

A Framework for Supervision

Introduction

Supervision is a fundamental task that in our school will be conducted by Brenda Gregson (Lead Child Protection Des.) and / or Viv Smithies (Headteacher, Child Protection Des. LT) to support the development of staff skills and practices in the safeguarding of children in their care.

Following the inquiry of Victoria Climbe, Lord Laming stated that:

“All staff working directly with children must be regularly supervised.”
(Lord Laming Victoria Climbe Inquiry Report 2003)

In 2011 the Education Service were involved in a Learning Lessons Review and recommended the development and implementation of a supervision policy, to include an accountability framework, for use in schools and clusters.

This framework provides an understanding about the requirements and processes of supervision.

Supervision

This Policy addresses ‘formal supervision’

Informal supervision in our school is ongoing in that all staff actively seek advice and help from the Headteacher Viv Smithies and Child Protection Designated Staff (currently Brenda Gregson, Viv Smithies and Kim Buck) with matters as and when they arise, in line with child protection responsibilities and protocol. This is good practice but does not replace formal supervision.

In our school, Supervision is a quality partnership between a staff member and Brenda Gregson Lead Child Protection Des. / or Viv Smithies Headteacher; Kim Buck Deputy Headteacher, Child Protection Des. LT to ensure good outcomes for service users.

Key Functions

- To ensure safeguarding children practice in our school is competent and accountable based upon research and practice knowledge.
- To ensure safeguarding practice is consistent with Leeds Safeguarding Children Board and West Yorkshire Consortium procedures.
- To ensure practitioners fully understand their roles and responsibilities.
- To provide an opportunity to reflect and analyse ongoing work; to assess risk and need and to provide an important check and balance in decision making and planning.
- To ensure staff training.
- To include support to address emotional impact of the work when required.
- Supervision documentation is an integral part of Serious Case Reviews and is subject to inspection and audit.

Roles and Responsibilities

Supervisor:

- To share responsibility for effective working with the staff member.
- To ensure confidentiality.
- To sign a Supervision Contract with staff member(s).
- To agree with the staff member a mutually suitable date and time for the meeting and to reflect time scales of active cases at CSWS.
- To provide a suitable meeting space.
- To maintain accurate and clear records which also reflect case management decisions and to sign the same.
- To ensure active case files are initialled at supervision by way of an audit.
- To ensure a handover process is completed in the event of a change in staffing.
- To provide an opportunity for staff to raise issues relating to diversity for example and / or their own experiences.

Staff member:

- To share responsibility for effective working with the safeguarding supervisor.
- To sign a Supervision Contract with the Supervisor.
- To attend and prepare to participate in agreed meetings.
- To ensure records reflect accurately discussions in meetings and to sign in this respect.
- To ensure active case files are initialled at supervision by way of an audit.

Group Supervision:

In our school group supervision is conducted on a half-termly basis between Designated Staff for Child Protection (currently Brenda Gregson, Viv Smithies and Kim Buck) together with Carolyn Tate Senco / Inclusion Manager.

Discussion reflects active cases with CSWS and any concerns raised between meetings.

Confidential records are kept of discussion and all parties sign to agree content.

Staff entitlement:

It is important that supervision is provided. Any staff member not receiving their entitlement should:

- Arrange a one to one meeting with the Safeguarding Supervisor to address the concern in the first instance.
- If this is unsuccessful, arrange a meeting with the Head Teacher and Safeguarding Supervisor.

Capacity to deliver Safeguarding Supervision:

Training is available from the Integrated Safeguarding Team on a regular basis.

Appendices

- 1. Children's Services Sample Supervision Record.**
- 2. Education Service: Supervision Log.**
- 3. Contract.**

Appendix 1

**Children's services
Sample Supervision record**

Nb: This pro-forma can be altered to reflect individual and organisational needs and be adapted to the setting.

Name of Supervisee: Name of Supervisor:

Date:.....

Details of holidays, sickness absence and training undertaken since last supervision

Please indicate if the cases discussed represent ALL current cases or a sample

Agenda Items

1. Review of agreed action points from last meeting/matters arising
2. Supervision notes- Child record

- 4 Team/General issues impacting safeguarding practice: including training, development, wellbeing

5. AOB & date of next meeting

PART A for completion by the worker

Family name:

Children's names:

Ages:

Current Status (eg: CIN, CPP, LAC, CAF etc):

Details of any change in status and date:

Summary of events since last supervision:

Your Actions taken:

Identified Risks/Issues:

Safety/Protective Factors:

Strengths/Positives:

What is your role with this family?

PART B – Supervisors Supervision Case discussion: for completion by supervisor

Actions agreed:

Delivery plans discussed

Any outstanding actions?

AOB

Name of Supervisor:

Date:

Date of Next Meeting.....

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Supervisee's signature.....

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Supervisor's signature.....

...

**Appendix 2
SUPERVISION LOG**

Supervision log for
Supervisor.....

Please indicate frequency of Safeguarding Supervision meetings

Date (as agreed in Safeguarding Supervision Contract)

Month	Date	Duration of	Signature of Supervisor	Signature of Supervisee	Case file audit date and initial
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					

Appendix 3

Pudsey Bolton Royd P.S. / Supervision Contract

Purpose of Supervision:

To ensure safeguarding children practice in our school is competent and reflects accountable decision making with safe outcomes for children. It also provides staff with an opportunity to reflect and analyse ongoing work and their progress in this regard.

Supervision meetings will take place between a staff member and in our school either Brenda Gregson (Lead Child Protection Des. or Viv Smithies Headteacher; Child Protection Des. LT) and records will identify agreed action points, to be reviewed at each session and an agreed date / time for the following review.

Supervisor's responsibilities and expectations:

- To meet with the staff member commencing in a confidential space.
- To undertake an open and honest discussion re active cases and any concerns which the staff member may bring to the discussion.
- To ask challenging questions with regard to action and progress either relating to the Desired Outcomes of a Child Protection Plan or in consideration of a referral to other agencies including Cluster provision.

Staff member's responsibilities:

- To prepare for an open and honest discussion regarding active cases or concerns for pupils you have responsibility for.
- Implement any agreed actions.
- Agree to adhere to professional responsibilities in terms of current Child Protection and Safeguarding protocol.
- To ensure accurate record keeping.

In the event of a Serious Case Review (SCR) these records will be used as evidence as part of Internal Management Review (IMR.)

In the event that there is unresolved conflict / dispute between supervisor and staff member, both parties will agree to meet together with the Head Teacher, Phil Taylor, to ensure any difficulties are satisfactorily resolved. Both parties will ensure that the other is aware in advance that a dispute resolution meeting has been arranged.

Staff member name and signature:

Date:

Safeguarding Supervisor name and signature:

Date: