



**Integrated Supervision Standards for people who work to safeguard children in the City of Portsmouth
May 2012**

For the purposes of these standards, the following definition of supervision has been agreed:

“a two way, planned and accountable process that supports, assures and develops the knowledge of an individual, group or team...and ensures good practice”.

Providing effective supervision CWDC/skills for care 2007

The 15 Standards

- 1. Each agency in the Children’s Trust should have a written policy for the supervision of staff working with children, young people and families which reflects these standards**
- 2. Supervision should be provided by an appropriately experienced supervisor.** Each agency has a responsibility to assure itself that supervisors are sufficiently competent, experienced, qualified and confident in working with others to assure the safety of children. Any member of staff acting in a Supervisor role is also required to have undertaken the Supervisor training and should be able to demonstrate that they maintain the up-to-date knowledge required to offer support to others involved in safeguarding children. This includes an understanding of national guidance and local protocol and policies relating to safeguarding children.
- 3. All staff should have regular, planned, protected time and space for case supervision whether this is on a one to one or group basis.** This should be uninterrupted time that is a priority for both the supervisor and supervisee – or supervision group. Dates and times should be planned in advance and should not be changed or cancelled without an alternative time being made immediately
- 4. For one to one supervision there should be a written supervision agreement signed and dated by supervisee and supervisor,** for group supervision this should be a group agreement. The agreement confers importance and status to supervision.
- 5. The supervision agreement will detail frequency and duration of supervision, practical arrangements, agendas, content and dates for review.**



6. **Case supervision should be child focussed and should result in clear agreement about who will now do what in relation to the child to safeguard and promote their welfare.**
7. **A written record should be kept of each session in line with the specific agency's own supervision policy.**
8. **Decisions relating to children, young people and families should be recorded (or cross referenced) on the supervisee's supervision records and on the child/ young person's or family's case file or record within 24 hours of the decision being made.**
9. **Supervision records will be kept securely by the agency in line with agency policies and procedures.**
10. **Professional practice supervision should be provided at a minimum of six weekly (usually monthly) intervals for practitioners working directly with children, young people and families.**
11. **Supervision will usually take place face-to-face and not over the phone**
12. **An open culture of learning and development should be promoted, where good practice is celebrated and mistakes are used to learn and develop** (see also Standard 10 where this is not the case).
13. **The supervisor and supervisee share a joint responsibility for the supervisory relationship** and for preparing for the session. For groups, this will involve shared responsibility of all participants, which should be based on mutual respect and trust. It should allow for and encourage discussions where the participants feel able to question and challenge assumptions and decisions in a constructive and supportive way. Notwithstanding managerial responsibilities, staff should be encouraged to discuss case management concerns when a difference of view may exist.
14. **Discussions in practice supervision should be confidential unless:**
 - a. **child may be at risk of significant harm**
 - b. **there is unsafe practice placing people at risk**
 - c. **there is illegal activity**
 - d. Other issues, such as concerns about practice, should not be taken outside of supervision without advising the supervisor/supervisee first. Supervision records are the property of the agency, and the agency has access to Supervision records for audit or inspection purposes.
15. **Each agency should have a process for handling complaints and disagreements with regards to supervision.** The complaint or disagreement should be discussed, agreed and recorded with the supervisee. This will usually involve an agreement to involve the supervisor's line manager in a 3 way discussion to resolve any issue that the worker and supervisor cannot resolve



themselves. Such discussions should take place with reference as needed to the professional resolution process, bullying & harassment policy, grievance process or other policies as necessary.

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