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Staff Supervision

REGULATIONS AND STANDARDS

[The Leadership and Management Standard](#)

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OUTCOME STATEMENT

Children/Young People are looked after by staff who are themselves supported and guided in safeguarding and promoting the children's welfare.

AMENDMENT

This chapter was refreshed in June 2019 and should be re-read.

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1. Who this Procedure Applies To

This procedure applies to all and others working in the home (including the Registered Manager, temporary, contracted, seconded, ancillary and agency staff).

2. Who Supervises and Frequency of Supervision

Group Supervision and Clinical Consultancy

The Childhood First Treatment Methodology includes a range of group supervisions provided by consultants and experienced staff members. All staff members working with groups of Children / Young People, and in staff groups will receive several group supervisions a week. These include Case Work Supervisions, Work Discussions, Dynamics meetings and others. These meetings offer a range of ways of understanding the history, inner world, current functioning and impact of the children as individuals and as a group, as well as exploration of the impact of the staff on the children.

Individual Supervision

Staff members may be offered individual clinical supervision or consultancy from a Child Psychotherapist or experienced therapeutic community practitioner or Child Psychotherapeutic Counsellor.

All staff are supervised by an experienced senior member of staff drawn from within the line management structure. Supervision is arranged in advance by the supervisor who will notify the supervisee. For the first six months of employment line management supervision takes place fortnightly. Supervision is arranged thereafter on a three weekly or monthly cycle. All staff receive between one and two hours of supervision per month. Any staff who work infrequently or on a sessional basis receive supervision every eight shifts worked or monthly, whichever is the longest. If two consecutive supervisions are missed, the supervisor will notify the Registered Manager who will consider what alternative arrangements need to be made.

A record is kept by the home detailing the time, date and length of each line management supervision. The supervisor keeps a record of the supervision session which should be signed as accurate by the supervisee. The supervision record will include any action to be taken. The supervision record will be kept secure and confidential to the supervisee and supervisor but available for inspection by OFSTED, the Registered Manager and the Responsible Individual/Residential Services Director of Childhood First. Where the supervision records refer to employment matters such as performance concerns or absences, the relevant aspects may also be shared with Human Resources.

Supervision of staff working with children addresses:

- Responses to and methods of working with children including guidance in Childhood First Treatment methodology;
- Key working, placement plans, care of individual children;
- Management of current child group;
- Role, accountability, relationships in teams, across organisation and externally;
- Boundaries, personal involvement, impact of the work, feelings, concerns and stress; personal issues which impact on the work;
- Practice guidance on tasks;

- Guidance on where to address issues, group and individual forums;
- Feedback on performance;
- Safeguarding concerns are reviewed in every supervision session.

3. Convening

The supervisor is responsible for convening supervision sessions. The meetings must usually be held in private although it may on occasions be appropriate to invite another manager or consultant.

4. Recording

4.1 Supervision Records

The Registered Manager is responsible for ensuring supervisors keep a Supervision Record detailing the following:

- The date, start and finish times of supervisions;
- Responses to and methods of working with children;
- Work with any child for whom the staff member is key worker or has responsibility for;
- Any matters/concerns relating to lone working; see [Spending One to One Time with Children Procedure](#), the staff member's role, including their accountability, in fulfilling the home's Statement of Purpose;
- The staff member's work in fulfilling the placement plan for individual children;
- Degree of personal involvement, feelings, concerns and stress;
- Staff development and training;
- Feedback on performance;
- Guidance on current and new tasks, including the setting and maintenance of standards;
- Personal issues which may impinge on the member of staff's ability to carry out their duties effectively;
- Safeguarding concerns are reviewed in every supervision session.

Under each heading the participants must take the opportunity to review previous objectives, agreements, plans and expectations, discuss any matters of concern or interest then agree and record what needs to be achieved before the next supervision.

4.2 Changing the Record

If the staff member believes that information contained in the supervision record is inaccurate, incorrect or misleading about a matter of fact, they may ask for it to be corrected or changed.

Records must be changed where an opinion/assumption has been expressed on the basis of inaccurate or incorrect information.

The supervisor should make any agreed changes. If there is disagreement between the supervisor and the supervisee, the next line manager should be contacted and will make a decision.

The supervisor does not have to change their record if certain of its accuracy. The outcome may be that a separate record is inserted showing that the supervisee disagrees and offers a counter view/opinion to sit alongside the original.

If the staff member remains unhappy they can use the grievance procedures.

5. Key Legislation

- The Children Act 1989;
- The Care Standards Act 2000: Children's Homes Regulations 2015;
- Every Child Matters 2003;
- Children Act 2004;
- [Working Together to Safeguard Children](#).



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