Supervision protocols

1) The Ministry of Parenting (CIC) follow all the good practice and legal polices and produces policies and procedures. The Ministry of Parenting (CIC) policies include:

- **Confidentiality Policy**
- **Equal Opportunities Policy**
- **Safeguarding and Child Protection Policy**
- **Domestic Violence Policy**
- **Lone-Working Policy**
- **Complaints Policy**
- **Young People's Policy**
- **Information and Governance Policy**
- **Complaints Policy**
- **Protection of Vulnerable Adults Policy**
- **Information Governance Policy**

2) The Ministry of Parenting (CIC) employees are covered by:

- **Professional Indemnity Insurance**
- **Public Liability Insurance**
- **Contents Insurance (business Insurance)**

3) Any concerns raised in the supervision session which may affect the supervisees practice will be shared with both the supervisee and the supervisee's manager

4) Issues regarding the logistical arrangements of a parenting group are the responsibility of the supervisee and their manager. These issues may be discussed within a supervision session but the coordination of logistical issues is the supervisee's responsibility

5) All agreed arrangements for supervision are placed in writing before the supervision commence

Our expectations of the supervisee

1) That the supervisees arrive on time

2) That the supervisees bring to the session one or more of the following:

- Clear outcome of issues they which to be discussed
- Case study examples
- Videotape of group session with segments noted for review (if appropriate)
- Group leader process checklists (IY only)
- Parents' individual goals (first session)
- Parent weekly evaluation forms and attendance list
- Protocols/session overview checklists completed (programme choice)

3) Any child protection/vulnerable adult issues will be addressed both at supervision and with the supervisee's service manager, and will be documented accordingly.

If you have any further queries regarding any of the information detailed here then please do contact us or visit us on www.theministryofparenting.com.