



CARLTON
ACADEMY TRUST

Safeguarding Supervision Policy

Approved on behalf of Trustees:

Roger Butterfield

Date:

January 2024

Next Review Date:

January 2027

Policy Overview

The safeguarding of children is a potentially demanding role that may place an emotional strain on staff. Therefore, the trust provides safeguarding supervision to support staff providing safeguarding support to children, improve the quality of work and outcomes.

Supervision can be formal or informal, with the latter being ongoing support and advice to help staff with safeguarding responsibilities. This policy deals with formal supervision where safeguarding is formally discussed according to a set schedule. Although separate, there are links with some issues found during informal supervision discussed during formal meetings.

Formal supervision should take place on at least half-termly basis but may be increased according to need. Sessions are led by the school Designated Safeguarding Lead (DSL) and can take place individually or group format.

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:

- Be open and honest in sessions.
- 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.

Contract

A contract should be agreed by both parties before supervision commences, clearly outlining responsibilities and expectations, duration and frequency of supervision considering the experience of the supervisee and complexity of cases. Contracts are reviewed annually.

Recording

Supervision sessions are formally recorded by the supervisor, signed and dated by both parties. Records are confidential and must be securely stored for inspection or audit. Discussions held within supervision must also be recorded by the supervisee on student's (CPOMS) safeguarding records.

Quality assurance

Regular monitoring and evaluation of supervision is undertaken by the CAT Director of Safeguarding to ensure effectiveness, alignment with priorities and compliance with safeguarding policy and procedures.

Appendix 1: CAT Safeguarding Supervision Contract

Supervisor's statement

The supervisor's role is to ensure staff involved in casework and child protection cope physically and emotionally with the demands of the role, and reflect on practice. Sessions are recorded with agreed action points reviewed at subsequent sessions.

The **Supervisors** responsibilities are:

- Arrange meetings in an appropriate, confidential area free from distraction.
- Promote open and honest discussion of current practice, focussing on child protection, social care de-escalations, or vulnerable child/family cases where there are general safeguarding issues or a child-in-need plan.
- Ask challenging questions relating to actions, progress, and referrals to other agencies.
- Provide professional support and advice, evaluation of team-working, and training needs.
- Formally record meetings.

The **Supervisee's** responsibilities are:

- Have open and honest discussions about cases.
- Take action to protect any child where they are being harmed or at risk of harm or attain agreed outcomes for the child or family.
- Inform other professionals or agencies, where relevant, of any information that may impact on a child's safety.
- Discuss referrals with other professionals or agencies including Social Care and Early Help services.
- Ensure all relevant information is recorded on CPOMS.
- Ensure that the child/family action plan sheet is completed for each case discussed during supervision then securely stored.

Signature (Supervisor)

Date:

Signature (Supervisee)

Date:



Appendix 2: Safeguarding Supervision Record

Supervisor:

Supervisee:

Date:

Part A: Supervisee Report

Details of Children under supervision and current status (CP, CIN, EH etc.):

Summary developments since last session and actions taken:

Identified Risks/Issues:

Strengths / Working Well:

Part B: Supervisors' Report

Agreed Actions:

Outstanding Actions:

AOB: