Thomas Telford Multi Academy Trust

Safeguarding supervision policy

Redhill Primary Academy
and
Thomas Telford Primary Free School

Safeguarding supervision policy - Document Status			
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Introduction

Supervision is a fundamental task that managers will undertake to support the development of their designated safeguarding lead (DSL) and deputies' skills and practices in the safeguarding of children in their care.

We understand the requirements to provide safeguarding supervision set out in the following legislation and guidance.

Working Together to Safeguard Children (2018) says:

"Professionals should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively"

Statutory framework for the early years foundation stage (2017) says:

"Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families"

"Supervision should provide opportunities for staff to… discuss any issues – particularly concerning child protection concerns"

Inspecting safeguarding in early years, education and skills settings says:

"Staff and other adults receive regular supervision and support if they are working directly and regularly with children and learners whose safety and welfare are at risk"

"Practitioners should be given sufficient… supervision and support to fulfil their child welfare and safeguarding responsibilities effectively"

Following the inquiry of Victoria Climbe Lord Laming stated that:

"All staff working directly with children must be regularly supervised"

(Lord Laming Victoria Climbie Inquiry Report 2003)

There are different types of supervision, e.g. informal and formal. This policy describes our approach to providing formal supervision; informal supervision is often on-going as staff seek advice and help in situations that they deal with. This is good practice but should NOT replace a formal supervision session. Significant issues discussed through informal supervision should be recorded properly by the caseworker and revisited at the formal session.

Supervision is a partnership between the supervisee, the supervisor and the setting. Ideally, supervision should always be carried out by the designated safeguarding lead (DSL) for child protection in the school/setting, or in the case of the DSL, by the Executive Headteacher/Principal or an external supervisor. Where the DSL is the Executive Headteacher/Principal they will always receive supervision from an external supervisor.

Supervision can take place with an individual supervisee or a group of supervisees.

The key functions of supervision are:

- **management** (ensuring competent and accountable performance/practice)
- **development** (continuing professional development)
- **support** (supportive /restorative function)

Good supervision involves a balance between all three elements, not always within one session, but certainly over the entire supervision process.

Roles and Responsibility

The Supervisor is responsible for:

- Sharing the responsibility for making the supervisory relationship work
- Ensuring confidentiality, subject to service user and staff safety
- Creating an effective sensitive and supportive supervision
- Providing suitable time and location
- Agree the timescales within which supervision takes place.
- Eliminating interruptions
- Maintaining accurate and clear records
- Ensuring that the supervision contract has been agreed and reviewed annually.
- Ensuring the Organisation's professional standards are met.
- Ensuring that where a change in line management occurs, a handover process is arranged between all parties concerned.
- Ensuring that issues relating to diversity are addressed constructively and positively and provide opportunity for staff to raise issues about their experience and diversity.

The supervisee is responsible for:

- Sharing the responsibility for making the supervisory relationship work
- Attending regularly and on time, participating actively and bringing their agenda.
- Accepting the mandate to be supervised, and being accountable for any actions.
- Preparing appropriately for supervision sessions.
- Ensuring the recording of supervision is reflective of the particular meeting.
- Actively participating in an effective sensitive and supportive supervision.
- Aiming to meet the organisation's professional standards

Contract

The contract between a supervisee and a supervisor should clearly outline's the responsibilities and expectations of both parties as outlined above. This should be discussed, agreed and signed off at the beginning of the supervisory arrangement. The contract will form part of the supervision records and should be reviewed annually. (See Appendix 1 for contract)

Frequency

The frequency of supervision is highlighted on the contract form under the section "supervisor's responsibilities". The minimum need is usually one supervision meeting per half term for staff who are case holders or who manage complex cases. The supervisor and supervisee should agree on the duration and frequency of supervision taking into account the experience of the supervisee and the complexity of work.

Recording

All supervision sessions must be recorded by the Supervisor (See Appendix 2). Records of supervision are signed and dated by the supervisor and supervisee. These records of supervision are confidential and are stored securely by the supervisor in the child protection records cupboard. They will be subject to inspection and audit. Discussions in supervision relating to individual cases are also recorded in the individual child's safeguarding file.

Appendix 1

Redhill Primary Academy and Thomas Telford Primary Free School Supervision Contract

Supervisor's statement

Supervision is a way of ensuring accountable decision making and safe outcomes for children. The supervisor's role is to ensure that staff and those directly involved in casework and child protection are coping both physically and emotionally with the demands of the role and are handling the work suitably and professionally. It also provides the worker with a forum to reflect on the content, process and progress of their work. The supervision record will identify agreed action points and we will review these at each supervision session.

Supervision should be undertaken on a regular basis, with designated staff responsible for or working with identified vulnerable children and/or their families. It should include cases with children who are subject to a child protection plan (CP), children with social care involvement, children giving cause for concern, children looked after (LAC) and children subject to a Child in Need (CIN) or Early Help Assessment (EHA) or where the case has been de-escalated from social care, including those children previously looked after.

Supervision for designated staff will take place at regular intervals throughout the academic year and will be reactive based on the experience of the staff member handling the case and the complexity of the specific case (increasing/decreasing as relevant).

Supervisor's responsibilities and expectations

- The Supervisor will meet with the supervisee at regular intervals in a confidential space which is appropriate and free from distraction.
- To undertake an open and honest discussion regarding cases that staff are working with.
- Challenging questions will be asked with regard to action and progress and the appropriate referral to other agencies including the cluster guidance and support meetings.
- Discussion will focus on any current identified child protection cases, social care de-escalations and any identified vulnerable child/family where there are general safeguarding issues, or a CIN in place, or a family support plan or casework is being undertaken.
- Support and professional challenge will be given and supervision will be recorded.
- Discussion around team work & training will be included.

Supervisee's responsibilities

- Open and honest discussion re cases that the staff are working with and have responsibility for.
- Implement actions to be taken to protect any child where there is reason to believe a child is at risk of harm.
- Implement actions to meet agreed outcomes for the child /family.
- Agree to inform other professionals where they are involved with families of any information that may impact on a child's safety. Discuss the appropriate referral to other agencies including social care and early help services
- To ensure all relevant information is recorded within the child/family file.
- To ensure that the child/family action plan sheet is completed, per case at each supervision and stored in the child/family file

In the event of a Child Safeguarding Practice Review (CSPR) or local 'learning lessons' review, these records may be used as evidence.

In the event that there is unresolved conflict/dispute between supervisor and supervisee, both parties will agree to meet together with the Headteacher/Principal if they are not the supervisor or supervisee, if they are they will agree to meet with an external supervisor to ensure that any difficulties are satisfactorily resolved. Both parties will ensure that the other is aware in advance that a dispute resolution meeting has been arranged.

Supervisee signed…… Date ……

Supervisee signed…… Date ……

Supervisee signed…… Date ……

Supervisor signed…….. Date …….

This contract will be reviewed on an annual basis

Date of review of contract ……

Signed……..

Appendix 2

Supervision Record

Name of Supervisee:

Name of Supervisor:

Date:

Agenda Items

1. Review of agreed action points from last meeting/matters arising
2. Supervision notes - Child record
3. General issues impacting on safeguarding practice: including training, development, wellbeing
4. AOB & date of next meeting

PART A for completion by the worker

Family name:

Children's names and ages:

Current Status (eg: CIN, CP, LAC, EHA etc):

Details of any change in status and date:

Summary of events since last supervision:

Your Actions taken:

Identified Risks/Issues:

Strengths/Positives:

What is your role with this family?

PART B for completion by supervisor

Actions agreed:

Delivery plans discussed:

Any outstanding actions?

If specific child/ren children discussed, has a record also been made in the child's safeguarding file? Yes

AOB

Date of Next Meeting:

Supervisee's signature:

Supervisor's signature: