 

Appendix 1: Individual Case Supervision Requirements

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| **Individual Child Supervision Requirements** | |
| **Service Area** | **Frequency** |
| **MAP / SPA** | There will be management oversight during the MAP and SPA process as and when required. Once a month, manager and worker should agree one child/family to reflect on in supervision. The reflection could be in terms of good practice, or where there have been difficulties with the decision-making process. This reflection should be recorded in the ‘Staff Supervision Record’. |
| **Assessment** | There will be regular management oversight during the assessment process. Once a child has been open for 6 weeks they will have case supervision and thereafter every 4 weeks. Once a month, manager and worker should discuss any children identified as requiring discussion, and this should include all children who have been open for longer than six weeks. |
| **Family Safeguarding** | Group case supervision is held within the Family Safeguarding Service. Each child /family is supervised according to risk rating:  Red – Monthly or more frequently if required; Amber – Monthly or more frequently if required; Green – Monthly or more frequently if required. |
| **Children with Disabilities**  **(where there are no safeguarding concerns)** | Every child will be discussed in supervision once every three months as a minimum.  For children with Occupational Therapy and open to an Occupational Therapy Assistant for equipment review only, a minimum of six monthly is required. |
| **Looked After Children** | For Looked After Children, supervision would be recorded at a minimum every 8 weeks with a management oversight being recorded at the 4 weekly interval to ensure all children are discussed at least every 4 weeks. |
| **Care Leavers** | Supervision for all care leavers within the service occurs three monthly, if there are concerns arising for the care leaver which require greater oversight the supervision frequency will increase according to need and will be reflected in the supervision document. |
| **IROs / CP Chairs and LADOs** | IROs / CP Chairs and LADOs will have their supervision every 4 weeks and will include some thematic supervision alongside their Learning Portfolios |
| **Team Managers / Service Managers / Assistant Directors**  **/ Directors** | Managers will have their supervision every 4-6 weeks and this will be recorded on their personal supervision file |

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