

## Supervision as a Fitness to Practise Condition

**This factsheet will help registered workers and employers understand what supervision conditions mean on a worker's registration.**

We are committed to promoting equality and valuing diversity.

We want our processes to be fair, transparent, and objective.

Please contact the person who sent you this factsheet if you need this document in a different format or to discuss how we can help you further.

We want to know if you are affected by illness, disability or any other factor which may fall into the category of protected characteristics and that may impact on our investigation process in any way.

Protected characteristics can mean, age, disability, gender reassignment, marriage and civil partner, pregnancy, race, religion, sexual orientation, according to the Equality Act 2010.

Supervision is a condition that we can place on a worker's registration at the end of a fitness to practise investigation or as a temporary condition while we undertake further investigation. This helps us to manage risk and support a worker's learning and development until they can show that they have the knowledge and skills to carry out their role competently and safely.

The requirements of the supervision will depend on the facts of the case and the behaviour of concern. For example, we may ask for:

- a supervision discussion to show a worker's understanding of key policies and procedures. A worker must be able to show that they understand why procedures are in place and what they mean for them in their area of practice. Depending on the nature of the concerns, this could relate to areas such as professional boundaries, supporting people with finances, accepting gifts or loans, use of social media, record keeping etc.
- a supervision discussion to show a worker's understanding of the importance of adhering to individual care and support plans, including risk assessments. A worker must be able to explain how they are using their knowledge of individual care and support plans to provide good person-centered care. This could include, for example, how they support individuals displaying stressed and distressed behaviour.
- increased supervision to support the management of a health condition. The worker must be open and honest with their employer about any issues that may be affecting their work and what reasonable support and adjustments can be considered.

- a supervision discussion to evidence a worker's knowledge and understanding of the SSSC Codes of Practice and the National Health and Social Care Standards. A worker must be able to explain how they are meeting these standards in their practice. We may ask for the discussion to focus on specific parts of the SSSC Codes of Practice or the National Health and Social Care Standards, depending on the behaviour of concern.

## **How will a worker know what they need to do?**

The details of any conditions on a worker's registration will be in the Notice of Decision. We will send this to the worker and their current or most recent employer when we impose a temporary condition or at the end of a worker's fitness to practise investigation.

## **Responsibilities**

Workers are responsible for meeting any condition(s) placed on their registration. However, supervision is a two-way process and an area where a worker's employer can play a valuable and essential role.

The SSSC Codes of Practice include the following responsibilities for both social service workers and social service employers relevant to support and supervision.

Employers must:

- 3.4. Support workers who need to be registered with the SSSC to meet the conditions of their registration and the requirement for continuous professional learning and development.
- 3.7. Provide effective and regular supervision that enables workers to develop and improve practice through reflection and feedback.
- 4.12. Support workers whose fitness to practice may be impaired and provide clear guidance about any restrictions on their work.

Workers must:

- 5.1. Meet relevant standards of practice and work in a lawful, safe, and effective way.
- 5.5. Prepare for and engage in supervision to reflect on their development, learning needs, well-being, and practice.
- 5.12. Invite and listen to feedback from individuals, carers and others and use this to improve their practice.

As the purpose of a supervision condition is to protect people and manage risk, you may need to make changes to routine supervision or introduce extra supervision to cover the requirements detailed in the fitness to practise condition.

You may want to record each session on a new template, using the headings set out in the supervision condition. The level of discussion and detail in the supervision record needs to be enough to show that the worker meets the requirements of the condition.

Here is an example, however it's not necessary to use this layout, as long as you record the detail of the sessions and discussion to meet the requirements of the specific condition.

<b>Condition topic</b>	<b>Discussion/ learning</b>	<b>Feedback/ comments</b>	<b>Any action required / agreed / timescales</b>
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We ask workers to provide proof that supervision has taken place in the form of supervision records. The worker is responsible for sending each supervision record to [ftp@sssc.uk.com](mailto:ftp@sssc.uk.com). These records must be signed and dated by both the worker and employer. The Notice of Decision will specify how frequently you need to send us the records.

## Things to check/be aware of

- The start and end date of the condition.
- The required frequency of the supervision.
- The timescales for sending notes of the supervision sessions to the SSSC.
- That all supervision discussions take place and cover the requirements as set out in the condition.
- That the supervision notes are detailed enough to enable the worker to evidence their learning and development to meet the requirements of their condition.

## Further support

A member of our Registration Hearings and Improvement (Sector) Team will contact the worker at the start of their condition to offer support and guidance. Please contact the team at the earliest opportunity at any time if you have any questions or concerns regarding conditions. They will be happy to help both workers and employers. Please email [ftp@sssc.uk.com](mailto:ftp@sssc.uk.com)

Please mark all correspondence and queries regarding conditions for the attention of the SSSC RHI Sector Team.

## More information

Find more information about our fitness to practise processes on our website: [www.sssc.uk.com](http://www.sssc.uk.com)

You may also find these documents helpful:

- [Fitness to Practise Factsheet 3 - Sanctions](#)
- [SSSC Supervision Learning Resource](#)

If you would like a printed copy of any document, please contact your caseholder.