
# Ashton St. Peter's C of E V.A. Primary School

# Supervision Policy

Last updated: July 2025

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## Statement of Intent

Safeguarding pupils remains complex and challenging. Effective supervision is essential for ensuring staff are confident and supported when dealing with safeguarding issues. Supervision also highlights areas for policy and training improvements.

At Ashton St. Peter's, we are committed to providing structured, consistent, and supportive safeguarding supervision. Through this policy, we aim to maintain the highest standards of child protection by ensuring our staff are reflective, resilient, and professionally supported.

**Signed by:**

Headteacher: _____ Date: _____

Chair of Governors: _____ Date: _____

## 1. Legal Framework

1.1. This policy is informed by the following statutory guidance: - DfE (2024) 'Keeping Children Safe in Education' - DfE (2023) 'Working Together to Safeguard Children'

1.2. It is underpinned by the following legislation: - Children Act 1989 - Children Act 2004 - Education Act 2002 - Education (Health Standards) (England) Regulations 2003 - Safeguarding Vulnerable Groups Act 2006 - Education (Pupil Registration) (England) Regulations 2006 (as amended) - Data Protection Act 2018 - UK General Data Protection Regulation (UK GDPR) - Online Safety Act 2023 - Domestic Abuse Act 2021

1.3. This policy operates alongside: - Child Protection and Safeguarding Policy - Complaints Procedures Policy - Data Protection Policy - Records Management Policy - Online Safety Policy - Staff Code of Conduct (2025 version)

## 2. Definitions

- **Supervision**: A regular, structured process in which staff receive support and guidance from trained safeguarding leaders.
- **Critical Reflection**: A process of evaluating practice, encouraging growth and identifying areas for improvement.
- **Sessions**: One-to-one or group safeguarding supervision meetings.
- **Safeguarding Supervision Lead**: The DSL (Designated Safeguarding Lead).

## 3. Roles and Responsibilities

*3.1. Headteacher:*

- Oversee implementation of this policy
- Support the DSL in coordinating supervision
- Monitor progress of supervisees
- Ensure regular and appropriate scheduling of supervision

*3.2. Safeguarding Supervision Team (DSL, DDSL, and SLT members):*

- Conduct effective supervision sessions
- Keep accurate and confidential records
- Provide constructive feedback
- Ensure safeguarding standards are met
- Attend regular safeguarding team meetings

*3.3. DSL:*

- Lead the safeguarding supervision process
- Identify staff requiring supervision
- Allocate supervisors
- Monitor supervision quality

- Liaise with the Headteacher regarding concerns or complaints

*3.4. Supervisees:*

- Attend sessions and engage honestly
- Contribute to agenda-setting
- Raise concerns early
- Take ownership of professional development

*3.5. All Staff:*

- Self-identify when supervision is needed
- Adhere to targets and feedback from supervision

## 4. Key Principles

Supervision will:

- Be pupil-centred and outcome-focused
- Be a shared responsibility, with agreed expectations
- Include reflection and learning
- Support safe, effective practice
- Promote staff wellbeing
- Align with professional standards
- Address diversity and inclusion

## 5. Effective Supervising

- Staff requiring supervision are identified through appraisals, incidents, and self-referral
- NQTs/ECTs and new staff receive compulsory supervision for their first year
- Supervisors and supervisees co-construct agendas
- Drop-in sessions are offered for informal support
- Supervisors remain updated via regular training
- Clear goals, actions and review dates are set

## 6. Recording

- Session records will:
    - Note topics, actions, and agreements
    - Be signed and dated

    - Be securely stored
    - Be retained in line with IRMS Toolkit and UK GDPR

## 7. Confidentiality

- Confidentiality is respected except where a safeguarding risk exists
- Information will be shared with the DSL, Headteacher or others where necessary to protect children
- Records are securely stored and only accessible to authorised personnel
- All staff follow the school's Data Protection and Safeguarding Policies

## 8. Frequency

- NQTs/ECTs and new staff: at least fortnightly
- Designated safeguarding staff: termly or as needed
- All others: at least every 6 weeks, or as agreed
- Frequency increases based on staff needs or case complexity

## 9. Critical Reflection

- Used to identify improvements in safeguarding practice
- Informs staff training, development, and policy updates
- Considered during appraisals and performance management
- Outcomes shared with the Headteacher and Governing Board

Supervision sits within a wider framework including: - Recruitment, induction, appraisals - Staff capability and wellbeing frameworks - Training aligned with workforce planning

## 10. Monitoring and Review

- Reviewed annually by the DSL, Headteacher and Governors
- Updates shared with all staff
- Next scheduled review: **July 2026**, or sooner if needed based on statutory changes