



Croydon Clinical Commissioning Group

Safeguarding Supervision Guidance

DRAFT

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CCG Policy Reference: N/A

This policy replaces or supersedes Policy Ref: N/A

Target Audience	All staff working for the CCG
Brief Description (max 50 words)	This guidance sets out the principles by which the CCG will provide safeguarding supervision to staff and how the safeguarding professionals will receive supervision
Action Required	The ratified guidance document will be uploaded on the CCG intranet site The CCG SG team will send communication out to all staff informing them about the guidance document The supervision guidance will also be promoted at team meetings and induction training

Approved: 16th May 2018

Review date: May 2021

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Document Control	
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Version	Date	Reviewer Name(s)	Comments
V1	May 2018	Elaine Clancy	Agreed to sign off

Document Information:

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Author	Sally Innis
Stakeholders engaged in development or review	Yes
Equality Analysis	<p>Equality Analysis</p> <p>This Policy is applicable to all staff employed by the CCG and those staff who work on behalf of the CCG. This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This document demonstrates Croydon CCG's commitment to create a positive culture of respect for all individuals, including staff, patients, their families and carers as well as community partners.</p> <p>The intention is, as required by the Equality Act 2010, to identify, remove or minimise discriminatory practice in the nine named protected characteristics of age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is also intended to use the Human Rights Act 1998 and to promote positive practice and value the diversity of all individuals and communities.</p>
Contact details for further information	

This policy progresses the following Authorisation Domains and Equality Delivery System (tick all relevant boxes).

Clear and Credible Plan	<input type="checkbox"/>	Commissioning processes	<input type="checkbox"/>
Collaborative Arrangements	<input type="checkbox"/>	Leadership Capacity and Capability	<input type="checkbox"/>
Clinical Focus and Added Value	<input type="checkbox"/>	Equality Delivery System	<input type="checkbox"/>
Engagement with Patients/Communities	<input type="checkbox"/>	NHS Constitution Ref:	<input type="checkbox"/>

Associated Policy Documents

Reference	Title
	CCG Constitution V*.*
	Safeguarding Guidance

Glossary

Term	Definition
Accountable Executive	CCG Executive accountable for development, implementation and review of the policy
Policy Owner	Post holder responsible for the development, implementation and review of the policy
Document definitions	These are provided in Section 1

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1. Introduction

Effective supervision is essential to professional development. It provides an opportunity to reflect on practice, consider concerns and explore any potential actions.

Croydon CCG recognises that safeguarding supervision is integral to providing a service which is child and adult centered. The CCG has a responsibility to ensure that its staff are able to receive and deliver supervision as needed on a regular basis.

Effective supervision will support employees of the CCG to reflect critically on their role within the safeguarding agenda and the impact of their decisions and actions on the safety and well-being of children, young people (including those who are looked after children) and adults.

Although safeguarding professionals employed by Croydon CCG have no direct contact with children, young people or adults, their work involves the development and oversight of systems which seek to assure the CCG that they are fulfilling their statutory safeguarding functions. This includes the supervision of others and the requirement to access supervision themselves.

Other CCG staff may need to consider safeguarding issues during the course of their daily duties and as such, may require support and guidance from the safeguarding team.

Safeguarding is demanding work that can be distressing and stressful. All those involved should be able to access advice and support from appropriately skilled and experienced professionals including peers, managers and designated professionals. Supervisors should be trained in supervision skills and have an up to date knowledge of the legislation, policy and research relevant to safeguarding and promoting the welfare of children and adults at risk.

The aim of this guidance is to set out a model which fulfills the requirements of the CCG and underpins the principles and values of safeguarding supervision.

1. Principles and values for safeguarding supervision

- The best interests of patient/client/individual will be of paramount importance.
- The processes for safeguarding will be evidence-based and reflect national strategies on safeguarding.
- This supervision guidance reflects the integrity and commitment of the organisation to support and value their staff engaged in work to safeguard.
- The safeguarding supervision guidance reflects an ethos of equal opportunity embraces diversity and promotes anti-discriminatory practice in the workplace, in keeping with organizational values.
- The process of safeguarding supervision will provide a formal process of professional support and learning to enable CCG staff develop knowledge and competencies.

- The process of safeguarding supervision will be carried out in a reflective manner and provide a safe environment where attitudes and feelings may be challenged as necessary.
- Safeguarding supervision will provide support to staff who are facing challenges within the safeguarding arena and provide professional guidance where relevant.
- The process of safeguarding supervision will be underpinned by the principle that each supervisee/individual remains accountable for their own professional practice and the supervisors will be accountable for the advice they give.

3 Expectations and requirements for safeguarding supervision

3.1 CCG Safeguarding Team

- CCG safeguarding professionals who provide supervision must be able to demonstrate the appropriate competencies, knowledge and skills.
- CCG safeguarding professionals will provide supervision to relevant staff within provider services (named safeguarding professionals) by mutual agreement with the supervisees and their managers.
- CCG safeguarding professionals will access personal supervision with an appropriate supervisor and provide assurance to their manager that they are attending on a regular basis.
- CCG safeguarding professionals will provide ad hoc supervision/advice to colleagues within the organisation when required and ensure that appropriate documentation is maintained using an appropriate template
- CCG safeguarding team will provide advice and guidance on a consultancy basis to members of the health economy as and when required and will ensure that appropriate documentation is maintained using an appropriate template.
- CCG safeguarding team will seek assurance that all commissioned services have appropriate, up to date safeguarding supervision policies in place. In addition the team will need to be assured that supervisors have the appropriate competencies and that appropriate processes are in place to monitor compliance.

3.2 Supervisees responsibilities

- Take responsibility for improving their practice through safeguarding supervision.

- Attend sessions as agreed and priorities attendance.
- Prepare in advance.
- Agree actions to be taken.
- Share concerns and seek advice between sessions.
- Acknowledge that safeguarding supervision does not replace clinical decision making.

3.3 Safeguarding Supervisor

- Commit to time allocated for safeguarding supervision
- Be competent to provide safeguarding supervision.
- Enable reflection of practitioner to take place.
- Ensure that support is provided to the practitioner but also challenge practice and decision making.
- Supervisors should be available to practitioners as an important source of advice and expertise and may be required to guide and endorse judgements at certain key points in time.
- Ensure that there is recording of the session including actions agreed.
- Have systems in place to take issues of concern regarding practice or procedures to supervisee's line manager.

4 Agreed contracts and recording forms

The safeguarding supervision agreement / contract needs to include:

- The purpose of safeguarding supervision.
- Respective roles and responsibilities in relation to supervision.
- How supervision will be provided.
- The frequency of safeguarding supervision.
- How agendas are drawn up.
- How issues in the working relationship between supervisor and supervisee will be managed.

- How confidentiality within the safeguarding supervision relationship will be maintained.
- How supervision records, particularly decisions and action points, are to be agreed and recorded in clinical records if relevant.
- The frequency at which the agreement is to be reviewed.
- How diversity principles and anti-discriminatory practice issues will be addressed.
- How arrangements will be made to schedule supervision sessions.
- How issues of concern relating to professional practice will be addressed and managed.

5. Consultation and advice.

- CCG safeguarding team will ensure that members of the health community and colleagues within the CCG know how to access them for consultation.
- CCG safeguarding team will provide advice and guidance on a case by case basis. They will be responsible for the advice given but cannot take responsibility for the actions of the individuals who have sought advice.
- CCG safeguarding team will agree and embed a system for recording and documentation.

CCG safeguarding team will agree a model for escalation of concerns where inappropriate and dangerous safeguarding practice has been identified.

6. Integrating safeguarding supervision into continuing professional development strategy and workforce development plan

The organisation should ensure that safeguarding supervision is included within job descriptions of posts requiring safeguarding supervision, appraisal process and ensure that there is adequate provision planned to take account of changes to services.

7. Quality assurance and audit

A process should be in place for annual quality assurance and audit of supervision within the organization.

8. Bibliography

Brandon et al 2009 *Understanding Serious Case Reviews and their Impact*

A Biennial Analysis of Serious Case Reviews 2005-07

DCSF 2010, 2015 *Working together to safeguard children*

CWDC 2010 *Inspiring practice*

CWDC 2007 *Providing Effective Supervision*

Laming 2009 *The Protection of Children in England: A progress report*

Morrison T (2005) *Staff Supervision in Social Care*. Third edition. Brighton: Pavilion.

RCPCH 2014 *Safeguarding Children and Young People: roles and competencies for health Care Staff*. Intercollegiate Document

Safeguarding for Adults: Roles and Competencies First edition due in June 2018

9. REVIEW

This policy will be reviewed every three years.