Dani Granito	Completed
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	Completed

Document Control

Document	Oxford City Council Safeguarding Action Plan 2022/2023
Owner	Mish Tullar, Head of Corporate Strategy
Author	Laura Jones Safeguarding Coordinator
Date last reviewed	April 2022
Next Review Date Due	April 2023
Version	1