



Centre for Professional Practice

Practice Briefing Note 29

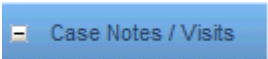
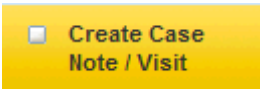
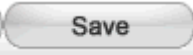
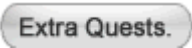

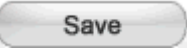
Title:	New supervision policy and supervision case notes
Effective From:	26/03/2018
Practice Note:	<p>In order to develop reflective thinking, management oversight, SMART planning and consistency the supervision policy has been revised.</p> <p>The document has been uploaded to the CPP Website at the following link Supervision Policy</p> <p>The new supervision policy is underpinned by the '5 Anchor Principles' and to support this process a new supervision case note has been created in both CCM and EIS</p> <p>The case note requires both input from the practitioner and manager</p> <p>CCM and EIS instructions on how to use the new case notes are included with this practice note and can be found below</p> <p>In order to fully support this process the CPP will also be convening briefing sessions to support managers and practitioners to use the new process</p> <p>It is mandatory for practitioners and managers to read the new policy and use the new case note with immediate effect. Therefore please ensure you take time to familiarise yourself with the new process.</p>
Reason:	To develop reflective supervision and improve management oversight
Adopted by:	DMT
Authorised by:	Sue Butcher (Chief Officer)
Date:	26/03/2018
Review Date:	26/03/2019
Reference No:	0029/2018/ CPP



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CCM Inputting Guidance – Entering the Supervision Case Note

A: Starting the Supervision Case note

- Load the Childs record that you want to record a chronology entry for.
- Click 
- Click 
- Select “ C- Supervision Case Note” in the “Note/Visit Type”
- The date and time will pre-fill
- Enter “Management Supervision” in the headline.
- Type “See Extra Questions” in the “Notes” Field.
- Click 
- Click 
- Complete the “Supervisee Section”
- Click the  and select the “Case Status”
- Identify the dates of “Child Last seen, when the last assessment was updated, next CP Conference etc and the date the last Chronology event was entered”
- Click 

To be completed by the supervisee

Question	List Answer	Date Answer
Case status	CIN <input type="button" value="v"/>	
Date child was last seen at home		22/03/2018 <input type="button" value="calendar"/>
Date last assessment was updated		22/03/2018 <input type="button" value="calendar"/>
Date of next CP Conference/CLA Review/CIN Meeting/Support Plan Review		22/03/2018 <input type="button" value="calendar"/>
Date of the last chronology input		22/03/2018 <input type="button" value="calendar"/>

B: Identify Actions Completed since last Supervision

- Enter the Action that was identified.
- Enter the date the “Action was Completed” (This is the date the action was completed)
- Repeat this for all actions and completed dates
- Click

Actions completed since last supervision

Question	List Answer	Date Answer	Text Answer
1. Action			Carry out a home visit
1. Date Completed		22/03/2018 <input type="button" value="calendar"/>	
2. Action			update chronology
2. Date Completed		22/03/2018 <input type="button" value="calendar"/>	
3. Action			make lateral checks
3. Date Completed		<input type="text"/> <input type="button" value="calendar"/>	

C: Section to be completed by Team Manager

- Identify what the purpose of the involvement is and what we want to achieve
- Enter details of the “Childs Story”
- Enter details of “What the Story means to the Child”
- Enter details of “What Needs to happen”
- Enter details of “How we will know what the progress is”
- Click

To be completed by the Team Manager

Question	List Answer	Date Answer	Text Answer
What is the purpose of our involvement and/or assessment? What do we want to achieve?			A s47 investigation is to be completed in order to assess the risk/impact around domestic abuse to the children in the household.
What is the child's story? Think about the child's journey and what's happened so far.			The seven year child has informed at school that she has both witnessed and been exposed to physical abuse within the home environment.
What does this story mean to the child? Here you are analysing the story.			The child has displayed behaviour in school which evidences the impact of the stress she is facing at school. She is struggling emotionally and this has been displayed in her interaction with her peers.
What needs to happen? This is the planning stage.			It needs to be established what the strengths and risks are and how the area's of concern can be addressed.
How will we know when we are making progress? Review effectiveness of intervention and plans.			The initial safeguarding concern will be addressed by The wider welfare needs will be addressed via support through

D: Further Actions to be completed.

- Enter the details of an “action to be completed”.
- Enter the “Responsible Person” who will be completing the action.
- Enter the “Date to completed” this is the date the action is to be completed by.
- Repeat this process for all actions that are identified at the supervision.
- Click

Future actions to be completed

Question	List Answer	Date Answer	Text Answer
1. Action			Complete follow up family visit
1. Responsible Person			Simon Finch
1. Date to Complete		27/03/2018	
2. Action			Complete Assessment
2. Responsible Person			Simon Finch
2. Date to Complete		27/03/2018	

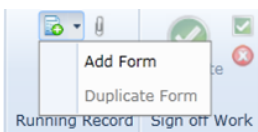


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EIS Inputting Guidance – Entering the Supervision Case Note

A: Starting the Supervision Case note

- Open the Family Group Running Record that you wish to complete the case note for.
- Click 'Add Form'.



- Select 'Supervision Note'.

Number of Templates : 1

- Select all members of the Family Group. Select Ok.
- Select the name of practitioner completing the Supervision Case Note from the Running Record, along with the relevant Team. Select Ok.
- The Supervision Case Note will be added to the Running Record.

	Supervision Case Note
	Doc.Ref.: SCN/01/01/3
Start Date: 16/03/2018	Assigned To: Moore, Sarah (3626) (Dudley North FC Cluster)
Completed By:	
Completed Date:	

'Part 1 –To be completed by the supervisee' must be completed prior to Supervision. Identify the case status, the date the child was last seen at home, the date the last assessment was updated, the date of the next Support Plan Review meeting etc. Click Save.

Part 1 – To be completed by the supervisee

Case Status

Date child was last seen at home

Date last assessment was updated

Date of next CP Conference/ CLA Review/ CIN Meeting/ Support Plan Review

B: Identify Actions Completed since last Supervision

PART 2: Actions completed by the supervisee since last supervision

ACTION	DATE COMPLETED
No information to display	
0 Filter(s) active	0 Hidden column(s) 1 0 Items

- Enter the Action that was identified.
- Enter the date the "Action was Completed" (This is the date the action was completed)
- Repeat this for all actions and completed dates
- Click 'Save.'

C: Section to be completed by Team Manager

PART 3: TO BE COMPLETED BY TEAM MANAGER Edit

5 Anchor Principles: Supervision Discussion Recording

1. What is the purpose of our involvement and/ or Assessment? What do we want to achieve
2. What is the Child's story? Think about the child's journey and what's happened so far
3. What does this story mean to the child? Here you are analysing the story
4. What needs to happen? This is the planning stage
5. How will we know when we are making progress? Review effectiveness of intervention and plans

- Identify what the purpose of the involvement is and what we want to achieve
- Enter details of the “Childs Story”
- Enter details of “What the Story means to the Child”
- Enter details of “What Needs to happen”
- Enter details of “How we will know what the progress is”
- Click Save.

D: Further Actions to be completed.

PART 4: TO BE COMPLETED BY THE TEAM MANAGER

Future actions to be completed

ACTION	RESPONSIBLE PERSON	DATE TO COMPLETE
No information to display		
0 Filter(s) active		
0 Hidden column(s) < < 1 > > 0 Items		

- Enter the details of an “action to be completed”.
- Enter the “Responsible Person” who will be completing the action.
- Enter the “Date to completed” this is the date the action is to be completed by.
- Repeat this process for all actions that are identified at the supervision.
- Click Save.

Next Steps

* Next Step	Selected	Manager's Decision
Supervision complete	<input type="checkbox"/>	
0 Filter(s) active		
0 Hidden column(s) < < 1 > > 1 Items		

- Select the ‘Supervision complete’ within the Next Steps Panel and click Save.
- Click the Complete icon within the top ribbon bar.

