**SAFEGUARDING SUPERVISON POLICY**

***(Company name) and the organisation’s management recognises the importance of the protection of people at risk in their care and the procedures and arrangements in place are designed so that all possible measures are taken to ensure the abuse of a service user does not occur as a result, either directly or indirectly of any of the care services offered by (by Company Name)***

***(Company name) does not provide services for Children and Young people. However, as services are provided to vulnerable adults, and children may visit our services supervised by their relatives, this policy sets out the arrangements for Safeguarding Supervision within the company.***

# Adults, and Visiting Children

|  |  |  |
| --- | --- | --- |
| 1.  | **RESPONSIBLE PERSON:**   | The Safeguarding Lead  |
| 2.  | **ACCOUNTABLE DIRECTOR:**   |   |
| 3.  | **APPLIES TO:**   | All staff employed within (Company name)  |
| 4.  | **VERSION:**   | 1  |
| 5.  |  **AVAILABLE ON:**   | Intranet  | X  | Safeguarding Policy Folder  | X  |
| 6.  |  **RELATED DOCUMENTS:**   | Safeguarding Adult Policy Supervision Policy Recruitment Policy. DBS Policy  |
| 7.  | **DISSEMINATED TO:**   | All staff in (Company name)  |
| 8.  | **DATE OF IMPLEMENTATION:**   |  |
| 9.  | **DATE OF NEXT FORMAL REVIEW:**   | To be reviewed by ……………………………………….. on Date…….. |

## DOCUMENT CONTROL

|  |  |  |  |
| --- | --- | --- | --- |
|  **Date**   |  **Version**   |  **Action**   |  **Author**   |
| 22/08/19  | 2  | Drafted Signed into Policy Manuel and distributed  | ………..…………………Safeguarding lead …………………………..Data Manager  |

**“Company Name” incorporates and supports the human rights of individuals as set out in the European Convention on Human Rights and the Human Rights Act 1998”**

## Table of Contents

1. Introduction
2. Purpose and Scope of policy
3. Definitions
4. Roles and Responsibilities
5. Key Areas of the Policy
6. Implementation and Distribution of Policies

Documentation and record keeping

1. Monitoring of Compliance and Effectiveness of Documents
2. References

Appendix A: Policy Acceptance Form

 Appendix B:CHD Living Safeguarding Reflection Supervision

## 1. Introduction

1.1 This Safeguarding Supervision Policy (Adults, Children & Young People at Risk) has been written as a bespoke policy for safeguarding supervision and is linked to (company name’s) Supervision policy.

## 2. Purpose

2.1 (Company name) recognises safeguarding supervision as an integral part of ensuring effective person-centred practice. Company name) has a responsibility to ensure appropriate staff are identified and arrangements made between the supervisor and supervisee for regular supervision.

##  Scope

2.2 All (Company name) staff involved in Safeguarding Adults at Risk and their children or visiting Children activities.

## 3. Definitions

3.1 **Supervision** – an accountable process which supports, assures and develops the knowledge, skills and values of an individual, group or team.

3.2 **An adult at risk** – someone over the age of 18 years who may need community care due to a mental health problem, learning disability, physical disability or illness. As a result, they may find it difficult to protect themselves.

3.3 **An adult at risk of harm** – if another person’s conduct is causing (or likely to cause) the adult to be harmed or the adult is engaging in (or is likely to cause) harm.

3.4 **Child** – refers to anyone who has not yet reached their 18th birthday. Children in Need under Section 17 of the Children Act 1989 – is a child who is unlikely to achieve or maintain satisfactory level of health/will be significantly impaired without provision of services. Child in Need applies to all children with a disability.

3.5 **Children in need of protection** – refers to the activity that is undertaken to protect children who are suffering or likely to suffer significant harm.

3.6 **Individual Safeguarding Reflection Supervision** – is a form of tailored supervision for staff where they have concerns about an adult at risk or a safeguarding incident that has taken place and need direct communication and support. The sessions are planned and pre-arranged in advance. The Safeguarding Supervision session is requested by the supervisee with their supervisor or requested by the supervisor when either feels it is appropriate to address how a case has impacted on the supervisee, the vulnerable Adult or child and identify learning, actions and support.

3.7 **Group supervision** – is a negotiated process whereby members come together in an agreed format to reflect on their work by pooling their skills, experience and knowledge in order to improve both individual and group capacities. Group safeguarding supervision’s will be arranged by the supervisor and may take the form of a meeting arranged for a group of affected staff following an event to reflect and identify group support or be agenda’s as part of a pre-arranged meeting of staff to discuss issues and receive feedback in relation to a range of practice issues. A shift handover between groups of staff may also be used to discuss current safeguarding issues pertinent to a recent event.

3.8 **In shift supervision** – it is recognised that staff will often require advice and support on an ad hoc basis, outside of their set supervision sessions. Staff can request an in-shift supervision and supervisors can request an in-shift supervision. This type of supervision does not require a contract and is effective where there is a current safeguarding issue.

3.9 **Annual Competency Assessment** – a safeguarding supervision meeting will be held annually for all staff where a safeguarding competency assessment will be carried out. In addition to this, a safeguarding discussion is included on the agenda for each general supervision session. Therefore, safeguarding supervision will be provided a minimum of four times per year.

## 4. Roles and Responsibilities

 4.1 The policy will be updated by the Safeguarding Lead.

 This will be reviewed by the Senior Management Team Quarterly.

## 5. Key Areas of the Policy

5.1 Safeguarding supervision is a supporting and enabling means of encouraging staff at all levels to reflect on their practice.

## 6. Implementation and Distribution of Policies

6.1 The document will be distributed by the Policy Administrator and signed into the Safeguarding Policy Manual for each service and acceptance recorded as part of (Company name’s) document embedding policies. The Policy Acceptance Form (Appendix A) will be used by Head of Service/Department Manager to document embedding of policies. A copy should be kept in staff files.

Information regarding the Policy will be discussed at bi-monthly Service Managers Meetings, in face to face induction training of all staff and during annual Safeguarding Competency assessments as part of general supervision and appraisals.

An annual spot audit by (Company auditing process) of randomly selected services will be carried out to confirm the policy and acceptance records are in place.

## 7. Monitoring of Compliance and Effectiveness of Documents

7.1 This document and processes will be monitored by the policy author through an audit of a random sample of services and through the Company name’s Compliance Audit processes.

8. **References and Appendices**

## References

Surrey Adult safeguarding Board Policy and procedures 2018

https://www.surreycare.org.uk/application/files/4015/4339/7038/SSAB-Policy-andProcedure-2018-FINAL-v2.0agreed-on-240518.pdf

Care Act 2014 http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 https://www.legislation.gov.uk/ukdsi/2014/9780111117613/contents

HM Government (2015) Working Together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children. London https://www.gov.uk/government/uploads/system/uploads/attachment\_d ata/file/419595/Working\_Together\_to\_Safeguard\_Children.pdf

Morrison T (2005) Staff Supervision in Social Care. Brighton. Pavilion

Mental Capacity Act 2005 and Deprivation of Liberty Safeguards.

## Appendix A: Policy Acceptance Form

 *(Confirmation that staff have read and accepted the requirements/terms detailed*  *within the policy*)

## Safeguarding Supervision Policy

 **I have read and understood the above document and agree to abide by its content.**

|  |  |  |
| --- | --- | --- |
| **Name**   | **Signature**   | **Date**   |
|   |   |   |
|   |   |   |

 To be retained in staff personnel folder

**Appendix B**:CHD Company Name Safeguarding Reflection Supervision

Reflection following safeguarding concerns is essential to aid learning and to reduce risk.

In addition, this process provides support to staff and people using our services to ensure their wellbeing post incident- particularly where an incident may have caused or had the potential to cause harm. A reflective session is to be completed following concerns that may have an impact on staff wellbeing and the wellbeing of people using the service.

|  |  |
| --- | --- |
| Date of Incident  |    |
| People/ Person Involved  |    |
| Incident Summary  |        |
| What went well with regards to incident management?  |         |
| What could have been improved/ done differently?  |         |
| Have any training needs been identified?  |         |
| How is the staff member feeling after the incident? Is further support needed?     |   |

|  |  |
| --- | --- |
| Are any referrals needed to support the person involved? If so, detail  |   |
| Are any referrals needed to support the staff member involved? i.e. counselling If so, detail  |   |
| Is any additional supervision or support required as a result of the incident?  |   |
| Has the care plan(s) been updated following the incident?  |   |
| Is a complex risk assessment required? If so, date completed  |   |
| Has the learning been shared with staff and The Senior management Team? If so, date completed and how shared   |   |

Signed (supervisee):

Print name:

Designation:

Date:

Signed (supervisor):

Print name:

Designation:

Date:

Received and Reviewed by Safeguarding Lead

Date

Signed