

## OP05

# Adult Safeguarding Supervision Policy



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## 1.0 Policy Statement (Purpose / Objectives of the policy):

The Royal Wolverhampton NHS Trust provides a range of community and acute health services to adult patients. The trust has a statutory accountability to safeguard adults who are at risk of or experiencing abuse, in both the acute hospital setting and the community.

The purpose of the Adult Safeguarding Supervision Policy is to promote and develop a culture that values and engages in regular safeguarding supervision. All aspects of this document regarding potential Conflicts of Interest should refer first to [OP109 - Conflicts of Interest Policy](#). In adhering to this Policy, all applicable aspects of the Conflicts of Interest Policy must be considered and addressed. In the case of any inconsistency, the Conflicts of Interest Policy is to be considered the primary and overriding Policy.

Policy to be read in conjunction with [CP53 Safeguarding Adults at Risk](#)

## 2.0 Definitions

**Adult** – Any person aged 18 or over.

**Safeguarding Adults** – 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 is 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.

**Safeguarding supervision-** Supervision is a term that is used to describe a formal and agreed process of professional support and learning which enables staff to develop their capacity to use their experiences to review practice, receive feedback on their performance, build emotional resilience and think reflectively about the effectiveness of the professional relationships they have formed with patients and their families. Safeguarding supervision is different from clinical supervision as it focuses purely on safeguarding practice and performance.

The Care Act 2014 Support and Guidance advises that regular face-to-face supervision and reflective practice is key when supporting staff to work confidently and competently when identifying and dealing with safeguarding situations.

**Adult Safeguarding-** Roles and Competencies for Health Care Staff (2018) states that: “Healthcare organisations must ensure that those who use their services are safeguarded and that staff are suitably skilled and supported” (pg. 5). Safeguarding supervision is a mechanism to facilitate this support. As well as instructing that all staff: OP05 / Version 1 / TMC Approval November 2021 3 “Understand how to access local safeguarding supervision, networks and support.” (pg. 17).

**A supervisee-** is the person who is supervised. A supervisor is a Named Nurse, Safeguarding Adults Nurse, or identified Safeguarding Supervisor who has completed a recognised Level 4 supervisor's course.

### 3.0 Accountabilities:

#### 3.1 The Chief Nurse –

- As the nominated Director/Executive Lead is responsible for coordinating the management of safeguarding.
- Ensures that the Board receives sufficient assurance on the effectiveness of the service. For the Board to have an awareness and understanding of the need for appropriate safeguarding supervision and support for staff.

#### 3.2 Head of Safeguarding –

- Manages the Children and Adult Safeguarding Service and provides expert leadership on all aspects of the safeguarding agenda.
- Is responsible for ensuring that the Trust has robust systems and processes in place for the protection and on-going support of adults and children. Training and supervision are in keeping with national legislation, procedures and recommendations.
- Able to provide, support and supervision for colleagues across the health community and named professionals.

#### 3.3 Safeguarding Adults Lead –

- Manages the Adult Safeguarding Service and provides leadership on all aspects of the safeguarding agenda.
- Will ensure that the Adult Safeguarding Service has the knowledge and skills to provide adult safeguarding supervision. Leads will be required to undertake safeguarding supervision training and to offer supervision to ensure appropriate reflective practice.
- Safeguarding Lead's to adhere to quarterly safeguarding supervision and ad hoc sessions when required. Safeguarding supervision sessions to be evidenced on supervision records (appendices [3](#) or [4](#)).
- Will ensure that this document is effectively implemented, and its guidance and principles embedded in practice.
- Will monitor safeguarding supervision compliance where applicable and report via Trust Safeguarding Group (TSG) and Integrated Care Board (ICB) via dashboard.
- To provide safeguarding supervision and support to junior members of the Safeguarding Adult Team.

#### 3.4 Safeguarding Adults Team –

- Will provide expert effective support and supervision to staff within RWT and have knowledge of different reflective models of supervision ([appendix 2](#)).

- Will act as a resource providing accessible, accurate and relevant information to all RWT staff.
- Employees within the safeguarding adult team to adhere to quarterly safeguarding supervision and ad hoc sessions when required. Safeguarding supervision sessions to be evidenced on supervision records (appendices [3](#) or [4](#)).
- Will take appropriate actions required following supervision (to include escalation or liaison with senior management).

### 3.5 RWT Employees –

- All RWT staff who receive adult safeguarding supervision will be aware of the policy and how it impacts on their practice.
- All Employees will know how to contact the Named Nurse / Safeguarding Nurse for guidance and support. This includes access to safeguarding supervision when required.

### 4.0 Policy Detail:

The adult supervision process will:

- Ensure that practice is consistent with multi-agency policy and procedures for the protection of adults with care and support needs in the West Midlands and the organisation’s own procedures.
- Ensure that the voice of the adult is heard and that “making safeguarding personal” is considered.
- Promote evidence-based practice.
- Provide a safe environment for reflection and professional challenge.
- Acknowledge the emotional impact of the work practitioners are undertaking.
  - Recognise and manage feelings and beliefs which may affect the safeguarding of adults.
  - Identify when a case needs to be escalated due to concerns about case progress or other aspects of case management, including ineffective multi agency working.
  - Ensure that sufficient time is allocated for the supervision to be carried out effectively. Supervision sessions to be evidenced on record data sheets (appendices [3](#) and [4](#)). It is the responsibility of the supervisee to keep record of their supervision sessions.
  - Reflect an ethos of equal opportunities, embrace diversity, and promote anti-oppressive practice as directed by the Equality Act 2010.

- Ensure that practitioners fully understand their roles and responsibilities. The process of safeguarding supervision will be underpinned by the principle that each staff member remains accountable for their own professional practice and that the supervisor will be accountable for the advice they give.
- A copy of the safeguarding supervision agreement ([appendix 1](#)) should be forwarded the safeguarding adults inbox: [rwh-tr.safeguarding-team@nhs.net](mailto:rwh-tr.safeguarding-team@nhs.net) for reference. Safeguarding supervision documents should be stored securely by both the Supervisor and Supervisee and are solely responsible for the paperwork.
- All Safeguarding Adult employees will be required to undertake quarterly safeguarding supervision (appendices [3](#) and [4](#)). Non-Safeguarding Adult Team staff will be offered ad hoc safeguarding supervision following emotive or complex cases.

#### 4.1 Confidentiality:

It is essential that those who receive supervision understand that while the sessions primarily are confidential (see appendix 1), they must also be aware that if any concerns arise during the sessions that may put an adult, child, or staff member at risk these concerns will be escalated through the appropriate safeguarding process. Professional practice concerns highlighted during supervision will also be escalated to the staff member’s manager and advice given to contact Human Resources (HR) Department for guidance if required.

#### 5.0 Financial Risk Assessment:

1	Does the implementation of this policy require any additional Capital resources	No
2	Does the implementation revenue resources of this policy require additional	No
3	Does the implementation of this policy require additional manpower	No
4	Does the implementation of this policy release any manpower costs through a change in practice	No
5	Are there additional staff training costs associated with implementing this policy which cannot be delivered through current training programmes or allocated training times for staff	No
	Other comments	

#### 6.0 Equality Impact Assessment:

An initial equality analysis has been carried out and it indicates that there is no likely adverse impact in relation to Personal Protected Characteristics as defined by the Equality Act 2010.

An equality analysis has been carried out and it indicates that:

Tick	Options
x	A. There is no impact in relation to Personal Protected Characteristics as defined by the Equality Act 2010.
	B. There is some likely impact as identified in the equality analysis. Examples of issues identified, and the proposed actions include:

**7.0 Maintenance:**

This policy will be reviewed every three years by the Adult Safeguarding Service or earlier if warranted by a change in standards, guidance, or legislation and or if changes are deemed necessary from internal source.

**8.0 Communication and Training:**

The importance of safeguarding supervision will be reiterated in the Adult Safeguarding training for all Trust staff as referred to in OP 41 Trust Mandatory Training Policy This safeguarding supervision policy will be disseminated via Trust Safeguarding Group (TSG) and a Trust wide bulletin sent out in the Trust Brief.

**9.0 Audit Process**

Criterion	Lead	Monitoring method	Frequency	Committee
Monitoring of safeguarding supervision compliance for specified roles.	Named Nurse for Safeguarding Adults	Monitoring of routine safeguarding supervision compliance.	A quarterly report will be produced.  Monthly report	Trust Safeguarding Group.  Black Country ICB

**10.0 References –**

- Department of Health and Social Care (2014) Care and support statutory guidance: <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>
- RCN (2018) Adult Safeguarding: Roles and Competencies for Health Care Staff: [Adult Safeguarding: Roles and Competencies for Health Care Staff | Royal College of Nursing \(rcn.org.uk\)](https://www.rcn.org.uk/Adult-Safeguarding-Roles-and-Competencies-for-Health-Care-Staff)
- RACN (2024) Adult Safeguarding: Roles and competencies for healthcare staff (second edition): [intercollegiate-documents-for-adults- 2024 .pdf \(icb.nhs.uk\)](https://www.icb.nhs.uk/intercollegiate-documents-for-adults-2024.pdf)
- Equality Act (2010): <https://www.gov.uk/guidance/equality-act-2010-guidance>

**Part A - Document Control**

<b>Policy number and Policy version:</b>  OP05 Version 2.1	<b>Policy Title</b>  Adult Safeguarding Supervision Policy	<b>Status:</b>  Final		<b>Author:</b> Naomi Smith (Safeguarding Adult Lead)  <b>Chief Officer Sponsor:</b> Chief Nursing Officer
Version / Amendment History	Version	Date	Author	Reason
	1	July 2021	Named Nurse Safeguarding Adults	To provide clear policy and expectation of required processes of supervision in safeguarding.
	2	July 2024	Safeguarding Adult Lead	3 yearly policy review.
	2.1	Sept. 2024	Safeguarding Adult Lead	Minor update made to Appendix 1.
<b>Intended Recipients:</b> This policy applies to all staff members who are directly employed by RWT who deliver or receive planned or ad hoc safeguarding supervision.				
<b>Consultation Group / Role Titles and Date:</b> Head of Safeguarding, Senior Managers, Service Leads, Clinical Commissioning Group, Trust Safeguarding Group (TSG).				
<b>Name and date of Trust level group where reviewed</b>		Trust Policy Group – September 2024 Trust Policy Group Virtual Approval – September 2024 – V2.1		
<b>Name and date of final approval committee</b>		Trust Management Committee – September 2024		
<b>Date of Policy issue</b>		September 2024		
<b>Review Date and Frequency</b> (standard review frequency is 3 yearly unless otherwise indicated – see section 3.8.1 of Attachment 1)		September 2027 (every 3 years)		
<b>Training and Dissemination:</b> Policy accessible via Intranet Mandatory Safeguarding Adults training Trust Safeguarding Group RWT Trust wide bulletin				
<b>To be read in conjunction with:</b>				
<b>Initial Equality Impact Assessment (all policies): Completed Yes / No Full Equality Impact assessment (as required): Completed Yes / No / NA</b> If you require this document in an alternative format e.g., larger print please contact Policy Administrator8904				
<b>Monitoring arrangements and Committee</b>		A quarterly report on safeguarding adult supervision compliance will be presented to the Trust Safeguarding Group and to ICB as part of the dashboard reporting		
<b>Document summary/key issues covered.</b> The Royal Wolverhampton NHS Trust has a statutory duty to safeguard and promote the welfare of adults who are experiencing or at risk of experiencing abuse and/or neglect. (Care Act 2014). The Care Act 2014 Support and Guidance advises that regular face-to-face supervision and reflective practice is key when				

supporting staff to work confidently and competently when identifying and dealing with adult safeguarding situations. This document outlines the process and expectations of supervisors and supervisees and provides documentation for the recording of supervision in safeguarding cases.

**Key words for intranet searching purposes**

Safeguarding service, Safeguarding adult, Safeguarding supervision. supervision



## Appendix 1

### Adult Safeguarding Supervision Agreement

<b>Name of Supervisee</b>	
<b>Name of Supervisor</b>	

#### Agency Expectations:

The Trust expects practitioners to be supervised regularly at a frequency determined in the main body of the policy dependant on role.

#### Key areas to be addressed during supervision:

To appraise existing programs of care and supportive packages, to ensure that they are sensitive to the current needs and protected characteristics of the adult and consider the importance of Making Safeguarding Personal.

To enable the practitioner to perform to the standards specified by their own professional body (see NMC Code of Conduct), Wolverhampton Safeguarding Together and RWT Trust policies and procedures.

To ensure the practitioner is clear about his/her roles and responsibilities within RWT and the multi-agency arena and confirm accountability for the work undertaken by the practitioner.

The health professional will be able to reflect in depth on issues affecting practice and thus be supported with personal and professional development towards achieving, maintaining and creatively developing and sustaining a high standard of practice.

#### As a Supervisee I agree to:

Prepare for the sessions by having a clear understanding of the case/theme(s) to be discussed and current concerns.

Take responsibility for making effective use of the time, including punctuality, and any actions taken as a result of supervision. Be willing to learn, to develop skills and be open to receiving support and challenge.

**As a Safeguarding Supervisor I agree:**

To offer you advice, support and supportive challenge to enable you to reflect in-depth on issues affecting your practice in relation to adult safeguarding.

To be committed to continually developing my competencies as a professional and safeguarding supervisor.

To keep all information revealed in the supervision sessions confidential, with the following exceptions:

- You disclose, or the supervision uncovers, any unsafe or unethical practice you are unwilling to address.
- You repeatedly fail to attend pre-arranged sessions and offer no explanation for non-attendance.
- Disclosure of a safeguarding incident that has not been reported through the appropriate channels.
- In case of concerns regarding professional abuse the Safeguarding Supervisor will follow internal and external protocols as regards management of allegations of professional abuse.

I will endeavour to support you to deal appropriately with the issue identified, alongside discussion with your line manager. An action plan will be developed and escalation will be considered should concerns remain unresolved.

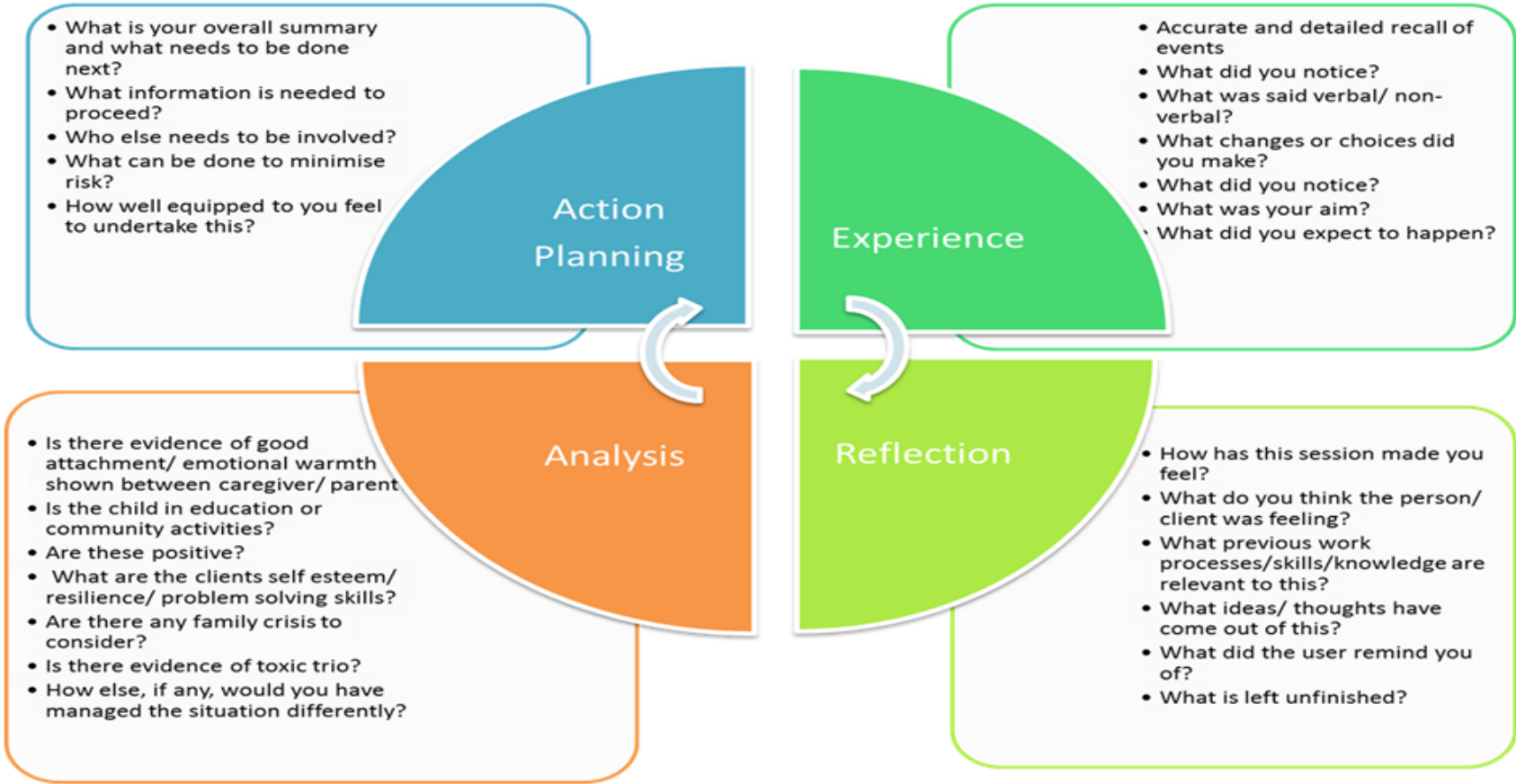
<b>Supervisor</b>	
<b>Signature</b>	
<b>Date</b>	
<b>PIN/Designation (or stamp)</b>	

<b>Supervisee</b>	
<b>Signature</b>	
<b>Date</b>	
<b>PIN/Designation (or stamp)</b>	

This agreement is to be reviewed at each supervision session.

Appendix 2

Kolb's Reflective Cycle



## The GROW Model (Whitmore, 1982)



## The GROW Model

### Appendix 3

#### Adult Safeguarding Supervision Record (Individual)

Name of supervisee	
Job role	
Work base	
Name of supervisor	
Date of session	
Duration	
Topics discussed	
Outcome/Action plan	
Evaluation/Learning	

**Appendix 4**

**Adult Safeguarding Supervision Record (Group)**

Date of supervision	
Name of supervisor	
Duration	

Staff Name	Role/Designation	Signature

Topics discussed	
Outcome/Action plan	