**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

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| 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 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 | Apr 2023 |  |
|  | Raise awareness of safeguarding  Single Central Record (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/ | 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. | 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 2021 |  |
|  | 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 muti-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 | 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. | 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 our staff arranged for 2022/23 | 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.  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 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 |  |

**Previous Action Plan 2021/2022**

**Completed Actions:**

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| 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 exploitation in all of city’s hotels. | Reduce opportunity for safeguarding and exploitation in the city. | Nicola Bell | Completed |
| 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 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 | 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**

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| **Document** | Oxford City Council  Safeguarding Action Plan 2022/2023 |
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| **Date last reviewed** | April 2022 |
| **Next Review Date Due** | April 2023 |
| **Version** | 1 |

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

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