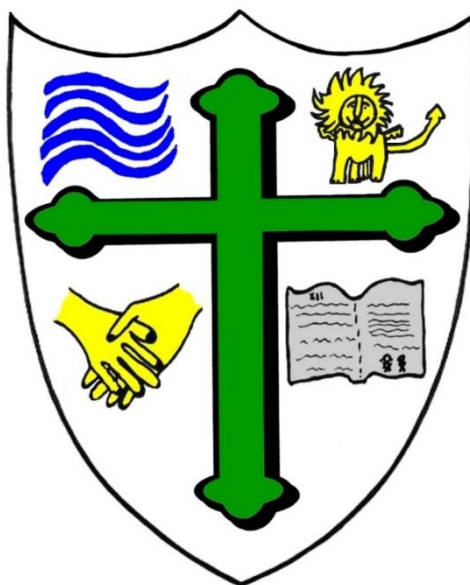


Highcliffe St Mark Primary & Fledglings Pre-School



Supervision Policy

DSL

Gavin Withey

Deputy DSLs

Claire Barker, Jacqui Fuller, Emma Stansbie, Darren Whittaker,
Laura Simmons, Pippa Pandit

Safeguarding Governor

Lisa Caola

Reviewed (date)	September 2025
Reviewed by (name)	Gavin Withey
Approved by Governors (if applicable)	
Review due (date)	September 2026

Staff Supervision Policy

Highcliffe St Mark Primary School is committed to safeguarding all Pupils and staff and sees supervision as a vital element of this process as outlined in Keeping Children Safe in Education.

Highcliffe St Mark Primary School is committed to ensuring that every member of staff, where appropriate, receives effective supervision on a regular basis. As such supervision, should be available for

- All DSL's, pastoral leaders and ELSAs and any other staff, such as Middle Leaders who may also feel supervision would support them in their role and as such it should be made available if requested.

Underlying principles

The purpose of supervision is to reach a balance between personal support guidance and challenge to practice that encourages the reflection of good practice.

A clear distinction should be made between supervision and line management meetings including performance management support.

The process should promote consistency and facilitate the opportunity for shared reflection and encourage staff development.

Confidentiality will be maintained always unless staff have acted illegally or in such a way that constitutes a risk to the member of staff or pupil.

The process should encourage open and honest conversations within a safe and secure yet challenging environment.

The process should be recorded accurately and follow an agreed structure to promote consistency. These records should be signed by both parties and kept securely (see Appendix 2).

The frequency for supervision should be agreed between supervisor and supervisee but ideally should take place once every half term although this may be dependent upon the needs of the supervisee and the setting.

Supervision should provide an opportunity to reflect on the effectiveness of recent training, identify any outstanding training needs, and provide support, direction advice and guidance on individual cases and any staff issues.

Supervision should support and reflect upon safeguarding practices to help keep children safe through case load audit and discussions. This should include a review of case recording.

Where a case is discussed during supervision this should be recorded on the case file on My Concern.

Supervision may be on an individual or group basis depending upon circumstances and need. However, an individual may request a one-to-one session if required.

The Supervisor should have attended a Supervisory Skills training course and have the skills and experience to challenge and support safeguarding procedures within the local framework.

A contract outlining these principles should be agreed at the start of the process (see appendix 1).

APPENDIX 1

Supervision Contract

1. Formal supervision will take place at least six weekly for DSL'S and other members of staff according to areas of responsibility. Additional supervision sessions maybe requested at the discretion of either party, or as a result of an incident.
2. The supervision dates will be fixed at least 1 term in advance at a mutually agreed time.
3. Supervision can take the form of group supervision or individual.
4. Both parties will honour the appointments made in advance. If cancellation is necessary, an alternative date will be agreed at the time of cancellation.
5. Individual supervision notes will be prepared by the supervisor recording the items discussed and actions agreed; these notes must be signed by both parties. Group supervision notes will be recorded as a group action plan and review.
6. Formal supervision sessions will not preclude opportunities for informal discussion on matters of importance that arise from day to day.
7. The purpose of the formal individual or group supervision session will be to assist the staff to fulfil the responsibilities of their post in relation to specific tasks. Each session must include the following agenda items: - Feedback and review of supervision, safeguarding, caseload or workload review, wellbeing, review of practice, personal issues, staff training/development and case recording. Additional agenda items will be jointly agreed.
8. The contents of supervision will remain confidential, unless there are implications for operational policy. Any personal issues discussed during supervision will be treated as confidential, unless such disclosures directly affect the work/client situation. In some cases, this may necessitate a three-way meeting with the supervisor's line manager.

Signed Date

(Supervisor)

Signed Date

(Staff member)

APPENDIX 2

Supervision Record (Individual)

Name of Supervisee:	
Role:	
School:	
Name of Supervisor:	
Role:	
School:	
Date of Supervision:	
Session number:	
Venue:	

Q1. How have you been since your last supervision?	
Q.2 How many Pupils that you are responsible for are on Child Protection/ Child in Need / Early Help Plan or have a Family Support Worker allocated by the Safeguarding Hub? Please list.	
Q.3. How many referrals, either to CASS/MASH, Early Help Panel or other agencies have you been involved in since your last supervision? Please give details. Include phone calls for advice.	
Q.4. For how many Pupils have you filled in a Notice of Concern on My Concern? Please give brief details	

Q.5 Looking at these referrals or Notices of Concern are there any that you would like to discuss? Are there any you feel need escalating?	
Q.6 Again looking at these referrals or Notices of Concern can you identify any developing trends?	
Q.7 Have you undertaken any training recently? What did you learn that can be applied to our school?	
Q.8 What further training do you need to help you undertake your role?	
Q.9 Have you any workload or team issues that you would like to discuss?	
Q.10 Is there anything else you would like to discuss?	
Q.12 Has supervision met your needs today?	

Date of next session:

Signed: (Supervisee).....

Signed: (Supervisor).....

APPENDIX 3

Supervision Record (Group)

In Attendance:	
Roles:	
School:	
Name of Supervisor:	
Role:	
School:	
Date of Supervision:	
Session number:	
Venue:	

Q1. How have you all been since your last supervision?	
Q.2 How many pupils in our school are on Child Protection/ Child in Need / Early Help Plan or have a Family Support Worker allocated by the Safeguarding Hub? Please list.	
Q.3. How many referrals, either to CASS,/MASH Early Help Panel or other agencies have you been involved in since the last supervision? Please give details. Include phone calls for advice.	
Q.4. How many pupils have been recorded as a Notice of Concern on My Concern? Please give brief details.	

Q.5 Looking at these referrals or Notices of Concern are there any that should be discussed? Are there any you are particularly worried about?	
Q.6 Again looking at these referrals or Notices of Concern are there any developing trends?	
Q.7 Have you undertaken any training recently? What did you learn that can be applied to our school?	
Q.8 What further training do you need to help you undertake your role?	
Q.9 Have you any workload or team issues that you would like to discuss?	
Q.10 Is there anything else you would like to discuss? (key successes, frustrations, key interventions or impacts)	
Q.11 Has supervision met your needs today? Do you need any additional form of support?	

Date of next session:

Signed: (Supervisee) 1..... 3.....
2..... 4.....
5..... 6.....

Signed: (Supervisor).....

APPENDIX 4

Summary of cases discussed

- Brief overview /discussion of current cases (to include a summary of need, action and progress)
- Pupil files should be seen on a regular basis either paper files or those kept on My Concern.
- The standard proforma below should be used.

<u>Name</u>	<u>Needs</u>	<u>Action</u>	<u>Progress</u>	<u>File Seen (Y/N)</u>

**Are there any key learning points that need to be addressed having audited any pupil files?
If yes, please comment below**

VERSION	DATE	REVIEWER	COMMENT
1	September 24	GW	
2	September 25	GW	Change made to School name and DSL's