

Safeguarding Supervision Policy

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| Policy Code: | HR27 |
| Policy Start Date: | March 2023 |
| Policy Review Date: | March 2026 |

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- HR6A Data Breach Policy
- HR29 Code of Conduct
- HR33 Records Management Policy
- HR34 Emotional Health, Wellbeing and Welfare for Staff Policy
- SW5 Safeguarding and Child Protection Policy
- SW17 Safeguarding Adults Policy



1 Policy Statement

- 1.1 The policy outlines the Trust's approach to safeguarding supervision. The Trust currently offers case supervision and personal supervision for staff.
- 1.2 This policy relates to formal safeguarding supervision.
- 1.3 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire SCITT.
- 1.4 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2 Roles, Responsibilities and Implementation

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Head of HR and the Director of Safeguarding.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 To ensure staff receive appropriate one-to-one (or group) supervision in the area of safeguarding children and vulnerable adults.
- 3.2 To ensure staff receive good quality, effective and purposeful support.

4 Definitions

- 4.1 Supervision is an accountable process which supports, assures and develops the knowledge, skills and values of an individual, group or team; undertaken by suitably trained professionals.
- 4.2 Personal Supervision aims to provide reflective space for staff to discuss and work through the personal impact of their role and responsibilities. This should include support to address the emotional impact of the work where required. Personal supervision will always take the form of one to one supervision. Currently, this is provided by an organisation external to the Trust.

4.3 Safeguarding Case Supervision involves one or more members of staff meeting with a suitably experienced supervisor to discuss safeguarding cases. It allows individuals working with complex cases an opportunity to reflect on practice, consider the strengths and risks of a case, and identify next steps. It allows the professional 'time out' to consider whether the needs of the child or vulnerable adult are being met.

5 Purpose of supervision

5.1 The primary purpose of supervision is to provide support to staff to enable them to work effectively in delivering safe, effective and high quality services to children and vulnerable adults. Supporting staff through supervision improves working practices and contributes to improved service delivery and outcomes for children and vulnerable adults.

5.2 In addition to the above, the purpose of supervision includes:

- Maintaining and developing the quality of practice;
- Professional development;
- Role clarity;
- Promoting a suitable climate for practice;
- Stress reduction;
- Communication (between individual workers and the Trust); and
- Maximising and prioritising personal and professional resources.

6 Types of supervision

6.1 Staff within the Trust have access to the following types of supervision:

- One to one supervision.
- Group supervision.

7 Frequency of supervision

7.1 Staff who have been identified to receive personal supervision are able to access 3 x sessions per year. Additional sessions can be provided, with the agreement of the HR Team.

7.2 For safeguarding case supervision, the Trust's recommendation for frequency of supervision is outlined below (see 8.1). However, the Trust recognises that caseload and/or complexity of cases can vary over time, and so the offer will remain flexible to the needs of staff.

Safeguarding Case Supervision

8 Entitlement

8.1 The table below identifies staff involved in child protection casework, and early help casework, who might need safeguarding case supervision:

| Member of staff | Type of supervision available | Recommended frequency |
|--|--------------------------------------|------------------------------|
| Designated Safeguarding Lead (DSL) | One to one Group | At least once per year |
| Deputy Designated Safeguarding Lead (DDSL) | One to one Group | At least once per year |
| Designated Safeguarding Officers | One to one Group | At least once per year |
| SENCO | One to one Group | As and when required |
| Heads of Year | Group | As and when required |
| Pastoral Managers | Group | As and when required |
| Family Support Workers | Group | As and when required |
| Class Teachers | Group | As and when required |

8.2 The entitlement outlined in 8.1 is not exhaustive. If staff feel that safeguarding case supervision would be of benefit to them, then this will be discussed with the DSL for their setting and will be provided if appropriate.

8.3 Safeguarding case supervision will be provided by the Trust DSL.

9 Safeguarding Supervision Agreement

9.1 Any member of staff engaging in safeguarding case supervision will be asked to read, and sign, the Trust's Safeguarding Supervision Agreement. Please see Appendix A.

10 Supervision records

10.1 All supervision sessions will be recorded by the supervisor, using a Trust template. Please see Appendix B.

10.2 Written records will be signed by both the supervisor and the supervisee(s) at the end of the supervision session.

10.2 Supervision records will be held centrally by the Trust DSL.

10.3 In the event that an individual requests a copy of the supervision record for their own records, for example, for CPD, then any personal identifiers linked to the case discussed will be redacted before it is shared.

10.4 In the event that a copy of the supervision record is requested to be uploaded to the child(ren)'s MyConcern record, the record may be redacted, if necessary, to protect the personal information of others.

11 Confidentiality

11.1 Supervision sessions are a private, but not confidential process. Staff should be aware that Senior Leaders may access documentation. They may also be shared with external inspectors, e.g. Ofsted.

11.2 In the event that the supervisor has a concern about the welfare/wellbeing of the supervisee(s), this will be reported in line with the Trust's safeguarding procedures. Please see SW17 Safeguarding Adults Policy for more information.

12 Training

12.1 Any individual providing supervision should be appropriately trained by a recognised external body, e.g. NSPCC.

12.2 This training will be renewed every 3 x years.

13 Policy Change

13.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



The Priory Federation of Academies Trust

Safeguarding Supervision Policy

This Policy has been approved by the Education & Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.



Appendix A

| Safeguarding Supervision Agreement | |
|---|--|
| The role of the supervisor | <ul style="list-style-type: none"> • To ensure that supervision is purposeful. • To ensure that supervision is recorded accurately, records are signed and dated by all present and stored confidentially. • To ensure that supervision occurs in a safe and confidential environment, free from distractions. • To support the supervisee(s) in critical thinking, reflection and challenge. • Reporting any concerns about the welfare/wellbeing of the supervisee(s) in line with the Trust’s safeguarding procedures. |
| The role of the supervisee(s) | <ul style="list-style-type: none"> • To attend supervision, and arrive on time. • To ensure that the time set aside for the supervision session is protected. • To bring at least one case to discuss at the supervision session. • To provide an up-to-date and accurate reflection of the current situation regarding individual cases so that discussion and decision making can occur with all of the most relevant factors considered. • To bring any additional areas to be discussed at the session, for example, any personal conflict or time management issues. • To ensure the supervision record is an accurate reflection of the discussion before signing it and dating it. • To notify the supervisor in advance of the session of any reasonable adjustments that might be required to enable participation in the session. |
| Cancellation | If supervision has to be cancelled for any reason, it is the responsibility of all parties to rearrange as soon as possible. |
| Resolving individual issues | In the event that a difference of opinion or challenge between either party occurs, any additional opinion may be sought to resolve any outstanding issues. |
| Equality and Diversity | Both the supervisor and supervisee will ensure that any issues regarding equality and diversity are embedded into the practice of supervision. Care must be taken to discuss the impact of any equality or diversity issues regarding any child or adult in cases discussed. |
| Agenda | The ‘Safeguarding Supervision Record’ sets out the agenda for the supervision session. |
| | |
| Supervisor name | |
| Signature | |
| Supervisee name | |
| Signature | |



Appendix B

| Safeguarding Supervision Record | | | | |
|---|---------------------------|--------------------------------|----------------|-----------------------|
| Supervisor | | | | |
| Supervisee(s) | | | | |
| Date of supervision | | Location of supervision | | |
| 1. Experience Summarise the case. | | | | |
| 2. Reflection What is working, and what is not? What does the voice of the child say? | | | | |
| 3. Analysis Make links to any previous experience and any theories or knowledge they can apply. What are the risks? | | | | |
| 4. Plan and act What now needs to happen? | Action to be taken | By whom | By when | Date completed |
| | | | | |
| | | | | |
| | | | | |
| Any further areas for discussion Training; Time management; Team; Workload | | | | |
| Supervisor name | | Date | | |
| Signature | | | | |
| Supervisee name | | Date | | |
| Signature | | | | |