

**Appendix 2: Oxford City Council Safeguarding Action Plan July 2023 – July 2024**



**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 Thriving Communities Strategy

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

1. Leadership, Strategy and Working Together
2. Service Delivery, Development & Effective Practice
3. Commissioning Arrangements
4. Safer Recruitment, Staff Development & Effective Learning
5. People's Experiences of Safeguarding

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Standard	Objective	Action	Input	Desired outcome	Lead	Timescale	Bi-annual update Jan 24
Service Delivery, Development & Effective Practice	Promote Early Help pathways	Increase communications, ensure trainer understanding of Service Integration Project, Early help, LCSS, tools including Strengths and Needs.	Understanding and awareness of Early Help across organisation.	Preventative measures in place to support children and vulnerable adults before requirement of statutory intervention	Safeguarding Coordinator	May 2024	
Leadership, Strategy and Working Together	Safeguarding champion representative	Recruit additional safeguarding champions to ensure each service area has	Service head delegation	Safeguarding advice and support available and embedded in every service area across organisation	Safeguarding Coordinator	December 2023	

	from each service area	at least one representative					
Leadership, Strategy and Working Together	Increase Safeguarding Champion and DSL awareness	Increased communications, visual aids	Team managers' distribution of communications to staff. Safeguarding Coordinator attendance at team meetings.	Increase in positive responses to the annual staff safeguarding questionnaire question: "Can you name a Safeguarding Champion or Designated Safeguarding Lead at Oxford City Council?"	Safeguarding Coordinator	October 2023	
Safer Recruitment, Staff Development & Effective Learning	Promote specialist safeguarding training	Identify appropriate training for individual teams and promote uptake	Team managers identify most appropriate training and encourage participation	Increase in uptake of relevant training in appropriate teams	Safeguarding Coordinator	May 2024	
Leadership, Strategy and Working Together	Promote open culture of safeguarding whistleblowing	Identify current whistleblowing culture and areas for improvement	Work with investigations team to understand current whistleblowing data and culture	Embed culture change, staff feel comfortable to challenge behaviour and report safeguarding concerns	Safeguarding Coordinator	May 2024	
People's Experiences of Safeguarding	Complaints process reflects safeguarding complaints	Identify complaint management systems and data relating to safeguarding concerns	Collaboration with OCC complaints and performance team	Identify complaints relating to safeguarding concerns ensure safeguarding procedures are followed, alongside complaints procedures.	Safeguarding Coordinator	December 2024	
Service Delivery, Development & Effective Practice	Internal audit of safeguarding response across organisation	Scope audit	Engagement from service areas and associated managers to review current systems and practice	Improvement in consistency of practice across service area/organisation Embed safeguarding best practice across organisation	Safeguarding Coordinator	May 2024	

**2022-2023 completed actions**

Objective	Action	Input	Desired outcome	Lead	Timescale
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. 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 across 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.	Embed 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.	Coordinated safeguarding approach from city and Council and ODS	Increase knowledge and awareness across ODS and increased reporting rates.	Laura Jones	All year

	Update SLA				
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/Richard Adams	Ongoing
Ensure all grant and commissioned services completed annual	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	Laura Jones	Ongoing

safeguarding audit and any outstanding action from previous year			Written evidence in procurement process, contracts and contract monitoring visits		
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
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 2022 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	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	Ongoing

the needs of our staff arranged for 2022/23					
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

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#### Document Control

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