



Astrea Academy Trust

Clinical Supervision Policy

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Written by	Director of Inclusion
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1. Introduction and Purpose

- 1.1. Clinical supervision is an activity that supports staff and encourages professional development with the aim of improving client care, whether pupil or staff member.
- 1.2. Astrea Academy Trust recognises the importance of clinical supervision for all active Counsellors and Educational Psychologists delivering care and support to pupils and staff, to enable continuous improvement in the delivery of high quality care.
- 1.3. Every active Counsellor and Educational Psychologist, employed by Astrea, delivering care and support to pupils and staff in Astrea is expected to undertake clinical supervision. The Executive Director takes responsibility to support this expectation.
- 1.4. For active Counsellors and Educational Psychologists, employed outside the Trust, it is an expectation that independent clinical supervision is sought to ensure adherence to BACP regulations.¹
- 1.5. The purpose of this policy is to outline the expectations on practitioners and line managers in relation to clinical supervision across the Trust. It confirms the arrangements for clinical supervision and how this is recorded and monitored.
- 1.6. The policy acknowledges that due to the fact that practitioners are working in education, additional safeguarding training and support will be needed. Practitioners should refer to the **Astrea Safeguarding Policy** for further information.
- 1.7. The policy is underpinned by the DfE(2016) Counselling in Schools: Blueprint for the Future and the BPS (2019) Quality Standards for Educational Psychology Services.

2. Scope and Definition

- 2.1. Clinical supervision involves Counsellors and Educational Psychologists meeting regularly to reflect on practice with the intention of learning, developing practice and providing high quality, safe care to pupils and staff accessing the service. It is an opportunity to:
 - Reflect and review practice;
 - Discuss individual cases in depth, on an anonymous and confidential basis; and
 - Change or modify their practice and identify training and continuing development needs.
- 2.2. Clinical supervision is different to line management; however, line management discussions could occur within the same session.
- 2.3. Clinical supervision is protected time for both supervisor and supervisee and is used to discuss issues relevant to clinical practice. It includes time for structured reflection and facilitates learning and continuing professional and quality development.

3. Approach

- 3.1. All Counsellors and Educational Psychologists are expected to access clinical supervision monthly.
- 3.2. There are a number of different models of supervision available which include:

¹ <https://www.bacp.co.uk/membership/supervision/>



- One to one meetings with a clinical supervisor – this may include reflecting on a specific case or a caseload review. One to one meetings can be undertaken either face-to-face or remotely through TEAMS;
 - Group meetings – larger group meeting, perhaps as part of an Education and Inclusion team focus group or strategy day, or as part of a multidisciplinary team;
 - Network groups – smaller group of individuals from across the Therapeutic service who meet up regularly to explore issues of mutual interest, led by the Senior Counsellor and/or the Senior Educational Psychologist
- 3.3. The approach to supervision is agreed with the Executive Director under the guidance of the Senior Counsellor and Senior Educational Psychologist.
- 3.4. Prior to clinical supervision taking place, a formal agreement is recorded which identifies the supervisor's and supervisee's responsibilities, as per **appendix 1**.
- 3.5. Supervision is a confidential process. However, a summary of discussion and agreed action points are recorded and retained by the supervisee.

4. Roles and Responsibilities

4.1 The **Executive Board of Astrea** are responsible for:

- Ensuring appropriate models of clinical supervision are in place for all active Counsellors and Educational Psychologists;
- Ensuring that there are systems in place to monitor service compliance with clinical supervision;
- Confirmation of adherence to clinical supervision requirements on a regular basis.

4.2 The **Senior Educational Psychologist and Senior Counsellor** are responsible for:

- Agreeing the appropriate model of supervision for their team and in collaboration with the Executive Director;
- Ensuring all active Counsellors and Educational Psychologists are aware of the expectation to attend monthly clinical supervision as agreed with the Executive Director and are facilitated to attend;
- Ensuring all active Counsellors and Educational Psychologists are aware of their requirement to record their clinical supervision as per **appendix 2**;
- Monitoring the attendance of Counsellors and Educational Psychologists at clinical supervision and report on compliance to Trustees, as requested;
- Ensuring that there are sufficient numbers of trained supervisors available within the service to deliver high quality supervision.

4.3 **Educational Psychologists and Counsellors** (supervisees) are responsible for:

- Ensuring they identify, with the support of their line manager, a suitable supervisor and agree the dates for their supervision sessions in advance;
- Preparing for supervision sessions, including identifying issues from their practice for discussion;
- Taking responsibility for the outcomes and actions taken as a result of the supervision;
- Keeping a written record of their supervision sessions;



- Where appropriate, record any decisions or outcomes of supervision discussions in pupil / staff record files.

4.4 **Supervisors** are responsible for:

- Ensuring they are sufficiently trained and able to provide details of their training records;
- Being supportive and facilitating the supervisee to identify issues, manage their response to their practice and identify personal and professional development needs;
- Ensuring there is a supervision contract in place so that supervisor and supervisee are clear about roles, responsibilities and boundaries;
- Keeping a record of supervision sessions, reviewing actions and ensuring the supervisee records the sessions;
- Ensuring they appropriately share information where there are serious concerns regarding the conduct, competence or health of a Counsellor or Educational Psychologist;
- Signposting the supervisee to access the specialist safeguarding supervision through the Deputy Director of safeguarding for the Trust, where this is appropriate;
- Discuss any recurrent non-attendance at supervision with the relevant line manager or the Executive Director if appropriate.

5. Training

- 5.1 Due to the specialist need of clinical supervision, only existing trained supervisors are utilised to provide supervision to Counsellors and Educational Psychologists.
- 5.2 Clinical supervision is currently undertaken by externally accredited supervisors through either the University of Leeds or HCPC accredited practitioner, Mr David Dickison, who provides services through a Service Level Agreement (SLA), reviewed annually.

6. Success Criteria and Monitoring

- 6.1 The Educational Psychologist and Senior Counsellor will report compliance with supervision to the Executive Director through line management meetings.
- 6.2 The Executive Director will report compliance to the Chief Executive Officer and Trustees, as required.

7. Review

- 7.1 This policy may be reviewed at any time at the request of any colleague, but will automatically be reviewed 3 years from initial approval and thereafter on a triennial basis unless organisational changes, legislation, guidance or non-compliance prompt an earlier review.

Glossary

BACP: British Association for Counselling and Psychotherapy

BPS: British Psychological Society

DfE: Department for Education



Appendix 1 : Supervision Contract Template

The contract for agreeing supervision is intended to ensure all active Counsellors and Educational Psychologists access regular clinical supervision.

Clinical supervision should be undertaken a minimum of every month for all active Counsellors and Educational Psychologists.

Supervisor's Responsibilities and Expectations

- The supervisor will meet with the supervisee a minimum of every month, these will commence on [enter date here] and will be located in a confidential space which is appropriate and free from distraction and/or conducted through TEAMS.
- To undertake an open and honest discussion with regards to cases that colleagues are working with.
- Support and professional challenge will be given and supervision will be documented.
- Discussion around team work and training will be included.
- Seek specialist safeguarding supervision, through the Deputy Director of Safeguarding, for the supervisee where this may be indicated as an outcome of supervision.

Supervisee's Responsibilities

- Organising their clinical supervision.
- Open and honest discussion with regards to cases that the staff are working with and have responsibility for.
- Implement actions to be taken as an outcome of supervision.
- Agree to inform other professionals where they are involved with pupils / staff of any information that may impact on a pupil or staff member's safety. Discuss the appropriate referral to other agencies where this is indicated.
- To ensure all relevant information is documented.
- Keep records of supervision for audit purposes.
- Escalate or seek specialist supervision from the Deputy Director of Safeguarding for complex safeguarding cases.

Supervisee signed:

Date:

Supervisor signed:

Date:

This contract should be reviewed on an annual basis.

Date of contract review:



Appendix 2 : Clinical Supervision Record Template

Date of Supervision: _____

Staff Name: _____

Supervisor Name: _____

Pupil / Staff Identifier	Issues	Actions	Progress / Outcome