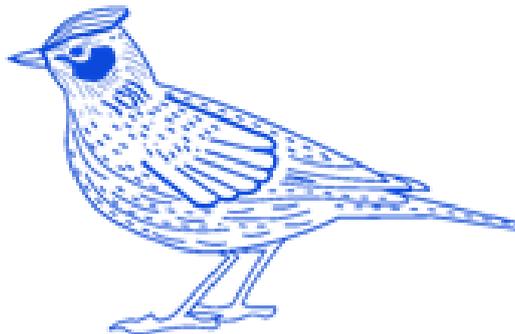


Safeguarding Supervision Policy

Lings Primary School



Headteacher/Principal	Mark Wilson
Designated Safeguarding Lead	Mark Wilson
Chair of Governors	Sally Perkins
Safeguarding Governor	Sally Perkins
Designated LA Officer	Debbie Carrie
Person Responsible for Policy	Mark Wilson
Policy Date	12.11.20
Date of Review	March 2022

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1 Introduction

- 1.1 **Lings Primary School** is committed to safeguarding and promoting the welfare of all children. We recognise that children may face different forms of abuse and we work together to protect children from harm. We maintain an attitude of ‘it could happen here’ and act in the best interests of the child at all times.

- 1.2 Safeguarding and child protection is demanding and emotionally challenging. It requires staff to employ a range of skills to ensure that they effectively fulfil their responsibilities under statutory guidance and relevant legislation. The school recognise that Designated Safeguarding Leads and other professionals working in this area require effective, appropriate support to enable them to meet the challenges of their role and to safeguard children. As such, relevant professionals at the school receive regular supervision to provide them with an opportunity to reflect on and discuss their work. Supervision supports staff, contributes to a culture of safeguarding and keeps children at the centre of decision-making and safeguarding practice.
- 1.3 This policy has been written to provide our stakeholders with clear information about how we approach supervision for Headteachers, Designated Safeguarding Leads and other relevant members of staff.

2 Definitions

2.1 The following terms and associated definitions will be used throughout this policy.

- **Safeguarding supervision** is a formal, professional conversation which is regular, planned, supportive and accountable. It is a two-way process which provides staff working with child protection and safeguarding issues with an opportunity for reflection and self-review.
- **'Staff' or 'members of staff'** refers to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of the school.
- **Child/children** refers to any young person under the age of 18.
- **Safeguarding and promoting the welfare of children** is defined as; protecting children from maltreatment; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.¹

3 Purpose

3.1 The purpose of this policy is to;

- Ensure that all relevant statutory guidance and legislation is followed;
- Ensure that all relevant staff receive appropriate supervision in order to effectively carry out their role; and to
- Provide stakeholders with information about how supervision works in the school.

4 Scope

4.1 This policy applies to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of **Lings Primary School**.

¹ Keeping Children Safe in Education (2020)

4.2 This policy has been developed by Mark Wilson Lead Designated Safeguarding Lead and Nicola Mann, Deputy Designated Safeguarding Lead, in consultation with the school Safeguarding Team.

4.3 Due to the specialist nature of supervision, the school has selected which members of staff will receive this provision.

4.4 The following members of staff will receive supervision:

Designated Safeguarding Lead

Family Support Workers (Deputy DSLs)

Senco

Early Years Team, including Pre-School

Other members of staff will be provided with supervision if and when they request it or it is felt necessary in relation to the families they are working with.

4.5 Supervision will be carried out by:

Designated Safeguarding Lead

Deputy Designated Safeguarding Lead

Broadening horizons – External Provider

4.6 All external supervisors have been subject to the necessary checks and vetting procedures, in line with relevant statutory guidance.

5 Legislation and relevant documentation

5.1 This policy adheres to and must be read alongside the school's Safeguarding and Child Protection policy.

5.2 All staff and stakeholders should refer to the Safeguarding and Child Protection Policy in relation to any safeguarding matters or concerns.

5.3 This policy is part of a suite of school policies relating to safeguarding and child protection. For additional policies, visit <https://www.lings-primary.co.uk/>

5.4 This policy adheres to all statutory guidance and legislation, including (but not limited to):

- [Keeping Children Safe in Education \(2020\)](#)
- [Working Together to Safeguard Children \(2018\)](#)
- Early Years Foundation Stage Statutory Framework (2017)
- Children Act 1989 and 2004
- Equality Act (2010)
- Data Protection Act (2018)
- General Data Protection Regulations (2018)

5.5 The school adheres to all local arrangements outlined by Northamptonshire County Council and the Northamptonshire Safeguarding Children Partnership. Safeguarding decisions will be made in line with the [Northamptonshire Safeguarding Children Partnership's Thresholds Guidance \(2018\)](#).

6 Purpose of Supervision

6.1 The school is committed to providing staff with effective, regular supervision. The purpose of supervision is to support staff to;

- Recognise and respond to safeguarding and child protection concerns;
- Manage their emotions and responses to dealing with difficult issues and concerns;
- Ensure that safeguarding practice is as effective as possible; and
- Identify areas for development and in order to support them to achieve professional development goals.

6.2 Keeping Children Safe in Education (2020) explicitly states that the Designated Safeguarding Lead should be given appropriate support to carry out this role. Supervision is part of the support that the Designated Safeguarding Lead, deputies and other relevant staff receive at the school.

6.3 In addition to this, the school recognises that supervision is an integral aspect of establishing a culture of safeguarding. The child's best interests are at the centre of all safeguarding practice within the school, including supervision.

6.4 The school recognises that supervision is essential to effective safeguarding practice and works to prioritise supervision support for staff.

6.5 The content of this policy and the provision of supervision does not preclude anyone from seeking support or advice from the Designated Safeguarding Lead or deputies, or relevant agencies such as Children's Services or the police if they are concerned about the welfare of a child.

7 Roles and Responsibilities

7.1 Governors/proprietors are responsible for ensuring that relevant staff receive supervision.

7.2 The Headteacher/Principal will facilitate an environment where supervision is prioritised by including supervision sessions in timetabling.

7.3 Supervisors will;

- ensure that children's welfare and safety is at the centre of all practice;
- operate under the school's safeguarding and child protection policy and all relevant statutory guidance and legislation at all times;
- deliver supervision in line with this policy;
- complete a supervision agreement with the supervisee;
- deliver and record supervision in line with this policy;
- continually strive to implement effective supervision;
- work co-operatively and respectfully with their supervisee;
- attend training and development opportunities when they are offered;
- maintain up to date knowledge of relevant safeguarding guidance and legislation;
- be accountable for the supervision support that they provide;

- address potential barriers relating to equality and diversity in order to overcome them constructively;
- ensure that the supervisee is aware of how to raise concerns about supervision or their supervisor;
- take action if a child is suffering or is at risk of suffering harm; and
- safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012).

7.4 Supervisees will;

- operate under the school’s safeguarding and child protection policy and all relevant statutory guidance and legislation;
- attend and engage with all scheduled supervision sessions in line with this policy;
- complete a supervision agreement with their supervisor;
- ensure that the supervision sessions are not interrupted (e.g. by phone calls or emails);
- ensure that they prepare sufficiently for each supervision session;
- follow the supervision agreement in cases where they cannot attend sessions;
- maintain a record of supervision in line with this policy;
- work co-operatively and respectfully with their supervisor; and
- raise any concerns about their supervisor with Mark Wilson, Headteacher.

8 Supervision in school

8.1 Those providing supervision have been appropriately trained to do so and will continue to receive ongoing training and feedback on their practice.

8.2 Supervision will take place half-termly and will be written into the individual’s timetable. It will take place in person and may also include group supervision.

8.3 If additional supervision is required outside of timetabled slots, the supervisor and the supervisee will establish a mutually agreeable time to complete this and the session will follow the normal school supervision protocols.

8.4 Supervision will take place in a quiet space and supervision sessions will not be interrupted, except in emergency situations (e.g. fire alarm).

8.5 Supervision will be considered confidential, however there may be occasions where confidentiality will be overridden. Confidentiality will not be maintained;

- if a child is suffering or at risk of suffering harm;
- if not sharing information with the Headteacher could contribute to bringing the school into disrepute;
- if there is a potential disciplinary matter; or
- if whistleblowing procedures need to be activated.

8.6 Supervision may take place 1:1 or in a group setting, depending on the situation and individual supervision agreements.

8.7 Supervision in the Early Years

- 8.7.1 The school recognise that supervision is a statutory requirement for professionals working with children in the Early Years Foundation Stage.
- 8.7.2 Every member of staff working within the Early Years Foundation Stage at Lings Primary School will received half termly supervision. This will be a face-to-face group session. 1:1 supervision sessions will be offered to any individual if deemed necessary.

9 Initiating supervision

9.1 Before the start of the supervision cycle, the supervisor and the supervisee will complete a written plan outlining:

- The length and frequency of sessions (up to one hour, every three weeks for DSLs, half termly for EYFS staff).
- Where the sessions will take place. Sessions will take place in a private and uninterrupted space during the working day.
- Both the supervisor and the supervisee will agree that the time will not be interrupted.
- The supervisor will take notes. These will be agreed by the supervisee, and signed by both parties at the end of the session and given to the agreed member of staff for filing.
- In the event that the supervisor needs to add notes after the session, the supervisor and supervisee will agree time to meet and sign off the notes following the session.
- A separate pro forma will be completed detailing any discussions or agreed actions relating to individual children. This will be stored in the child's safeguarding and child protection file.

9.2 See Appendix A for the school's 'Supervision Agreement' proforma.

10 Record-keeping

- 10.1 The supervisor will make notes during the session and may add to these notes following the session. All notes or records relating to the supervisee will be given to them within seven days of the supervision session.
- 10.2 Both the supervisor and the supervisee must sign the supervision notes to confirm that they are a true reflection of the session.
- 10.2.1 Following the session, it will be agreed who should add any relevant notes or actions to a pupil's file on My Concern. A copy of the supervision notes will be retained by the supervisee and an electronic copy stored confidentially by the supervisor.
- 10.3 See Appendix B for the school's 'Supervision Recording Proforma'.

11 Review

11.1 Supervision will be reviewed annually. Mark Wilson- will obtain feedback from supervisees on their experiences and use this information to further improve the supervision process within the school.

11.2 This policy will be reviewed annually.

Appendix A: Suggested Supervision Agreement

Agreement should be amended and developed in order to meet the needs of the individual and your school.

Name of Supervisee	
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Name of Supervisor	
Date completed	
Term	
Date of review	

Location of supervision meetings	
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<p>Agreed dates and times of supervision sessions</p>	<p>What process should be used if either party needs to cancel a supervision session?</p>
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<p>What does 'supervision' mean for us?</p>	<p>What are the supervisor's expectations?</p> <p>What are the supervisee's expectations?</p>
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<p>Agenda</p>	<p>Use this section to outline how you will decide what to talk about, what preparation should be done by the supervisor and supervisee and if there are any key areas to focus on within supervision this term/year.</p>
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<p>What are the shared goals for supervision this term/year?</p>	
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<i>(Why are we doing this?)</i>	
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<p>Are there any factors that might impact the supervisor/supervisee relationship?</p> <p><i>(Consider how to promote anti-oppressive practice)</i></p>	
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<p>How will the supervisor/supervisee raise concerns about the other party?</p> <p>How will safeguarding or child protection concerns be managed?</p>	
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How will supervision be recorded and who will keep the records?	
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Supervisor Signature		Date
Supervisee Signature		Date

Appendix B: Recording Proforma

Proforma should be amended and developed in order to meet the needs of your supervisor, supervisee and the school.

Name of Supervisee	
Name of Supervisor	

