

SAFEGUARDING SUPERVISION POLICY

The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 29th June 2018.

Jay Mercer
Chair of OHCAT Board



Darren Coghlan
Chair of OHC Board



Safeguarding Supervision Policy

INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students. The safety and welfare of our pupils and students is of the utmost importance. All adults working in OHC&AT settings must protect children and vulnerable adults from abuse and be aware that any pupil or student may be abused or at risk of abuse.

This policy provides a statement of intent and general guidance with respect to OHC&AT's approach to safeguarding supervision. Safeguarding supervision is an essential strand of quality assurance that underpins safeguarding practice across the OHC&AT family of providers. As such, this policy sits alongside OHC&AT's Child Protection Adult Protection & Safeguarding Policy and should be read in conjunction with this as well as the other related documents listed below.

AIMS AND DEFINITIONS

The aim of supervision is to support the supervisee and to encourage reflective practice and development. It also enables the supervisee to raise any concerns.

Safeguarding supervision at OHC&AT is carried out by the Director of Safeguarding & Learning Support Services. All OHC&AT Designated Safeguarding Leads must undertake supervision at least once per term.

The supervision session will provide an opportunity to look at:

- All aspects of the supervisee's roles and responsibilities within safeguarding;
- How the supervisee's safeguarding practice reflects OHC&AT's philosophy and meets the standards expected by OHC&AT;
- The supervisee's personal and professional development needs.

The supervision session will also provide an opportunity for the supervisee to:

- Reflect on his/her practice e.g. discussing CP and SOVA cases both existing and resolved, how they were dealt with and whether the supervisee would do anything differently in future;
- Obtain support with any problems or difficulties;
- Agree and review action plans linked to his/her role in safeguarding, and development needs.

For the purposes of this policy, safeguarding supervision is defined as a regular one to one/group meeting between the supervisor and supervisee/s in order to:

- ensure that organisational, professional and personal objectives are met;

- review the individual's performance regarding safeguarding and identify what has gone well, and what hasn't gone so well since the last meeting;
- set measurable objectives and/or targets;
- identify learning and development to help the individual carry out his/her role in safeguarding effectively.

Supervision Contract

A contract for supervision must be developed between the supervisor and the supervisee. The purpose of an individual Supervision Contract is to establish the basis for how the supervisor and supervisee will work together during one to one or group supervision sessions. Establishing the ground rules and clarifying the rights and expectations on both sides from the outset, helps to create a safe, secure and effective supervisory relationship.

It is important to include the length, location and purpose of supervision sessions so that both the supervisor and supervisee are clear about the arrangements. These arrangements may be different for each supervisee. However the individual arrangements for each supervisee should remain in place until the supervision agreement is reviewed.

Please refer to the template Supervision Contract in Appendix A.

POLICY REVIEW DETAILS

<i>Version:</i>	1.2
<i>Reviewer:</i>	Jackie Van-West
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	29 th June 2018
<i>Due for review:</i>	Summer 2019

RELATED POLICIES AND PROCEDURES

Anti-Bullying Policy
Anti-Radicalisation Policy
Child Protection, Adult Protection and Safeguarding Policy
Health & Safety Policy
Intimate Care Policy
Mental Capacity & Consent Policy
Positive Behaviour Policy

APPENDIX A: SAFEGUARDING SUPERVISION CONTRACT

Name (Supervisee):	
Name/s (Supervisor):	
Date contract agreed:	
Frequency of meetings:	
Duration of meetings:	
Location of meetings:	
Purpose:	

Ground rules/parameters agreed e.g.

- confidentiality and conditions under which this would be breached
- commitment to attending
- what information can be shared – where, why, who with
- respect for one another

Roles and responsibilities e.g.

- supervisee responsible for bringing issues to supervision to explore
- supervisor responsible for managing time, facilitating exploration of issues presented
- both responsible for regularity of meetings

Note Keeping e.g.

- who will take notes? (in addition to required Record Sheet)
- what kind? (e.g. process notes, bullet points, key themes)
- who will keep them?
- where will they be kept?

Individual or group meeting?

If group, acceptable number of staff

Date for review of contract:

Signature (Supervisee):	
Signature/s (Supervisor):	
Date:	