

# **Early Help and Think Family Supervision Framework**

**October 2020**

*Altogether better*



# Contents of Policy

- **Personal and Case Management Supervision**
- **Signs of Wellbeing Supervision**
- **Direct Observations**
- **PDR**
- **Quality Assurance**

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# Personal & Case Supervision

- **Both parts now taking place together**
- **Monthly (minimum of 9 per year full time and 5 per year part time)**
- **Minimum of 90 minutes allocated**
- **Personal supervisions recorded and stored on MyView**
- **Case supervision recorded on a case supervision form (Liquid Logic)**

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# Frequency

## **Monthly case supervisions for children and young people who are :-**

- **Rated high priority**
- **long-standing neglect**
- **unborn babies or under 1 year**
- **open to the service for over 6 months in IFST**
- **open to the service for over 3 months in Family Centre**
- **causing concern/worry**

- **Full circle cases with no One Point involvement- Management oversight on case note - monthly**
- **Full Circle cases with One Point involvement –case supervision bi monthly**
- **Children/ young people rated medium and low priority a minimum every 8 weeks**

# Management Oversight

**The management oversight 'footprint' must be evident across all decision making and easily found on the child's case file.**

- **Allocation**
- **Case summary and risk flag**
- **Assessment checkpoints and sign off**
- **Every 3<sup>rd</sup> TAF**
- **Early Help Plan sign off**
- **Supervisions**
- **Group Learning**
- **Operations Manager oversight**
- **Auditing**
- **Transfer/Closure**

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# Signs of Safety / Wellbeing

- **Opportunity to attend monthly**
- **Bi-monthly for part time staff**
- **Managers to monitor and record attendance**
- **Follow S of S group supervision model/use session to support development of practice**
- **Discussion of a case at a Signs of Wellbeing Supervision and any actions should be noted on a child's record**

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# Direct Observations

- **A direct observation should take place at least yearly**
- **Preparation before the observation**
- **Involvement of children and parents / carers**
- **Direct Observation Form**
- **Reflection**
- **Development needs**

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# Personal Development Reviews

- **This document does not impact on DCCs PDR policy**
- **The PDR process will remain the same and is an important part of staff supervision**

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# Quality Assurance

- **Timescales**
- **Discussion in managers supervision**
- **Managers attending training on good supervision**
- **Organisational health check survey**
- **Operations Managers carrying out audits on their managers records**
- **Team Managers carrying out audits of senior key workers records**
- **Strategic Managers carrying out audits of Operations Managers records**

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# Recording and Confidentiality

- **In personal supervision IDs used for children and initials for professionals / colleagues**
- **Signs of Wellbeing – note to be made to state that case discussed but mapping / questions etc do not need to be uploaded**
- **Recording arrangements agreed by head of service**
- **These records will be used for auditing purposes**

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# Tools

- Further resources and tools for managers to use within supervision can be found at <https://practice-supervisors.rip.org.uk/>
- A range of information, support and training opportunities for managers in DCC can also be found using the following links:

[Durham Leadership Way](#)

[Leadership and Management Development Programme](#)

[Strengthening Managers](#)

[Strengthening Supervision](#)

- A [Wellbeing Portal](#) is also available to support staff around their wellbeing and can also be used as a tool by managers within supervision to work with and refer staff to in relation to their personal and wellbeing needs.

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# Next Steps



- **'Temperature Check' survey to see how both supervisees and supervisors feel about the current framework**
- **A further survey will be done in 6 months to see how the changes have impacted upon supervision in Early Help and Think Family**
- **Review date set for October 2021**

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