

CHILDRENS SOCIAL CARE Supervision Policy



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Document Version Control

| Version Number | Details e.g. Updated or full review | Date | Author of Change | Description of Changes and reason for change |
|-----------------------|---|-------------|-------------------------|---|
| Version 1.1 | Updated | 1.11.12 | CK | Implementation of assessed and supported year in employment |
| Version 1.2 | Updated | 11.06.14 | CK | Joint working supervision arrangements added |

1. Background / Rationale

- 1.1 Supervision is a formal process between an individual member of staff and their immediate manager in which workload, objective setting and monitoring, learning and development of each staff member is discussed and reviewed so that guidance can be provided and learning and change can take place.
- 1.2 Supervision is regarded as a key means of ensuring management accountability, including the planning, allocation, monitoring and evaluation of an individual's work in line with Departmental and Corporate Policies.
- 1.3 The provision of good quality supervision contributes to improving outcomes for children and young people and their families.

2. Statutory and Policy Framework

- 2.1 The national and local policy documents that this policy links with are listed below. Please click on each one for more information.

2.1.1 National

- [2020 Children and Young People's Workforce Strategy/ Integrated Working/ Line Management, Supervision and Performance Appraisal](#)
- [Working Together to Safeguard Children, 2013 – Effective Support and Supervision](#)
- [Children's Workforce Development Council/ Skills for Care - 'Providing Effective Supervision', 2007](#)
- [The Social Work Taskforce – 'Building a safe, confident future', 2009](#)
- [College of Social Worker](#)
- [HCPC – Professional Capability Framework](#)

2.1.2 Local

- [Plymouth City Council Managing Performance Policy and Procedure](#)
- [Plymouth City Council Disciplinary Policy and Procedure](#)
- [Competency Framework](#)
- [Plymouth Children and Young People's Plan 2008-2011](#)
- [Plymouth City Council Case File Audit Procedure](#)

3. Objectives of the policy

- 3.1 The objectives of this policy are:
 - To enable effectively managed practice and performance within Children's Social Care.
 - To enable and empower Children's Social Care staff to develop their professional knowledge, skills and competencies.

4. Purpose of supervision

- 4.1 The purpose of supervision is to enhance the quality of service, performance and staff competence and benefit the organisation by ensuring that:
 - Outcomes for children and young people are improved;

- Workers have the relevant skills knowledge and understanding to do the job and progress their careers;
- There is opportunity for reflection, mediating and resolving professional, personal and team issues;
- Actions are agreed and clearly recorded;
- Staff are suitably empowered, motivated and equipped to provide high quality care and interventions, build effective professional relationships, develop good practice and exercise both professional judgement and discretion in decision-making.

5. Focus of Supervision

5.1 Supervision for all Children's Social Care staff will cover the following:

- Management overview re: case discussion and case decisions
- Workload
- Objective setting and monitoring
- Learning/ development
- Monitoring absence/ leave/ TOIL/ flexi
- Appraisal targets

5.2 Supervision will be:

- Regular, with clear timeframes
- Structured
- Planned
- Recorded

5.3 It is recognised that informal and unplanned consultation is also valued and valuable, particularly during periods of change. This is not however a substitute for supervision.

5.4 Supervision within an Integrated Working Environment

5.4.1 Supervision is central to contributing towards the development of a learning culture and is integral to improving the quality of practice and supporting the development of integrated working¹.

5.4.2 With the development of integrated services and multi disciplinary teams across the Plymouth Children and Young People's Trust, Children's Social Care recognises that some staff will work across inter-agency boundaries. In cases where the designated supervisor is from a different professional background, arrangements need to be in place whereby supervision can be received by the worker where the supervisor is from the same profession.

5.4.3 It is recognised that there will be occasions when a case or a worker (for their professional development) will benefit from being jointly worked. In these situations it is important that clarity relating to roles and responsibility for work within the case is clearly communicated and understood.

When a decision is made that a case is to be joint worked a planning meeting at the outset must take place where it is recorded (and placed on the child's file) who the

¹ Children's Workforce Development Council, 2007

lead social worker is, who will be responsible for any specific tasks and what the arrangements will be for joint supervision.

Where a case is joint worked one worker will be identified as the 'lead' social worker and will have overall responsibility for the case. Both social workers will be professionally supervised in relation to the case by the line manager of the 'lead' social worker.

5.6 Competency Appraisal Framework and training opportunities

5.6.1 Supervision will contribute to the competency framework appraisal process, including the identification of learning, monitoring of competencies and professional development. Regular supervision will identify and develop the competence and practice of the supervisee in terms of the Department's needs and those of the staff member.

5.7 Equality and diversity

5.7.1 Supervision provides the opportunity to discuss, resolve and remove barriers which create disadvantage and discrimination in any aspect of the work or employment, including issues around race, disability, gender, religion and belief, age and sexual orientation.

5.7.2 Children's Social Care will ensure that meaningful partnerships empower and enable its staff to perform effectively in order to improve outcomes for children and young people. All elements of supervision will be carefully and professionally undertaken, respecting and valuing diversity. [Click here](#) for a link to guidance on Equalities and Diversity.

5.8 Confidentiality

5.8.1 The best practice in supervision entails the supervisee and supervisor developing and maintaining a relationship which enables there to be open discussion of sensitive and sometimes contentious issues. The following applies:

- Supervision is a private, but not confidential, process.
- Where personal information is shared, the supervisor will need to make a professional judgement in terms of recording.
- There will be joint agreement between supervisor and supervisee where the decision is to record personal information.

6. Policy Measures

- Supervision, as part of a performance management framework, will identify and develop the competence and practice of the supervisee through identification of learning, monitoring of competencies and planning for continuous professional development.
- All supervisors will receive training in supervision skills, plus any additional 'top up' training that may be identified.

7. Implementation Arrangements

7.1 Unless specifically highlighted in the procedures document, this policy will be implemented through the established structures and working arrangements of

Plymouth Children's Social Care directorate. Accountability for the overall quality of supervision rests with Senior Managers.

8. Monitoring and Evaluation

- 8.1 Senior managers will be responsible for ensuring that formal planned and regular supervision is provided. Their role is also one of monitoring and evaluating the whole process to ensure that it meets the developmental needs of staff, whilst contributing to the provision an effective service.
- 8.2 Senior managers will provide a quality assurance role through monitoring and evaluation of the quality and frequency of supervision, and the competence of supervisors, by a range of methods. These could include audits of supervision notes, regular surveys, and interviews with supervisees.
- 8.3 Details of the supervision agreement will be subject to a planned review, at least annually, between the supervisee and the supervisor and the revised agreement should be signed and dated.
- 8.4 Arrangements for supervision should be monitored as a means of maintaining good practice.