

SUPERVISION GUIDANCE

INTRODUCTION

The following guidance is for all Staff and Managers and is in keeping with the Supervision Policy for Staff in Children's Social Care.

Supervision covers a wide range of issues however a key element relates to case work. It is important all Social Care staff are adopting a reflective approach within their supervision considering what has changed, what has worked well and what is not working well and agreeing a way forward with actions, which arise as a result of the conversations taking place.

Whilst all children should be considered in supervision, it is acknowledged that some children and young people may need to be reviewed more frequently due to the level of risk identified.

The guidance relates to Social Workers, Advanced Practitioners, Team Managers, Family Intervention Workers, Residential Care Staff and Heads of Service.

SUPERVISION FREQUENCY

The Supervision Policy notes that the Supervision session incorporates 4 key areas, these being Management of Cases, Support of the Worker, Development and Training Needs and Reflective Supervision. This guidance relates to the management of cases and reflective supervision elements.

All members of staff require supervision on a regular basis and the responsibility to arrange the supervision is shared between the member of staff and their line manager. The Supervision Contract sets out the frequency, content and duration of supervision for the member of staff. It is expected that all staff will receive supervision every 4 weeks as a minimum. ASYEs will receive more frequent supervisory support. Supervision is usually between the member of staff and their line manager but could also be a group supervision arrangement. Where there is joint working, supervision should take place which includes co-workers, for example the Family Intervention Worker.

Supervision notes should be distributed in a timely manner. The frequency of supervision will be monitored via being uploaded to a shared folder against each team. This will have restricted access but will be visible by the Heads of Service for their Service and the Assistant Director for all service areas.

The Supervision Policy identifies how the child's case / reflective discussion should be recorded and this should be used at all times. This information is then placed on the child's records and is monitored via audits. *NB feedback in respect of the supervision recording tool should be via Heads of Service.*

It is acknowledged that discussions will take place both during and outside of supervision. Good practice would indicate that this form should be used to record all such discussions, for example at the 20 day review for all Assessments, as the child may be opened and closed within the Supervision period.

Managers must ensure that they discuss children as outlined in the table below as a minimum

NATURE OF INVOLVEMENT	FREQUENCY OF DISCUSSION
Level 2	Bi Monthly
Assessment	Review at 20 days and then monthly
Child in Need	Bi Monthly
Child Protection Plan	Monthly
Looked After Child High Risk	Monthly
Looked After Child Settled / Low Risk	Bi Monthly
Care Leaver 18 – 21 years	Bi Monthly
Care Leaver 21 years +	Every 3 Months

