

May Blossom Farm CIC

Alternative Provision

Registered Office: 30 Bath Street, Rugby, Warwickshire

Phone: 07870 853725

Email: info@mayblossomfarm.co.uk

Website: <http://www.mayblossomfarm.co.uk>



Supervision Policy

Approved by:	Gill Press
Last reviewed on:	01/09/2025
Next review due by:	31/08/2026
Head of Alternative Provision	Gill Press
Deputy Head of Alternative Provision	Hannah Priest
Designated Safeguarding Lead (DSL)	Gill Press
Deputy DSL (DDSL)	Hannah Priest
Designated Safeguarding Trustee	Russell Breyer

This policy was ratified in Sept 2025 and will be reviewed in September 2026

Purpose

This policy sets out May Blossom Farm CIC's approach to professional supervision. Supervision provides a structured process to support staff in their roles, promote safe and effective practice, and ensure the highest standards of safeguarding and wellbeing for pupils.

Supervision ensures:

- Competent, accountable performance.
- Continuing professional development.
- Emotional and professional support.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Complaints Policy
- Whistleblowing Policy

Definition

Supervision is:

“A process in which one worker is given professional responsibility to work with another in order to meet certain organisational, professional and personal objectives: competent, accountable performance, continuing professional development and personal support.”

(Tony Morrison, 1993)

Why Supervision Matters

- Ensures the wellbeing and safety of children and young people.
- Supports staff in managing the demands of their role.
- Promotes reflective practice and professional growth.
- Provides accountability and oversight.
- Contributes to a culture of openness and safeguarding in line with *Keeping Children Safe in Education (KCSIE)*.

Aims of Supervision

Supervision at May Blossom Farm CIC will:

- Monitor and support safeguarding practice.
- Review caseloads, responsibilities, and decision-making.
- Provide space for reflection, analysis, and problem-solving.
- Identify training and development needs.
- Support staff wellbeing and resilience.

Roles and Responsibilities

Supervisors

- Prepare and structure supervision sessions.
- Provide constructive feedback.
- Promote reflective discussion.
- Keep accurate, confidential records.
- Escalate safeguarding concerns appropriately.

Supervisees

- Attend scheduled sessions punctually.
- Engage honestly and openly.
- Reflect on practice and bring relevant issues.
- Follow through on agreed actions.

Boundaries and Confidentiality

- Supervision is a professional space; personal issues may be discussed only where they impact work.
- Confidentiality will be maintained unless safeguarding, professional misconduct, or risk issues require escalation.
- Supervision records will be stored securely with access limited to designated staff.

Format and Frequency

- Frequency: At least once every half term for all staff working directly with pupils. Additional sessions may be arranged as needed.
- Duration: Typically 45–60 minutes.
- Location: In a private, interruption-free setting.
- Format: Sessions will follow Morrison's 4x4x4 model (Management, Development, Support, Mediation) and Kolb's reflective cycle (Experience, Reflection, Analysis, Action).

Recording

- A supervision record will be completed after each session using the agreed template.
- Records will include key points discussed, agreed actions, and timescales.
- Where case management is discussed, this will be clearly documented.
- Records will be signed by both supervisor and supervisee.

Resolving Disagreements

- Disagreements should be discussed openly in supervision.
- Where unresolved, they may be escalated to the Designated Safeguarding Lead (DSL) or senior management.

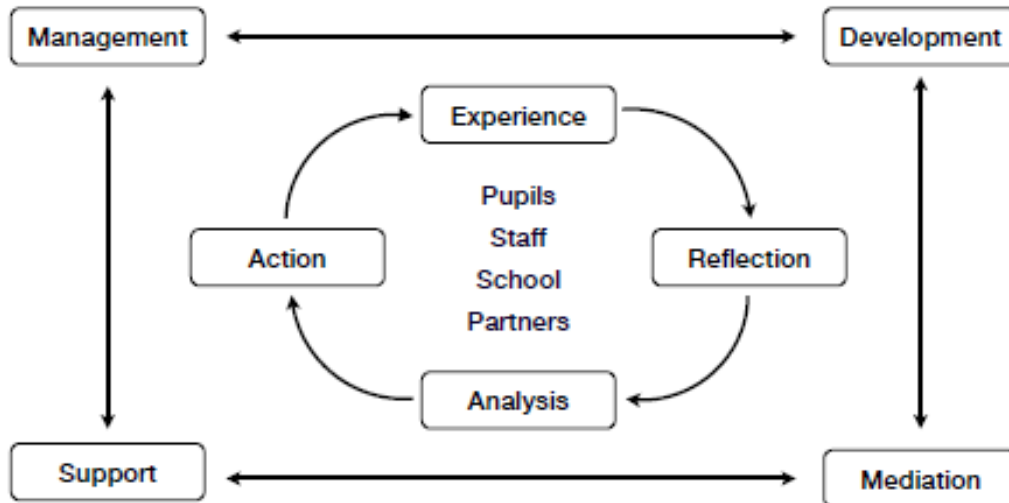
Support for Supervisors

Supervisors will have access to training, peer supervision, or external consultancy where necessary to ensure their role is effective and sustainable.

Monitoring and Review

- This policy will be reviewed annually.
- Implementation will be monitored through feedback from staff, record audits, and safeguarding reviews.

Morrison's 4x4x4 Model of Supervision



Morrison	
Management	
Professional Development	
Mediation	
Emotional Support	

Kolb's Learning Cycle	
Experience	
Reflection	
Analysis	
Action	

Supervision Record (Staff)

	Experience	Reflection	Analysis	Actions and Plans
Issues related to Management				
Issues related to Professional Development				
Issues related to Emotional Support				
Issues related to Mediation				