

Safeguarding Supervision Policy

CO29



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Version Control

Version	Date Approved	Committee	Date of next review	CCG Lead
V1	Nov 2016	Quality Safety and Risk	Nov 2019	Head of Safeguarding
V2	07/10/2018	Quality and Safety	October 2021	Designated Nurse Safeguarding Adults
V3	12/10/2021	Quality And Safety	October 2024	Designated Nurse Safeguarding Children

1. Introduction

- 1.1 For the purposes of this policy, Sunderland Clinical Commissioning Group (SCCG) will be referred to as “the CCG”.
- 1.2 The CCG fully recognises its responsibility for protecting and safeguarding the welfare of children and adults at risk. We acknowledge our responsibility to take all reasonable steps to promote safe practice and to protect people from harm, abuse or exploitation.
- 1.3 CCGs have a duty under [Section 11 of the Children Act 2004](#) to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. The CCG should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including the provision of appropriate supervision and support, to fulfil their child welfare and safeguarding responsibilities effectively.
- 1.4 The CCG is committed to ensure that the risks of abuse and neglect to adults, children and young people are minimised and that children, young people and adults achieve their optimal life chance in accordance with [Working Together to Safeguard Children 2018](#) and [The Care Act 2014](#) .
- 1.5 [Working Together to Safeguard Children 2018](#) provides the statutory framework for safeguarding and promoting the welfare of children and highlights the importance of safeguarding supervision.
- 1.6 [The Care Act 2014](#) and accompanying [Care and Support Statutory Guidance 2018](#) provides the statutory framework for safeguarding and promoting the welfare of adults.
- 1.7 Safeguarding children and adults is a collective responsibility across the health economy. SCCG as a commissioner of local health services needs to be assured that the provider organisations have effective safeguarding arrangements in place which includes arrangements for the supervision of Named and Designated Professionals and other staff working with children and vulnerable adults. SCCG also needs to ensure safeguarding supervision arrangements are in place for its own safeguarding specialist staff.
- 1.8 This policy supports the overarching Quality Strategy and Safeguarding Commissioning Policy encompassing both safeguarding children and safeguarding adults, giving specific clarity around safeguarding supervision within the CCG. In accordance with the Safeguarding Commissioning Policy commissioned provider organisations are required to have their own Supervision Policies.

1.1 Status

This policy is a corporate policy.

1.2 Purpose and scope

- 1.2.1 In accordance with the statutory frameworks for both children and adults Designated Nurses are required to provide safeguarding supervision across the health economy for Named/Lead Professionals.
- 1.2.2 This policy primarily applies to all nursing staff working within the SCCG Safeguarding Team.
- 1.2.3 As commissioning organisation employees of SCCG will not be responsible for a caseload; however “adhoc” supervision may be provided to any SCCG employee who is involved in a complex case where advice and guidance may be required.
- 1.2.4 The aims and objectives of this policy are to promote and develop a culture that values and engages in regular safeguarding supervision.

2. Definitions

- 2.1 In this policy, a child refers to anyone who has not yet reached their 18th birthday regardless of race, religion, first language, culture, gender, sexuality, health or disability, location or placement, involvement in criminal behaviour, political or immigration status. Safeguarding and promoting the welfare of children is defined under the [Children Act 1989](#) and [Children Act 2004](#).
- 2.2 For those young people 16-17 years of age the [Mental Capacity Act 2005](#) may also apply where there is a disorder or impairment of the mind or brain.
- 2.3 Safeguarding adults means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances¹.
- 2.4 For the purposes of Adult Safeguarding, an adult is anyone over the age of 18. The [Care and Support Statutory Guidance 2018](#) defines safeguarding adults criteria as safeguarding duties apply to an adult who:
 - Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
 - Is experiencing, or at risk of, abuse or neglect and;
 - As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

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- 2.5 When there is concern that an adult may lack capacity in relation to protecting themselves from harm and/or abuse the [Mental Capacity Act 2005](#) should be adhered to, in conjunction with the [Care and Support Statutory Guidance 2018](#)
- 2.6 Whilst many of the processes are similar within safeguarding adults and safeguarding children it is important to recognise that the differing legislation frameworks applicable to safeguarding adults means it could not and should not implicitly follow the children's approach.

Safeguarding Supervision

- 2.7 Supervision is defined as:

'A process by which one worker is given responsibility by the organisation to work with another worker(s) in order to meet certain organisational, professional and personal objectives which together promote the best outcomes for service users' [Morrison 2005](#).

- 2.8 The objectives and functions of supervision have been described as:

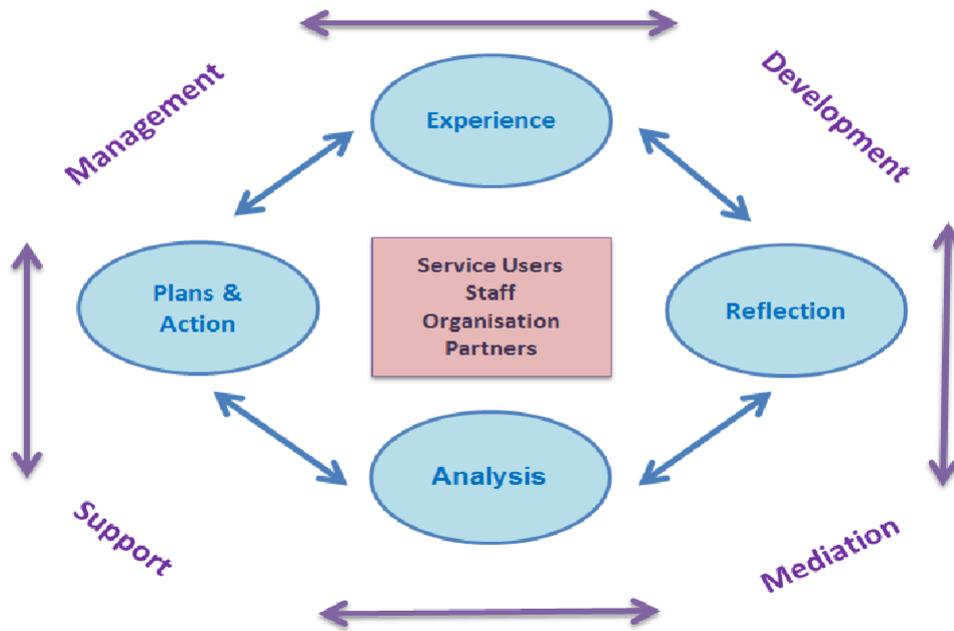
- Competent, accountable performance.
- CPD (developmental or formative function).
- Personal support (supportive or restorative function).
- Engaging the individual with the organisation (mediation function)

- 2.9 This model has three fundamental elements which together provided an integrated framework for supervision that can be adapted to work effectively across both health and Social Care Settings.

The three elements are:

- 4 Functions of supervision – Management, Development, Mediation, Support
- 4 Stakeholders in the supervisory process – Service Users, Staff, Organisation, Partners
- 4 Stages of the Kolb learning cycle – Experience, reflection, analysis, plans and action

4x4x4 Model



Adapted from Morrison, 2005

- 2.10 Working to ensure children and adults at risk are protected from harm requires sound professional judgements to be made. It is demanding work that can be both distressing and stressful² ([Working Together to Safeguard Children 2018](#)). Staff involved must have access to advice and support from professionals experienced in the field of safeguarding children and adults at risk.
- 2.11 Safeguarding Supervision usually takes place on a one to one basis however group supervision may be appropriate in some instances ([Morrison 2005](#)).
- 2.12 Safeguarding Supervision will be delivered by an appropriately qualified, experienced Safeguarding Nurse who will be trained in supervision skills and have an up to date knowledge of the legislation, policy and research relevant to safeguarding and promoting the welfare of children and adults ([NHSE safeguarding accountability and assurance framework](#)). In accordance with contractual arrangements they are accountable for the advice they provide and action they may have to take following the supervision session.
- 2.13 The SCCG Safeguarding Nurses will have planned supervision on a regular basis – see table 1 below.

2.14 Table 1

Designation	Frequency of supervision
Designated Nurse Adults	Monthly
Designated Nurse Children	Monthly
Designated Nurse Cared for Children	Monthly
Safeguarding Nurse	Monthly

- 2.15 Safeguarding Supervision will be agreed using the Supervision contract (Appendix 1) and recorded using the Safeguarding Supervision Discussion form (Appendix 2). All documentation will be stored securely and electronically on the Safeguarding S drive.

3. Duties and Responsibilities

- 3.1 The CCG will ensure that staff are allowed appropriate time and support to fulfil the requirements of the supervision process and to ensure that staff who provide safeguarding supervision (Supervisor) have received the relevant training, are appropriately qualified, in receipt of continual professional development and have arrangements in place for their own supervision.
- 3.2 The CCG will ensure that staff receiving supervision (Supervisee) have had the relevant awareness training.
- 3.3 It is essential that both the Supervisor and Supervisee are well prepared for the safeguarding supervision session, ensuring that the relevant documentation is completed. The process of supervision is underpinned by the principle that each practitioner remains accountable for their own practice and as such their own actions within supervision.

² <https://Working Together to Safeguard Children 2018.pdf>

- 3.4 It is the responsibility of the Supervisee to contact their Supervisor to arrange safeguarding supervision and ensure that their attendance meets the mandatory requirements of this policy.
- 3.5 Should supervision be cancelled it is the responsibility of the professional cancelling the supervision to rearrange a convenient date for both Supervisor and Supervisee.
- 3.6 Safeguarding supervision will be held in a safe place for both Supervisor and Supervisee.

4. Implementation

- 4.1 This policy will be available to CCG staff for use in relation to Safeguarding Supervision as described in section 3.0.
- 4.2 All managers are responsible for ensuring that relevant staff within their own directorates and departments have read and understood this document and are competent to carry out their duties in accordance with the procedures described.

5. Training Implications

- 5.1 Safeguarding Supervision will be delivered by an appropriately qualified Safeguarding Nurse who will be trained in supervision skills.
- 5.2 Supervisees will have received relevant awareness of safeguarding supervision training.

6. Related Documents

6.1 Other related policy documents

- SCCG Safeguarding Children and Cared for Children Policy
- SCCG Safeguarding Adults Policy
- SCCG Safeguarding Commissioning Policy
- SCCG Safeguarding Training Strategy
- SCCG Quality Strategy
- NHSE Accountability and Assurance Framework

6.2 Legislation and statutory requirements

Legislation and statutory requirements are hyperlinked throughout this policy.

7. Monitoring, Review and Archiving

7.1 Monitoring

- 8.1.1 Monitoring of adherence with this policy is a statutory responsibility of the CCG.
- 8.1.2 Implementation of the Safeguarding Supervision Policy will be monitored via the internal audit process.

- 8.1.3 Evidence of the supervision arrangements will be provided to NHS England, SSCP, SAB and CQC where required to provide assurance that the CCG is complying with its statutory requirements.

7.2 Review

- 8.2.1 The Governing Body will ensure that this policy document is reviewed in accordance with the timescale specified at the time of approval. No policy or procedure will remain operational for a period exceeding three years without a review taking place.
- 8.2.2 Staff who become aware of any change which may affect a policy should advise their line manager as soon as possible. The Governing Body will then consider the need to review the policy or procedure outside of the agreed timescale for revision.
- 8.2.3 For ease of reference for reviewers or approval bodies, changes should be noted in the 'document history' table on the front page of this document.

NB: If the review consists of a change to an appendix or procedure document, approval may be given by the sponsor director and a revised document may be issued. Review to the main body of the policy must always follow the original approval process.

7.3 Archiving

The Governing Body will ensure that archived copies of superseded policy documents are retained in accordance with Records Management; Code of Conduct for Health and Social Care 2016.

8. Equality Analysis

- 8.1 A full Equality Impact Assessment (EIA) has been completed (Appendix 3).

Appendix 1

SAFEGUARDING SUPERVISION CONTRACT

CONTRACT BETWEEN:	
SUPERVISOR:	
SUPERVISEE:	
ARRANGEMENTS AGREED FOR SUPERVISION: Venue/Room/Facilities	
FREQUENCY:	
LENGTH:	
LOCATION:	
RECORDING OF SUPERVISION:	
BOUNDARIES OF CONFIDENTIALITY: (are there any occasions when the supervision record would be shared outside of the supervision session?)	
STORAGE OF SUPERVISION RECORD:	
MAKING SUPERVISION WORK: what each agrees to contribute:	
WHAT I EXPECT FROM YOU AS MY SUPERVISOR:	
WHAT I WILL CONTRIBUTE AS THE SUPERVISEE TO MAKE THIS WORK:	
WHAT I WILL CONTRIBUTE AS THE SUPERVISOR TO MAKE THIS PROCESS WORK:	
SIGNED:	
SUPERVISOR:	
SUPERVISEE:	
DATE	
CONTRACT TO BE REVIEWED ANNUALLY	

**SAFEGUARDING
SUPERVISION CASE DISCUSSION FORM**

PRACTITIONER NAME:	DESIGNATION:
ESTABLISHMENT BASE:	
SUPERVISOR'S NAME:	DESIGNATION:
DATE OF SESSION:	
ISSUES:	
AGREED ACTION:	
SIGNATURE OF SUPERVISOR:	DATE :
SIGNATURE OF SUPERVISEE:	DATE:

Appendix 3 - Equality Impact Assessment

Equality Impact Assessment Initial Screening Assessment (STEP 1)

As a public body organisation we need to ensure that all our current and proposed strategies, policies, services and functions, have given proper consideration to equality, diversity and inclusion, do not aid barriers to access or generate discrimination against any protected groups under the Equality Act 2010 (Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion/Belief, Sex, Sexual Orientation, Marriage and Civil Partnership).

This screening determines relevance for all new and revised strategies, policies, projects, service reviews and functions.

Completed at the earliest opportunity it will help to determine:

- The relevance of proposals and decisions to equality, diversity, cohesion and integration.
- Whether or not equality and diversity is being/has already been considered for due regard to the Equality Act 2010 and the Public Sector Equality Duty (PSED).
- Whether or not it is necessary to carry out a full Equality Impact Assessment.

Name(s) and role(s) of person completing this assessment:

Name: Wendy Proctor

Job Title: Designated Nurse Adult Safeguarding

Organisation: Sunderland CCG

Title of the service/project or policy: Safeguarding Children and Children Cared For Policy

Is this a;

Strategy / Policy

Service Review

Project

Other [Click here to enter text.](#)

What are the aim(s) and objectives of the service, project or policy:

To advise the Quality and Safety Committee of key changes /updates to the policy

Who will the project/service/policy/decision impact?

(Consider the actual and potential impact)

- **Staff**
- **Service User / Patients**
- **Other Public Sector Organisations**
- **Voluntary / Community groups / Trade Unions**
- **Others, please specify** [Click here to enter text.](#)

Questions	Yes	No
Could there be an existing or potential negative impact on any of the protected characteristic groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has there been or likely to be any staff/patient/public concerns?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could this piece of work affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could this piece of work affect the workforce or employment practices?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the piece of work involve or have a negative impact on: <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing quality of opportunity • Fostering good relations between protected and non-protected groups in either the workforce or community 	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you have answered no to the above and conclude that there will not be a detrimental impact on any equality group caused by the proposed policy/project/service change, please state how you have reached that conclusion below:

This policy has been reviewed and refreshed there are no significant changes or detrimental impact on any equality group caused by this refreshed policy

If you have answered yes to any of the above, please now complete the 'STEP 2 Equality Impact Assessment' document

Accessible Information Standard	Yes	No
Please acknowledge you have considered the requirements of the Accessible Information Standard when communicating with staff and patients. https://www.england.nhs.uk/wp-content/uploads/2017/10/accessible-info-standard-overview-2017-18.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Please provide the following caveat at the start of any written documentation: “If you require this document in an alternative format such as easy read, large text, braille or an alternative language please contact (ENTER CONTACT DETAILS HERE)”		
If any of the above have not been implemented, please state the reason: Click here to enter text.		

Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Wendy Proctor	Designated Nurse Adult Safeguarding	19/07/2021
Presented to (Appropriate Committee)		Publication Date
Quality and Safety Committee		October 2021

Publishing

This screening document will act as evidence that due regard to the Equality Act 2010 and the Public Sector Equality Duty (PSED) has been given.

If you are not completing 'STEP 2 - Equality Impact Assessment' this screening document will need to be approved and published alongside your documentation.

**Please send a copy of this screening documentation to:
NECSU.Equality@nhs.net for audit purposes.**