

Oxfordshire Safeguarding Children Board

Safeguarding Self Assessment and Action Plan



FORWARD;

This Self Assessment Tool brings together the DCSF regional allegations and safe recruitment network audit and standards from section 11 that should be common to ALL organisations as described in “Working Together “2006.

It has been designed as a tool to enable all organisations to undertake a benchmarking assessment in relation to a number of key areas surrounding the safeguarding agenda.

In developing the Tool, consideration has been given to the requirements of inspections including CSCI, Ofsted and HCC.

We would recommend that this Tool is used, as a minimum, on an annual basis to ensure that any changes to legislation or guidance are taken into consideration and that the assessment be made using the RAG (Red, Amber, and Green) rating.

Where the assessment of an area indicates

Red - standard not met, and should be considered as a priority for addressing.

Amber - partially met and requires input but not as a matter of urgency.

Green - fully met and would indicate that there is no further development work required at that time.

It will be the responsibility of each agency to undertake their own assessments and to develop their own action plan to address both red and amber areas. Support and advice can however be provided through the monitoring and evaluation subgroup of OSCB (Oxfordshire Safeguarding Children’s Board).

The completed audit tool should be returned to the monitoring and evaluation group at oscb@oxfordshire.gov.uk

Tan Lea

Chair Monitoring and Evaluation Group

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Standard	Requirement	Your Evidence	Action	Guidance / legislation	Status	Timescale	Lead Officer
Standard 1 Senior Management commitment to the importance of safeguarding and promoting children and young people's welfare.	What position at Senior level has responsibility for safeguarding in your organisation and is this role being fulfilled?	Heads of Service and members of SMT. Lead Officers are Head of Recreation and Health and Head of Human Resources.	Ensure Nominated Officers attend C training and have refresher training every 3 years		Amber	Q4 09/10	C Harvey
	Is the Senior Manager aware of his/her responsibilities under Section 11 of the Children Act (2004) and Working Together (2006)?	This is overseen by HR Managers Safe practice notes are issued as part of recruiting process.	Identify which staff fall into which category for clearance and training provision			Q3 09/10	AMS
	Are other Senior Managers kept informed of all issues relevant to safeguarding and promoting welfare?	Recruiting managers are provided with recruitment training.	Ensure managers recruiting and responsible for category A employees are trained and receive refresher training every 3 years at Category B level			Q4 09/10	C Harvey
		Only Recreation and Health and Housing has direct regular contact with young people (20 staff members plus casual and seasonal workers)	Provide regular information updates internally and to other District Nominated Officers			Q4 09/10	PMW
			Provide copies of OSCB Minutes and briefing notes internally and to other District Council Nominated Officers Reports to wider leadership team meetings			Q4 09/10	PMW

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	<p>Please identify relevant strategic documents within your agency regarding service delivery to children and young people Is your commitment to safeguarding and promoting welfare explicitly reflected in these strategic documents?</p> <p>Is your organisation's contribution to the children and young people's plan reflected in these strategic documents?</p>	Safeguarding Policy and Procedures to be adopted by Executive in September 2009	<p>Put Safeguarding Children Policy and procedures in place: Finalise Policy and Procedures document endorsed by CMT/Exec</p> <p>Review existing strategies to ensure relevance</p>		Amber	Q309/10	AMS
					Amber	Q4 09/10	AMS
	Are children and young people's views taken into account when developing services?	Specific consultation on appropriate services does take place.	Ensure consultation takes place in all relevant service areas		Amber	Q4 09/10	All Service Heads
	Is there an action plan or work taking place to meet all 12 standards?	This action plan	To implement this action plan		Green	Q3 09/10	All service Heads
Standard 2	<p>Agencies should have a safeguarding policy which complies with inter-agency/OSCB procedures.</p> <p>All staff is made aware of the policy and any updates.</p> <p>New staff is provided with a copy of the safeguarding policy and any additional guidance as part of their induction.</p>	Key elements of safe recruitment practices (OSCB) is issued to all recruiting managers prior to commencing recruitment. Also CRB and Child Protection Policies in place and covered as part of the standard induction for all staff.	<p>Ensure all staff are aware of the Council's Policy and procedures : information, Policy and Procedures to go on the intranet, Cascade</p> <p>Safeguarding information provided as part of induction process for new staff</p>	<p>OSCB procedures</p> <p>Working Together to Safeguard Children 2006</p>	Amber	<p>Q3 09/10</p> <p>Q3 09/10</p>	AMS

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	All safeguarding policies are reviewed and updated regularly (ideally on an annual basis).						
Standard 3 Partner organisations/ services have an accountability structure for work to safeguard and promote the welfare of children and young people.	<p>Is the line of accountability (position, not name) from an individual employee up to the most senior person with overall responsibility shown diagrammatically in relevant procedures?</p> <p>Is the individual's responsibility to safeguard and promote welfare expressed in their job description?</p> <p>Do individuals in regular contact with children and young people receive supervision and an appraisal?</p> <p>Do you have a designated individual to whom concerns about a child/young person are reported to and does this individual have a job description?</p>	Normal chain of command/staff structure clearly shows reporting lines.	<p>Diagram showing accountability to be included in Policy and procedures</p> <p>Nominated Officers and all posts that are CRB checked: Job descriptions to be updated to identify individual has responsibility to safeguard and promote welfare of children</p>		Amber	<p>Q3 09/10</p> <p>Q4 09/10</p>	<p>AMS</p> <p>AMS</p>
Standard 4 All organisations ensure service development takes account of the need to	<p>Is Service development - based on an assessment of need</p> <p>Involve children, young people and families</p>	Implicit rather than explicit as part of diversity/equalities policies and procedures. See above.	To be included as part of : Service Plan, Risk Assessments		Amber	Q1 10/11	AM and S/Heads of Service

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safeguard and promote the welfare of C&YP	Contributes to achieving better outcomes for children and young people						
Standard 5 All Partner organizations will ensure personnel are trained in safeguarding and promoting welfare of C&YP	<p>All employed staff, elected members and volunteers who have contact with children to receive basic safeguarding training – at level A every 3 years</p> <p>Designated staff to receive level C training every 2 years</p> <p>Agencies to monitor take-up / access to training</p> <p>Annual reports on access to training to be submitted to OSCB</p> <p>For new staff, training should be part of induction process.</p>	Training programme to be put in place (see Appendix A)	<p>All staff and elected members who have contact with children to receive basic A level training every 3 years. Designated staff to receive level 2 and 3 training every 3 years</p> <p>Training programme to be developed and implemented</p>	<p>OSCB/Websi te used to access appropriate training.</p> <p>Section 11, Children’s Act 2004 Section 175 Education Act ‘What to do if you’re worried a child is being abused’ booklet www.baspca.n.org.uk</p> <p>www.nspcc.org.uk Framework for the Assessment of Children in Need and their Families (DoH)</p>	Red	Q4 09/10	CH James Doble
Standard 6 All Partners will	Enhanced CRB checks on all staff who have, or are likely to have, unsupervised contact	All staff who may come into contact with children and/or vulnerable adults are required	Review CRB checking procedure annually	Safe recruitment document	Green	Q4 09/10	SR

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<p>ensure that all staff with access to C&YP are properly selected and vetted to ensure inappropriate individuals do not gain access to C&YP.</p>	<p>with children, require access to Contact Point when it becomes available Handle personal/sensitive information relating to children.</p> <p>Key HR staff engaged in the recruitment process have accessed appropriate safe recruitment training (Warner interviews, NSCL on line training)</p> <p>Recruitment and selection: Undertake a quality assurance role which includes remedial action and support plans where policies are not sufficiently robust or compliant</p> <p>Risk assessments are carried out where appropriate on all individuals where CRB indicates a positive disclosure</p>	<p>to be CRB cleared and are not permitted to work unsupervised with these groups until clearance received. Full risk assessment completed for each post by Corporate H&S Manager</p> <p>Appropriate training is provided for all relevant HR staff</p> <p>Clear guidelines are provided to recruiting managers. Docs are double checked by HR team</p> <p>Recruitment and selection procedures are regularly reviewed</p>	<p>All HR staff involved in the process to have safer recruitment training</p> <p>Relevant HR policies to be reviewed on rolling programme: Whistle blowing; complaints, Recruitment</p> <p>Update recruitment policy to incorporate ISA registration requirements</p>	<p>www.crb.gov.uk</p> <p>Protection of Children Act 1999</p> <p>Vulnerable adults bill/Independent safeguarding authority</p>		Q1 10/11	SR
<p>Standard 7</p> <p>Organisations will contribute to effective inter agency</p>	<p>Do all relevant staff have access to OSCB Procedures?</p> <p>Have all relevant staff received their own copy of</p>	<p>Available on the intranet and issued with recruitment documentation.</p>	<p>Policy and procedures to be widely available and signposted. Highlighted in team briefings and Cascade</p>		Amber	Q3 09/10	RH

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working to safeguard C&YP	<p>“What to do if you’re worried a child is being abused” (2006)?</p> <p>Is your commitment to inter-agency working explicitly reflected in strategic documents?</p> <p>Is there supporting guidance, training materials, checklists and codes of conduct for adaptation by different occupational groups?</p>	Formal membership of OCYPT/OSCB					
Standard 8 Partner organizations will have arrangements for effective information sharing	<p>Is your organisation signed up to the OSCB information sharing protocols?</p> <p>Are relevant staff trained in the protocol?</p> <p>Is there written guidance on keeping accurate and up to date agency records together with a statement about confidentiality?</p> <p>Have relevant staff received a copy of “What to do if you’re worried a child is being abused” (2006)?</p>	Formal information sharing protocol in place	Annual review of protocol		Green	Q3 09/10	
Standard 9 All partner organizations address issues of diversity in their work to	<p>The Child Protection Policy is explicit that all children have equal rights to protection.</p> <p>Recruitment and selection:</p>	<p>Child protection, equalities and diversity policies in place.</p> <p>Equalities monitoring takes place throughout the year.</p> <p>Child protection policy explains</p>	Review equality impact assessments and monitor to ensure compliance		Green	Q2 10/11	PG

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<p>safeguard C&YP</p>	<p>Is there an infrastructure in place to ensure child protection procedures contain guidance on safe recruitment?</p> <p>Codes of conduct/behaviour include statements about the responsibility to treat one another with dignity, respect, sensitivity and fairness.</p> <p>Codes of conduct/behaviour make it clear that discriminatory, offensive, violent and bullying behaviour are unacceptable and that complaints will be acted upon.</p> <p>Records of gender, age, disability, faith, language and ethnicity are made to ensure appropriate service provision and to assist with future service planning.</p> <p>Information provided is in a format and language that can be easily understood by all service users.</p>	<p>the recruitment and selection procedures provide guidance on safe recruiting</p> <p>The recruitment and selection procedures expand on guidance regarding safe recruiting.</p> <p>Procedures in place.</p> <p>Extensive, inclusive and representative consultation takes place as part of service planning.</p> <p>Translation services available on request.</p>					

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Standard 10 All partner organizations will work closely and effectively through agreed mechanisms to monitor performance in safeguarding and promoting the welfare of C&YP and evaluate effectiveness of the standards.	A written plan showing what steps will be taken to achieve the standards in this document, who is responsible for what actions and when these will be completed.	Agreed safeguarding action plan adequately resourced to ensure delivery.	Completion and implementation of this action plan		Amber	Q2 10/11	AMS
	Resources essential for implementing the plan are made available. Policies and practices are reviewed at stated intervals; ideally at least every 3 years and revised in the light of changing needs; changes in legislation or guidance and experience.		Review of all relevant policies and procedures on a rolling 3 year programme		Amber	Q3 11/12	
Standard 11 All partners have written procedures for handling complaints and allegations against staff/	Agencies have procedures for dealing with allegations of abuse made against staff that complies with interagency OSCB procedures Each agency nominates a senior member of staff who has the designated responsibility for ensuring allegations procedures are followed and who oversees the process. Is there a model whistle-blowing policy available: Is it included in interagency safer recruitment training? Is it monitored and reviewed?	Procedures in place and operational Head of Recreation and Health/Head of Human Resources Employee Confidential Reporting Policy is available via the intranet or direct from HR As part of induction and HR	Monitor effectiveness of existing procedures	www.crb.gov.uk Protection of Children Act 1999 Vulnerable adults bill/Independent safeguarding authority Allegation guidance. Safe working practice document OSCB	Green	Q1 10/11	AMS

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	<p>All staff are made aware of the existence of the allegation procedures which should contain a section on whistle blowing.</p> <p>Staff are made aware of guidance relating to appropriate behaviour (e.g. use of physical restraint, professional boundaries etc). <u>Designated Staff</u></p> <p>Agencies have an identified designated member of staff who acts as the first point of contact for staff raising concerns about children. Designated staff is trained to an appropriate level and training is refreshed every 2 years.</p> <p>Designated staff takes the lead for the agency in liaising with other agencies/OSCB and collates referrals.</p>	<p>procedures</p> <p>As part of specific safeguarding training.</p> <p>Head of Recreation and Health/Head of Human Resources.</p>		<p>website 'What to do if you're worried a child is being abused' booklet www.baspca.n.org.uk www.nspcc.org.uk</p> <p>Framework for the Assessment of Children in Need and their Families (DoH)</p> <p>www.ncrgsa.com (National Control and Restraint General Services Association)</p> <p>Section 11, Children's Act 2004 Section 175 Education Act</p> <p>OSCB website 'What to do if you're</p>			

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				worried a child is being abused' booklet			
<p>Standard 12</p> <p>All partner agencies have processes and procedures in place so a safe working environment is created and maintained.</p>	<p>Are procedures in place to identify and manage any potential sources of harm to children/young people</p> <p>A code of conduct for staff in place detailing the boundaries of appropriate behaviour between staff and children/young people</p> <p>Information made available to children, young people and families about safeguarding children and young people including who to contact if they are concerned a child or young person is at risk and how to make a complaint.</p>	<p>Corporate H & S Manager ensures compliance with current guidance.</p>	<p>Review procedures and training on a 3 year basis</p>		Green	Q1 11/12	AMS/CH