



# Old Park Primary School & Nursery

## Safeguarding Supervision Policy



**Reviewed:** September 2025  
**Next Planned Review:** September 2026  
**Person responsible:** J Foster

### Safeguarding supervision policy - Document Status

Date published by Telford and Wrekin Safeguarding Partnership	10 <sup>th</sup> January 2021	Authors	Telford & Wrekin Council Education Safeguarding Team Talking Early Years & Childcare Team
Date of policy creation	October 2024	Headteacher	James Foster
Date of policy inception	October 2024	Headteacher	James Foster
Date of policy adoption by Governing Body	November 2024		
Date of policy review	September 2025	Headteacher	James Foster
Date of policy adoption by Governing Body	26 <sup>th</sup> September 2025		

#### 1. Introduction

Old Park Primary School and Nursery prides itself in the care and support that it provides to our staff both professionally and therapeutically. The school employs a range of approaches to ensure that staff can manage their day-to-day roles effectively whilst maintaining a positive wellbeing.

Supervision is a fundamental task that managers will undertake to support the development of their designated safeguarding lead (DSL) and deputies' skills and practices in the safeguarding of children in their care. Following the inquiry of Victoria Climbié Lord Laming stated that:

**“All staff working directly with children must be regularly supervised”.**

**(Lord Laming Victoria Climbié Inquiry Report 2003)**

There are different types of supervision, e.g. informal and formal. This policy describes our approach to providing formal supervision; informal supervision is often on-going as staff seek advice and help in situations that they deal with. This is good practice but should NOT replace a formal supervision session. Significant issues discussed through informal supervision should be recorded properly by the caseworker and revisited at the formal session.

Supervision is a partnership between the supervisee, the supervisor and the setting. Ideally, supervision should always be carried out by the designated safeguarding lead (DSL) for child protection in the school, or in the case of the DSL, by the Headteacher or an external supervisor. Where the DSL is the Headteacher they will always receive supervision from an external supervisor. Supervision can take place with an individual supervisee or a group of supervisees.

#### 2. **The key functions of supervision are:**

- **Management:** Ensuring competent and accountable performance/practice)
- **Development:** Continuing professional development and training
- **Support:** Supportive /restorative function)

Good supervision involves a balance between all three elements, not always within one session, but certainly over the entire supervision process.

### **3. Roles and Responsibility**

The Supervisor is responsible for:

- Sharing the responsibility for making the supervisory relationship work.
- Ensuring confidentiality, subject to service user and staff safety.
- Creating an effective sensitive and supportive supervision.
- Providing suitable time and location.
- Agree the timescales within which supervision takes place.
- Eliminating interruptions.
- Maintaining accurate and clear records.
- Ensuring that the supervision contract has been agreed and reviewed annually.
- Ensuring the organisation's professional standards are met.
- Ensuring that where a change in line management occurs, a handover process is arranged between all parties concerned.
- Ensuring that issues relating to diversity are addressed constructively and positively and provide opportunity for staff to raise issues about their experience and diversity.

The supervisee is responsible for:

- Sharing the responsibility for making the supervisory relationship work.
- Attending regularly and on time, participating actively and bringing their agenda.
- Accepting the mandate to be supervised and being accountable for any actions.
- Preparing appropriately for supervision sessions.
- Ensuring the recording of supervision is reflective of the particular meeting.
- Actively participating in an effective sensitive and supportive supervision.
- Aiming to meet the organisation's professional standards.

### **4. Contract**

The contract between a supervisee and a supervisor should clearly outline's the responsibilities and expectations of both parties as outlined above. This should be discussed, agreed and signed off at the beginning of the supervisory arrangement. The contract will form part of the supervision records and should be reviewed annually. (Appendix 1 for contract).

### **5. Frequency**

The frequency of supervision is highlighted on the contract form under the section "supervisor's responsibilities". The minimum need is usually one supervision meeting per half term for staff who are case holders or who manage complex cases. The supervisor and supervisee should agree on the duration and frequency of supervision taking into account the experience of the supervisee and the complexity of work.

### **6. Recording**

All supervision sessions must be recorded by the Supervisor. Records of supervision are agreed by the supervisor and supervisee. These records of supervision are confidential and are stored securely by the supervisor in TEAMS

(safeguarding – supervision notes). They will be subject to inspection and audit. Discussions in supervision relating to individual cases are also recorded in the individual child’s safeguarding file.

## **7. Individual and group supervision**

There are weekly DSL supervision meetings held by the Lead DSL. These are formal group supervision sessions with the Deputy DSLs. Other relevant Old Park staff, the safeguarding governor and external professionals may be invited to attend meetings where appropriate to ensure a holistic approach to safeguarding supervision. Minutes of the group supervision meetings are kept securely by the lead DSL and shared with the Deputy DSL’s.

The school accesses formal external supervision through the Telford and Wrekin Family Connect consultation service.

The headteacher (Lead DSL) also takes part half termly supervision with other headteachers/DSL at the Telford and Wrekin Central Cluster meeting.

## **Appendix 1: Supervision Contract Old Park Primary School and Nursery**

### **Supervisor's statement**

1. Supervision is a way of ensuring accountable decision making and safe outcomes for children. The supervisor's role is to ensure that staff and those directly involved in casework and child protection are coping both physically and emotionally with the demands of the role and are handling the work suitably and professionally. It also provides the worker with a forum to reflect on the content, process and progress of their work. The supervision record will identify agreed action points and we will review these at each supervision session.
2. Supervision should be undertaken on a regular basis, with designated staff responsible for or working with identified vulnerable children and/or their families. It should include cases with children who are subject to a child protection care plan, children with social care involvement, children giving cause for concern, children looked after (LAC) and children subject to a Child in Need or early Help plan or where the case has been de-escalated from social care.
3. Supervision for designated staff will take place at a minimum interval of every four weeks. This may increase if there is a need.

### **Supervisor's responsibilities and expectations**

1. The Supervisor will meet with the supervisee weekly from September through to July in a confidential space which is appropriate and free from distraction. There will also be an extended supervision session once per half term.
2. To undertake an open and honest discussion re cases that staff are working with.
3. Challenging questions will be asked with regard to action and progress and the appropriate referral to other agencies including the cluster guidance and support meetings.
4. Discussion will focus on any current identified child protection cases, social care de-escalations and any identified vulnerable child /family where there are general safeguarding issues, or a CIN in place, or a family support plan or casework is being undertaken.
5. Support and professional challenge will be given, and supervision will be recorded. Discussion around teamwork & training will be included.

### **Supervisee's responsibilities and expectations**

1. Open and honest discussion re cases that the staff are working with and have responsibility for. Implement actions to be taken to protect any child where there is reason to believe a child is at risk of harm.
2. Implement actions to meet agreed outcomes for the child /family.
3. Agree to inform other professionals where they are involved with families of any information that may impact on a child's safety. Discuss the appropriate referral to other agencies including social care and early help services.
4. To ensure all relevant information is recorded within the child/family file.
5. To ensure that the child/family action plan sheet is completed, per case at each supervision and stored in the child/family file in the event of a Child Safeguarding Practice Review (CSPR) or local 'learning lessons' review, these records may be used as evidence.

**In the event that there is unresolved conflict/dispute between supervisor and supervisee, both parties will agree to meet together with the designated governor for safeguarding to ensure that any difficulties are satisfactorily resolved. Both parties will ensure that the other is aware in advance that a dispute resolution meeting has been arranged.**

Supervisor name:	Supervisee name:
Supervisor signature:	Supervisee signature:
Date:	Date:

This contract will be reviewed on an annual basis.