



Herefordshire and
Worcestershire
Clinical Commissioning Group

Safeguarding Supervision Policy

Document Reference Information

Version:	1
Status:	
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Directorate lead:	Lisa Levy
Ratified by:	
Date ratified:	
Date effective:	June 2020
Date of next formal	June 2022
Target audience:	All HWCCG staff

Version Control Record

Version	Description of change(s)	Reason for change	Author	Date
1				

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Safeguarding Supervision Policy

1.0 Introduction

Supervision is an essential means of providing professional support and guidance for safeguarding practitioners. The requirement to provide Safeguarding Children and Adults supervision and support is well documented in many serious case review reports and in policy guidance. Laming Reports (2003¹& 2009²), Munro review (2011³), The Intercollegiate Document (2019⁴), Safeguarding Adults: Roles and Competences for health care staff – Intercollegiate Document (2018⁵)

“Effective professional supervision can play a crucial role in ensuring a clear focus on a child’s welfare. Supervision should support professional to reflect critically on the impact of their decisions on the child and their family” (Working Together 2018).

"As single subject experts, peer-to-peer supervision is vital to ensuring Designated Professionals continue to develop their practice in line with agreed best practice. Designated Professionals are required to attend supervision meetings regularly with a lack of attendance raised as a professional concern in the annual appraisal and review process. These supervision meetings are to be formally minuted and preferably professionally facilitated." (NHS Accountability Framework 2019⁷). This policy also covers Deputy Designated Professionals and other Safeguarding Professionals within the HWCCG Safeguarding Team such as Named Health Professionals who may not otherwise have a clear pathway for supervision. (Where Head of Quality and Safeguarding/Designated Nurse is stated this policy will apply to the other members of the Safeguarding Team).

Safeguarding Children and Adults Supervision needs to fulfil four major functions:

- Managerial – assurance that agency policies and procedures are adhered to, performance of practitioner monitored.
- Educative – assessment of knowledge base, identification of development needs.
- Professional – assessment of professional competence and values.
- Supportive – enables reflective practice and emotional support.

Safeguarding supervision facilitates good quality, innovative and reflective practice in a safe environment. In one to one sessions the supervisee should decide which issues they wish to explore with the supervisor. Group supervision is also possible regarding specific cases / topics.

Safeguarding supervision is not the same as peer review or appraisal. Safeguarding supervision is strongly focused on the needs of the vulnerable child or adult with care and support needs and what must be done to make that child or adult safe. Clinical staff working

with vulnerable children and adults with care and support needs should receive both clinical and safeguarding children / adults supervision.

Equality and Diversity

In applying this policy, HWCCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

2.0 AIMS

- This policy provides a framework for the implementation of safeguarding supervision for Designated Professionals, Deputy Designated Professionals and other Safeguarding Professionals such as the Named Health Professionals working within Safeguarding Children and Adults services commissioned by HWCCG which comes under NHS England West Midlands area.
- It enables these staff to meet the required standards of practice specified within national Safeguarding Children and Adults guidance and legislation.
- It enables the HWCCG Safeguarding teams to provide assurance, via the National Safeguarding Steering Group, to the NHS England Board on the effectiveness and quality of the safeguarding arrangements across the regional health system and determine whether these are meeting statutory duties. (NHS accountability Framework 2019).

3.0 PRINCIPLES

- The needs of vulnerable children and adults with care and support needs will be of paramount importance.
- The process of safeguarding children and adults' supervision will be driven by evidence base and will reflect national strategies for safeguarding children and adults.
- Supervision policy guidance should be up to date and available to all staff working vulnerable children, their families and adults with care and support needs.
- The supervision policy should reflect an ethos of equal opportunity, embrace diversity, and promote anti-oppression in the workplace particularly on account of race, gender, sexuality or disability in keeping with organisational values.

- Safeguarding supervision will be carried out in a reflective manner and provide a safe environment where attitudes/feelings may be challenged/explored as necessary (See Gibbs' model of Reflective Practice Appendix 3).
- Safeguarding supervision will provide professional learning and support to enable practitioners to develop knowledge and competencies, and identify training needs; therefore, will be provided through a variety of methodologies e.g. group, peer to peer, safeguarding forums or one to one support in complex cases/situations.
- Supervisors and supervisees will fully understand their roles and responsibilities and are accountable for their own professional practice.

4.0 Purpose of this document

Supervision will provide opportunities to:

- Appraise existing programmes of care and supportive packages for children and families, and adults (with care and support needs) to ensure that they are sensitive to the current needs of the child and family; the adult (with care and support needs) and their family and/or carers.
- Ensure the practitioner is clear about his/her roles and responsibilities.
- Clarify roles and responsibilities within interagency working.
- Establish whether local, regional and national guidance, policies and procedures are being followed.
- Offer appropriate support, facilitating safe and effective practice.
- Identify and challenge practice which is considered to be unsafe, unprofessional or unethical.
- Promote professional development; identify any gaps in knowledge and skills requiring further training.
- Provide a communication channel between practitioners and line manager that will identify multi-agency and single agency shortfalls in the services to children with safeguarding needs and their families.
- Be proactive and probing, ensuring that all actions agreed are child focused.

5.0 Definitions

Supervision: A formal process of professional support and learning. It ensures that the work of the practitioner reaches agreed standards and adheres to policies and procedures that support good practice in safeguarding children and adults. Supervision enables practitioners to reflect on individual practice, with the support of a supervisor. Through reflection, practitioners can further develop knowledge and skills and enhance understanding of their own practice.

Supervision may be provided on a one to one basis or within a group setting.

Appraisal / professional development review: A review by a clinical supervisor of a practitioner's skills and knowledge and agreement of a personal development plan to enhance these.

Peer Review: A person or persons of the same status or ability/expertise as another specified person or persons, providing an impartial evaluation of the work of the other/s.

6.0 ROLES AND RESPONSIBILITIES

NHS England and NHS Improvement

NHSE/I should ensure the implementation of effective safeguarding assurance arrangements and peer review processes across the health system.

NHSE/I should convene a Designated Professionals Forum (including Named Health Professionals) on a regular basis and ensuring significant issues which may have system-wide relevance are escalated, as appropriate, to quality surveillance groups and to the National Safeguarding Steering Group.

Herefordshire and Worcestershire CCG (HWCCG)

The publication of the Safeguarding Vulnerable People in the NHS - Accountability and Assurance Framework (July 2019), sets out a framework for safeguarding including roles, duties and responsibilities of all organisations commissioning health and social care. It has been developed by leaders in the system in collaboration with all who use it.

Every contact children and adults have with the NHS will be with practitioners and providers who have a knowledge and understanding of safeguarding issues and work in an organisation that has robust safeguarding systems and levels of supervision.

NHS Provider Organisations

- Individual supervision of Safeguarding Children and Adult Professionals within provider services will be undertaken with either a peer safeguarding professional from health or social care, or the Designated Professional or their Deputy Designated Professionals

within the HWCCG's Safeguarding Team. It is good practice to access supervision outside of the professional's normal geographical area of work. (N.B. frequency to be agreed taking into account resource implications within HWCCG safeguarding team). Group Supervision may also be undertaken within the NHS Integrated Safeguarding Leads Meeting

- It is the responsibility of individuals to ensure they arrange supervision with a Safeguarding Supervisor.
- It is the responsibility of NHS Provider organisations to ensure they have a Safeguarding Supervision Policy for relevant practitioners within their workforce and that this is reviewed at least every 2 years, or sooner to reflect national policy changes.

7.0 PROCESS

Type of supervision session

- Individual supervision of Designated Professionals, Deputy Designated Professionals and other Safeguarding Professionals such as the:
Named Health Professionals will be undertaken with peer safeguarding professional from either health or social care. It is preferable to access supervision outside of the professional's normal geographical area of work. Sessions will occur 3 monthly.
- Group supervision may also be undertaken within the NHS Integrated Safeguarding Leads Meeting or similar, and will usually occur 6 monthly. (Group supervision would be in addition to 1-1 Supervision for the HWCCG Safeguarding Team or other Safeguarding Professionals from the Herefordshire and Worcestershire Health economy).
- Request for specific case/issue advice.
- Consultation on / support with urgent cases will be provided by the Designated Professional or Deputies within HWCCG, and / or through NHSE on an as required basis.
- Request for specific case advice is available for all staff and constitutes a one to one ad hoc telephone call or appointment for a face to face contact with a member of the HWCCG safeguarding Team to seek advice on safeguarding issues of individual cases.
- Any staff groups may make use of this type of supervision where they have safeguarding concerns and they are unsure of a way forward.

Supervisor

- The Supervisor has the primary responsibility for managing the process of supervision with the individual staff member. However, it is not the Supervisors responsibility to arrange supervision; that responsibility remains with the individual requiring supervision.
- Supervisors are responsible for ensuring that they are appropriately qualified to provide supervision, in receipt of appropriate continual professional development and are provided with their own regular supervision. Specific training may be required if not covered within the supervisor's prior CPD.

- The supervisor and the supervisee will share the responsibility for starting and ending supervision sessions on time, prioritising supervision and cancelling only in exceptional circumstances.
- In the event of cancellation it is the responsibility of the cancelling party to arrange another session as soon as possible.

Supervisee

- It is the responsibility of the supervisee to access and participate in supervision according to this policy.
- Prepare for a supervision session by identifying cases and/or issues for reflection/discussion.
- Supervisees are responsible for carrying out the actions identified and agreed as a result of the supervision session.
- The supervisor and the supervisee will share the responsibility for starting and ending supervision sessions on time, prioritising supervision and cancelling only in exceptional circumstances. In the event of cancellation it is the responsibility of the person who cancels the session to rearrange it.

Record Keeping

- A record of each individual supervision meeting will be kept by the supervisor and supervisee and signed by both (**See Appendix 1: Supervision Record**).
- Supervisees will keep a record of group supervision sessions attended
- In the case of group supervision, a record of themes should be recorded and circulated by the session lead.

Supervision Contract

The purpose of the contract is to ensure:

- Clarity of expectation
- Roles and responsibilities are understood
- The supervisor will take responsibility for monitoring and reviewing the agreement with the supervisee as necessary

A contract should be signed by the supervisee, (**See Appendix 2: Supervision Contract**) and kept in the practitioners' personal file.

Management of practice or process issues

Where a supervisor becomes concerned about the practice of a supervisee, these concerns will be discussed with the supervisee and their line manager. This will be with the supervisee's knowledge. Concerns may include where procedures/policies have not been

followed, where there is a breach of professional conduct or where practice is thought to be unsafe.

Confidentiality regarding issues discussed within supervision will be maintained unless concerns arise as described above.

8.0 ACCOUNTABILITY

Safeguarding supervision access and delivery should form part of the designated, their deputies and named professionals' annual appraisal.

HWCCG will monitor this for the Designated Professionals, their Deputies and other Safeguarding Leads such as the Named Health Professionals employed by them.

NHSE will monitor safeguarding supervision within its area.

9.0 TRAINING

Supervisors should have appropriate safeguarding supervision training to undertake to undertake the role.

10.0 REVIEW

This policy will be reviewed 2 yearly after initiation, or sooner if changes to national policy or practice emerge.

11.0 REFERENCES

1. Laming Enquiry Report HMSO 2003
2. The Protection of children in England: A progress Report. (Lord Laming). HM Government 2009
3. The Munro Review of Child Protection. D of E 2011
4. Safeguarding children and young people: Roles and Competences for health care staff – Intercollegiate Document RCPCH 2019
5. Safeguarding Adults: Roles and Competences for health care staff – Intercollegiate Document RCPCH 2018
6. Working Together to Safeguard Children HM Government 2018
7. Safeguarding Vulnerable People in the NHS – Accountability and Assurance Framework NHSE 2019

Appendix 1 –Record of Supervision Not Relating to Adult/Child/ Family
FORM (I)

Supervisor: _____

Supervisee: _____

Date: _____

Discussion/ Action for Supervisee/Supervisor

Outcome/Actions

Other discussion:

Supervisee's Comments

Signature of Supervisor:

Signature of Supervisee

Review Date: _____

SAFEGUARDING SUPERVISION CONTRACT

Between: Name of Supervisee:

Name of Supervisor:

HWCCG Expectations:

HWCCG expects workers to undertake safeguarding supervision, and that key areas to be addressed are:

- To appraise existing programmes of care and supportive packages, to ensure they are sensitive to the current needs of the Adult/child/ family.
- To ensure that the worker is clear about his/her roles and responsibilities in relation to safeguarding.
- To clarify roles and responsibilities within inter-agency working.
- To promote professional development; identify gaps in knowledge and skills requiring training opportunities.
- To ensure accountability for the work undertaken by the worker.
- To enable the worker to perform to the standards specified by their own professional body (see NMC Code of Conduct), Herefordshire and Worcestershire Local Safeguarding Board/Partnership Policies and procedures (and any future iteration of the Board/Partnership) and HWCCG policies and procedures.
- To be a source of support for the worker.
- To provide the opportunity to address issues relating to staff care.
- To provide regular and constructive feedback to the worker on their safeguarding performance.
- To review the supervision contract annually.

As a Supervisee I agree to:

- To be aware of and apply the principles set out in the safeguarding supervision policy
 - Prepare for the sessions, for example, by identifying cases/areas of concern that I want to receive support with, having an agenda or preparing notes.

- Take responsibility for: making effective use of the time, including punctuality, the outcomes and any actions I may take as a result of safeguarding supervision.
- Be willing to learn, to develop my clinical skills and be open to receiving support and challenge.

As a Safeguarding Supervisor I agree to:

- To be aware of and apply the principles set out in the safeguarding supervision policy
- Keep all information you reveal in the clinical supervision sessions confidential, with the following exceptions:
 - Should you disclose any unsafe, unethical or illegal practice that you are unwilling to go through the appropriate procedures to address the issues identified.
 - You repeatedly fail to attend sessions.
 - Disclosure of a child protection or adult safeguarding concern incident that has not been reported through the appropriate channels.
- In the event of an exception arising, I will attempt to support you to deal appropriately with the issue. If I remain concerned, I will inform your line manager and the Head of Safeguarding/Designated Nurse for Safeguarding Adults and Children, only after informing you that I am going to do so.
- To offer you advice, support and supportive challenge to enable you to reflect and analyse in depth on issues affecting your practice.
- To be committed to continually developing my competencies as a professional and as a Safeguarding Supervisor.

Review Date:

Signed..... (Supervisee)

Signed..... (Supervisor)

Date.....