

Cambridgeshire County Council and Peterborough City Council

Supervision Practice Guidance

Update December 2019

1. Introduction

This document provides a practice guidance for one to one supervision; as well as arrangements for case supervision, for all Children's Services staff working for Cambridgeshire County Council (CCC) and Peterborough City Council (PCC). It has been written to meet the responsibilities of the Council and the needs of service users, staff and their supervisors, regardless of the professional area in which they work. It applies equally to full and part time staff and to contracted as well as permanent employees.

2. Purpose of Supervision

The main elements of effective supervision are:

- Case management
- Workload and performance management
- Professional training and development
- Personal support

Supervision is mandatory for all staff, whilst the content and frequency will vary according to roles and responsibilities.

3. Frequency of supervision

Supervision should take place as often as is required to ensure that the employee is competent and confident in their role and that their work is safe and effective.

All references to timescale in this section are to minimum frequencies.

Role	Frequency
ASYE	<ul style="list-style-type: none">• Weekly for the first 6 weeks of employment• Every two weeks for the remainder of the first 6 months• A minimum of monthly thereafter
Social Workers and all other children's services social care staff	Once a month
Independent Chairs	Bi monthly

4. Frequency of Case Supervision

Each case must be considered at each supervision session. This means that the social worker/child and family practitioner AND their manager acknowledge that the case is open. If the manager deems that the case is 'stable' and that there are no known immediate safeguarding concerns, the case does not need to be discussed in full at every supervision. However, ALL cases must be discussed in full in supervision once every 12 weeks. The decision to discuss a case at intervals of every 12 weeks must be expressly recorded on the supervision record where that decision has been reached and authorised by a Group Manager (GM) / Service Manager (SM).

The following children must be fully discussed at every supervision (every 4 weeks):

- Children subject to a child protection plan;
- Children in PLO or subject to court proceedings;
- Children who are CIN and allocated to a child practitioner.
- Children in care*

*For Children in Care who are in semi-stable /stable long term matched placements, a full case discussion may take place at a lesser frequency as agreed by the GM / SM, of at least every 8 weeks and up to every 12 weeks for those in stable long term matched placements

For children who are subject to Child In Need and allocated to a Social Worker, a full case discussion must take place at least once every 8 weeks.

A full case discussion must take place every 12 weeks for care leavers who are experiencing a reduced worker visiting pattern, (in accordance with the Care Leaver Visits practice guidance).

5. Content of Supervision

The main elements of effective supervision are:

Case management	
	Review of actions/decisions from previous case supervision.
	Case discussion, risk analysis, progress review and action planning.
	Focus on child/family with planning informed by their views and the child's lived experience.
	Reflection on case dynamics, reviewing approaches, seeking effective ways forward, any relevant research, case law etc.
	Allocation of SMART tasks / actions
Workload and performance management	
	Progress towards PDP goals

	Ensuring supervisee has/develops the skills and knowledge for the required tasks
	Utilisation of policies, procedures and practice standards
	Monitoring caseload and capacity
	Ensuring confidence and competence; addressing and supporting any shortfall
Professional training and development:	
	Helping supervisee to understand their own learning style
	Planning and promoting training opportunities
	Reflection on, and implementation of, new learning
	The role of the individual within the wider organisation; career planning
Personal support	
	Safe environment to disclose/explore personal issues, including impact of the job
	Managing attendance and the impact of any personal or health issues