



Breakaway

Supervision policy

Policy Owner:	Ranbir Sidhu (Registered Manager)
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A hands-on approach to help children in Slough be
..... Safe, Secure and Successful

All staff will have planned, regular supervision, this includes management. The agency staff are supervised via their agencies, breakaway provides feedback forms for their supervisions. Agency staff are also supervised by management depending on the number of shifts they undertake.

The “*happy, safe & loved, thriving*” vision for Slough Children First is underpinned by Systemic Theory and crucially relies on relation based social work and good quality reflective and reflexive practice to ensure we are delivering positive outcomes for children and families. This policy to be read alongside SCF’s supervision policy.

Staff are sent calendar invites with mutual agreement of the date of the supervision meeting. If face to face meeting is not possible, virtual supervisions are held. The supervision tracker is in place to monitor the frequency of supervisions.

All 1 to 1 supervision will contain a minimum of two elements:

Personal Supervision – to discuss personal matters, personal development, and performance issues. A contract is agreed and signed at the first supervision meeting.

Reflective Account – Staff are able to reflect back on their own practice and complete this section for discussion.

Frequency of Supervisions:

- **Residential Child Care Officers (RCCO)** - Supervision monthly basis unless required earlier. The part time RCCO’s are supervised on pro rata basis.
- **As and When (RCCO) & Agency Staff** - Depending on their frequency of work, otherwise group supervisions after team meetings or individual supervisions if required.
- **On Probation:** – Supervision weekly for the first month followed by fortnightly for the first two months, then monthly for the remainder of the year. In addition to supervisions, 3 probationary assessments to be carried out by Supervisors to support the staff during probationary period.

Group Supervisions: Group supervision for ANW staff is available after every three team meetings. Breakaway Team/Group Meetings (supervision) is mostly held fortnightly with exceptions of during school holidays. They are beneficial to highlight any issues and discussing plans on improvements.

Preparation/ Agenda: Preparation is key to effective and impactful supervision and there is an expectation that both parties will attend supervision prepared for the meeting. The agenda includes wellbeing, previous meeting actions, Safeguarding, Covid 19, H&S, Key children, Trainings, AOB, reflective account, etc

Footprint on children’s files: In addition to the personal element of supervision there is a requirement to discuss cases within the monthly 1 to 1 supervision. As an **absolute minimum** for each child’s file there should be one supervision every three months, however in more complex cases the frequency should be at least monthly; in all cases the supervisor and supervisee will be responsible and accountable for ensuring that key children’s files are discussed.

Recording

Personal supervision - will be recorded in the supervisees own personal development record. These can be typed or handwritten (then scanned) and should be signed by the supervisee and supervisor. It is shared with supervisee via email as well.

Management Oversight – The supervision tracker is an effective tool to monitor the frequency of supervisions. The log for all supervision/ appraisal meetings is kept in a bound book in manager’s office. The supervisor and supervisee both sign this book after the supervision along with minutes sent through email to supervisees to read and sign.