

# Procedure for recording and storage of supervision notes (including electronic storage) for Children's Social Care & Safeguarding staff

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# 1. Introduction

1.1 This procedure:

- applies to all staff responsible for supervision records within Children's Social Care and Safeguarding (CSC&S);
- advises on how to record service user details within supervision notes (this includes foster carers and adopters);
- advises on the use of electronic signatures;
- details where and how to store supervision notes;
- details requirements in relation to retention of supervision notes;

1.2 This procedure should be read in conjunction with CSC&S supervision policy and WCCs Information Framework especially in relation to data protection, confidentiality and the security of client and staff personal/sensitive information.

## 2. Anonymizing client details

2.1 Do not use the name of any service user or members of their family within supervision records;

2.2 Do not use addresses or any other information that, if taken together, could identify the location of the service user;

2.3 At the beginning of any discussion about a service user within supervision records, only the client ID number (currently Carefirst) should be used to identify the service user.

2.4 Use the service user's initials within the body of the supervision record when discussing or referring to the service user.

## 3. Signature, storage and format

3.1 When supervision notes are completed, they should be printed and signed by both the supervisor and supervisee. The signed supervision notes should then be scanned and stored into HRER by the supervisor in the Safeguarding

121 notes area. If the supervision notes have electronic signatures, the email sent to the supervisee attaching the signed notes must be kept as confirmation of the signature. The email can be stored on HRER or within google email account.

- 3.2 Identical copies of the signed supervision record must be kept by the supervisee (electronic or paper).
- 3.3 If a paper record of the supervision record is kept by the supervisee then it must be kept secure and in a locked cabinet
- 3.4 Hard copies can be scanned into email accounts and stored electronically if preferred.
- 3.5 If the supervision record is to be stored electronically, these should be stored securely and password protected within the secure G: Drive area.
- 3.6 Supervisors are not permitted to keep or store paper copies of supervision notes. Children's Social Care and Support have a 1:1 folder on HRER in order to maintain security and confidentiality of supervision records. All supervision notes should be recorded onto HRER by the supervisor. All references to service users must be anonymized as detailed in Section 2 above. Failure to do so is a breach of data protection and may result in disciplinary action.

## **4. How to name your supervision notes**

- 4.1 In order to run reports on the frequency of supervision, supervision notes must be named consistently.
- 4.2 The correct format is:-

"121 Jo Bloggs (name of supervisee) on 10OCT2016 (DDMMYYYYY)

## **5. Retention**

- 5.1 Any supervision record relating to a service user must be copied onto the client electronic record system (currently carefirst) using the supervision form. This does not include any hours as part of the workload management system, which is for internal use only. Retention timescales for service user records are managed within management of the service users file.
- 5.2 Where supervision notes record information relating to children – these records must be retained for 25 years. Further guidance on standard

retention and disposal schedules can be found on the [Information Management](#) retention pages.

- 5.3 Following the Goddard Inquiry into historical incidents of child sexual abuse all staff must follow the instructions from the Chief Executive and the addendum to the Local Authority's standard retention and disposal schedules. Further guidance on Goddard can be found on the [Information Management](#) retention pages.

## **6. Monitoring and review**

- 6.1 These procedures will be monitored and reviewed annually by Calvin Smith, b Service Manager, Children's Social Care & Safeguarding (North)

## **7. Further Information**

- 7.1 Please contact Calvin Smith, Service Manager, Children's Social Care & Safeguarding (North) for any advice or questions on 01926 413383 or 07780800421.
- 7.2 Please also see CSC&S supervision policy and [WCCs Information Framework](#).