



# **Carlton Academy Trust**

## **Safeguarding Supervision Policy**

**Approved on behalf of Trustees:**

**R Butterfield**

**Date:**

**November 2021**

**Next Review Date:**

**September 2024**

## **Definition**

Working to ensure that children are safeguarded is demanding and requires effective professional judgements to be made. Safeguarding supervision enables the supervisee to reflect on certain situations that may require a deeper understanding of how human behaviour and our own interactions with others are having an impact on those situations. Its purpose is to support professional practice and help staff to improve the quality of their work, thereby improving outcomes for children and promoting a safe culture.

## **Policy Statement and Aims**

The Trust takes its' responsibility to safeguard and promote the welfare of students seriously. This includes providing support to staff to enable them to work effectively in delivering safe, effective, and high-quality services to children and their families through regular supervision. Effective supervision supports staff, develops their practice, and forms a robust and accountable system to quality assure safeguarding across the Trust.

## **Statutory Provisions**

This policy complies with the following statutory provisions:

- Children Act 2004 (2007) Section 11
- Working Together to Safeguarding Children (2018)
- Keeping Children Safe in Education 2021
- Statutory Framework for Early Years Foundation Stage (2017)

## **Types of Supervision**

Supervision can be Informal or Formal. Informal supervision refers to on-going support and advice to help staff with safeguarding responsibilities. The scope of this policy refers to Formal Supervision where safeguarding practice is formally discussed according to a set schedule. Although separate, there are links between both types of supervision, with significant issues found during informal supervision being recorded and revisited in formal sessions.

Formal Supervision should take place on at least half-termly basis but may be increased according to perceived need.

Supervision is led by the school Designated Safeguarding Lead (DSL) and can take place on an individual or group basis. The work of the DSL is overseen by the Trust Director of Safeguarding.

All discussions address the roles and responsibilities of the supervisor/supervisee and a written record is maintained.

## **Roles and Responsibilities**

The **Supervisor** is responsible for:

- Developing a positive relationship with the supervisee
- Maintaining appropriate levels of confidentiality
- Organising a suitable time and location for meetings
- Creating an effective and appropriate environment for meetings
- Agreeing meeting schedules
- Maintaining accurate and clear records
- Ensuring the supervision contract is agreed and reviewed annually.
- Ensuring professional standards are maintained
- Ensuring an effective handover when there is a change in line management responsibilities.

The **Supervisee** is responsible for:

- Developing a positive relationship with the supervisor
- Attending regularly and punctually, preparing for and pro-actively participating in discussions
- Accepting supervision and being accountable for any actions.
- Adhering to the Trusts' professional standards

The **Head of School** is responsible for:

- Ensuring the supervisor and supervisee have adequate time allocated to undertake Supervision.

## **Contract**

A Supervision contract should be discussed and agreed at the outset of supervision that clearly outlines the responsibilities and expectations of both parties. This is reviewed on an annual basis.

Supervision must take place at least once every half term but can occur more frequently according to need. The supervisor and supervisee should agree on the duration and frequency of supervision considering the experience of the supervisee and complexity of cases.

## **Recording**

All Supervision sessions must be recorded by the supervisor, then signed and dated by both parties. Records are confidential and must be securely stored by the supervisor for inspection and/or audit. Discussions within Supervision must be recorded by the supervisee on student's CPOMS safeguarding records.

## **Quality assurance**

Regular monitoring and evaluation of Supervision is undertaken by the Trust Director of Safeguarding to ensure effectiveness, alignment with development priorities and compliance with safeguarding policies.

## **Appendix 1: Carlton Academy Trust School Safeguarding 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 and progress of their work. The Supervision record will identify agreed action points and will be reviewed at each supervision session.

Supervision should take place on an at least half-termly basis, with designated staff responsible for working with identified vulnerable children and/or their families.

Supervisor's responsibilities and expectations:

- The supervisor will meet with the supervisee in a confidential space which is appropriate for the meeting and free from distraction
- Promote an open and honest discussion of cases that staff are currently working with. These will focus on any current child protection cases, social care de-escalations and any identified vulnerable child/family where there are general safeguarding issues or a CIN plan in place
- Ask challenging questions regarding actions, progress, and referrals to other agencies
- Provide professional support and advice including discussions around team-working and training needs.
- Make full records of the meetings.

### **Supervisee's responsibilities:**

- Undertake an open and honest discussion about cases for which they are responsible
- Implement actions to protect any child where there is reason to believe they are at risk of harm
- Implement actions to meet agreed outcomes for the child/family
- Inform other professionals/agencies (where relevant) of any information that may impact on a child's safety.
- Discuss referrals with appropriate other agencies including Social Care and Early Help services.
- Ensure all relevant information about the child is recorded on CPOMS
- Ensure that the child/family action plan sheet is completed for each case discussed at Supervision then stored securely.

**Supervisee signature..... Date: .....**

**Supervisor signature..... Date: .....**

**Date of (annual) review..... Signed.....**

## **Appendix 2: Safeguarding Supervision Record**

**Supervisee:** .....

**Supervisor:** .....

**Date:** .....

### **Agenda items:**

- Review of agreed action points from last meeting/matters arising
- Supervision – Child records
- General issues impacting on safeguarding practice including training, development, and wellbeing
- AOB date of next meeting

**Part A: Supervisee Report**

**Children's Names with Dates of Birth:**

**Current Status:** (CP, CIN, EH etc.)

**Details of any change in status and date:**

**Summary of events since last supervision:**

**Actions Taken:**

**Identified Risks/Issues:**

**Strengths / Working Well:**

**Part B: Supervisors' Report**

**Agreed Actions:**

**Outstanding Actions:**

**AOB:**