

Annual Return 2022/2023

Provider Information to be published

The following information relates to information CIW held about this provider and its associated services on the 31st March 2023.

This section has been completed for you. There are no actions to complete. This information displayed will be included in the published Annual Return.

Provider name:	Mary Griffiths	
The provider was registered on:	15/08/2018	
The following lists the provider conditions:	There are no imposed conditions associated to this provider	
The regulated services delivered by this provider were:	Ty Melin Residential Home for the Elderly	
	Service Type	Care Home Service
	Type of Care	Adults Without Nursing
	Approval Date	15/08/2018
	Responsible Individual(s)	Mary Griffiths
	Manager(s)	Claire Griffiths
	Maximum number of places	34
	Service Conditions	There are no conditions associated to this service

Training and Workforce Planning

Describe the arrangements in place during the last financial year for identifying, planning and meeting the training needs of staff employed by the service provider	We have an in house induction programme. All mandatory training will be booked during the induction process. We use an online training provider Learn2Excel and offer many specialist courses such as Dementia and Catheter Care. We use Educ8 and ACT for NVQ training and CCC for some mandatory training. We identify the training needs of staff at supervision sessions, appraisals and with on-going discussion with the staff. We have a training matrix online to ensure that training is monitored.
Describe the arrangements in place during the last financial year for the recruitment and retention of staff employed by the service provider	We have a recruitment policy and procedure in place with the aim of attracting the most suitable staff for our care setting. We have a detailed job description and person specification for each job role. We have advertised for staff using Indeed recruitment and also received enquiries direct to the home. We do not have a high turnover of staff we have staff that have been with us for over 20 years. Over the past year we have had 3 members of staff leave and employed 5 new staff members.

Service Profile

Service Details

Name of Service	Ty Melin Residential Home for the Elderly
Telephone Number	02920230657
What is/are the main language(s) through which your service is provided?	English Medium
Other languages used in the provision of the service	

Service Provision

People Supported

How many people in total did the service provide care and support to during the last financial year?	40
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Fees Charged

The minimum weekly fee payable during the last financial year?	820.47
The maximum weekly fee payable during the last financial year?	881.52

Complaints

What was the total number of formal complaints made during the last financial year?	0
Number of active complaints outstanding	0
Number of complaints upheld	0
Number of complaints partially upheld	0
Number of complaints not upheld	0
What arrangements were made for consulting people who use the service about the operation of the service during the last financial year?	<p>We hold regular meetings with residents to gather feedback on the care provided. We ask their opinions and ask for ideas and suggestions on where they think we could make improvements and where they feel we are doing well.</p> <p>Questionnaires on the quality of the service are given to residents, families, health care professionals and staff. The results are collated and used as part of the quality assurance report.</p> <p>We have put in place a suggestion box for residents, staff, families and health care professionals to use.</p> <p>RI visits are used to consult with residents gather feedback on the service provision and reports are written. Discussions take place at RI visits with resident, staff and families.</p> <p>We have a notice board advertising events and activities that are taking place this is updated regularly.</p>

Service Environment

How many bedrooms at the service are single rooms?	32
How many bedrooms at the service are shared rooms?	1
How many of the bedrooms have en-suite facilities?	31
How many bathrooms have assisted bathing facilities?	5
How many communal lounges at the service?	4
How many dining rooms at the service?	1
Provide details of any outside space to which the residents have access	<p>The residents have access to the garden area where there are several patio areas with tables and chairs available also gazebos to provide shade during the summer months.</p> <p>There are benches scattered around for residents to use, there is wall art and pots with flowers and plants making it a pleasant area to sit.</p> <p>The garden is accessible to all residents with a ramp between different areas of the garden.</p> <p>There are facilities available for the staff to hold BBQ's for the residents.</p> <p>There is a covered area with seating for any residents who wish to smoke.</p>
Provide details of any other facilities to which the residents have access	<p>There are several spacious lounges available for residents to access which include a television lounge or quieter lounge for reading. There is a welcoming dining room where many activities such as bingo take place.</p> <p>Residents have access to a hairdressing salon, with the hairdresser attending the home every week.</p> <p>The residents have access to the local community, which includes local shops, parks and local churches. Some of the residents are able to access these facilities themselves whilst other residents are supported by staff to access the local community.</p>

Identify any non-verbal communication methods used in the provision of the service

Picture Exchange Communication System (PECS)	No
Treatment and Education of Autistic and related Communication-handicapped CHildren (TEACCH)	No
Makaton	No
British Sign Language (BSL)	No
Other	No

Statement of Compliance

The Responsible Individual must prepare the statement of compliance.

CIW have published [guidance](#) on completing the quality of care review which provides advice on what could be contained within the statement of compliance.

Set out your statement of compliance in respect to the four well-being areas below.

The extent to which people feel their voices are heard, they have choice about their care and support, and opportunities are made available to them.

We involve residents in all areas of the care and support planning process. The resident, their family or representative will be involved in the planning and implementation of the care plan. This will include personal care and support needs, communication, emotional, social, cultural, religious and spiritual needs to establish their personal outcomes and aspirations.

Residents are given choices in all areas of their care and support needs in such things as when to go to bed and when to get up. Where they like to spend their day and how.

Wherever possible we keep the resident with the GP of their choice to ensure continuity of care.

Reviews of the care plan will take place regularly which will include the resident and their family.

We hold residents meetings on a regular basis where the residents are encouraged to put forward their views on all aspects of living at Ty Melin, they are encouraged to put forward ideas on things such as menu choices, activities available and the care and support they receive.

Residents are kept up to date during resident meetings on any changes that are happening within Ty Melin and any changes that are planned.

We send out quality assurance questionnaires to residents, families or representatives, staff and health care professionals as part of our quality monitoring programme to gather feedback and make improvement.

We have a suggestion box so that residents, families, staff and health care professionals can make comments or suggestions.

As RI I visit the home regularly and have discussions with residents regarding their experiences living at Ty Melin and any improvements are made to the care delivered if necessary.

As RI I will write a report every three months on the findings of these discussions. This all feeds into the continued service improvement at Ty Melin.

With the aid of our quality assurance monitoring, care planning and ongoing discussions with residents we can make sure that residents views and choices are respected and met.

<p>The extent to which people are happy and supported to maintain their ongoing health, development and overall wellbeing. For children, this will also include intellectual, social and behavioural development.</p>	<p>Residents are fully involved in decisions about their care. Care plans are designed with the involvement of the resident, the family, the care team and Health Care Professionals. We design the care plan so that it is person centred and consideration is given to all aspects of a residents care including social, physical, emotional and cultural wishes and needs.</p> <p>Care plans are reviewed regularly when required but at least every three months, with the involvement of the resident and their family/representative and changes made when needed with the agreement of the resident</p> <p>We engage with GP surgeries, district nurses, mental health teams, community dentist's etc. We ensure that the residents have access to ongoing support for their health and well being.</p> <p>We are visited by our local GP every two weeks who will conduct a round and visit residents in need of changes to their medication or health care requirements and will hold consultations with residents requiring medical assistance.</p> <p>We support residents to access health care and accompany them to hospital appointments if request to do so by the resident and their family.</p> <p>By supporting residents with their health care needs we can ensure that they have the best possible outcomes.</p> <p>We have an activities programme that is currently being improved to include a co-ordinator which promotes social interactions and experiences for residents. We offer many activities including bingo, board games, movie afternoons, karaoke and music and movement. We have a company attend the home who undertakes arts and crafts activities with residents and we have won many competitions for the artwork produced by the residents.</p>
<p>The extent to which people feel safe and protected from abuse and neglect.</p>	<p>We have policies and procedures in place to ensure that all staff are alert to the potential indicators of abuse and neglect and know how to act on these concerns and know the contact details of the local safeguarding team. Staff understand the many possible forms of abuse and neglect including physical, financial, sexual, psychological, neglect and self neglect.</p> <p>All staff must have completed appropriate training to enable them to register with SCW. We currently have 20 members of staff registered with SCW.</p> <p>Ty Melin operates a safe recruitment processes in line with national and local guidance including disclosure and barring, references are secured on any new employee before an offer of employment is made. We also require our staff to provide us with photographic ID.</p> <p>Residents and their families are made aware of and given information on how to make a complaint should they have any concerns.</p> <p>We promote an environment of openness and transparency so that individuals can feel confident in reporting any suspected instances of abuse and neglect.</p> <p>Residents know the staff well and have built strong relationship with them and know that they could discuss any issue and that it would be dealt with kindness and understanding and in a confidential manner.</p> <p>We use DOLS (Deprivation of Liberties) when needed to protect vulnerable people in our care setting. It safeguards residents to ensure that their liberty is protected. We want our residents to feel safe and feel free from any form of abuse. The number of people currently under DOLS is 10.</p> <p>We have a key pad entry system on the front door so as to monitor anyone entering and leaving the building and ensuring that our residents are protected. Visitors are asked to sign in and out of the visitors book for security reasons as well as a fire precaution. Identification is sought from people when entering the home if they are not already know as a regular visitors.</p> <p>There are alarms on external doors to alert staff if a confused resident exited via a route other than the front door.</p>

The extent to which people live in accommodation that best supports their wellbeing and achievement of their personal outcomes.

The accommodation is appropriate for the residents in Ty Melin there is a 8 person lift for ease of access around the home and several stair lifts. There are hand rails fitted around the home to assist residents with mobility. We have sunny lounges. TV lounge and quiet spaces.
 We have several bathrooms that have assisted bathing facilities. 31 of the 33 bedrooms have ensuite bathrooms giving residents privacy and comfort.
 There are choices of bathing facilities available baths with hoist seats, walk in showers and showers with seating.
 We use sensor mats if needed in the residents bedrooms to alert staff if a resident who may be at risk of falls gets out of bed. All bedrooms are fitted with a nurse call system so that residents can ring for staff assistance 24 hours a day.
 Residents are able to lock their doors to their own personal bedrooms if they wish to do so.
 The furniture around the home is laid out to ensure that residents are able to move freely around the home without any obstacles in their way.
 Residents are able to bring their own furniture to Ty Melin so as to have familiar things around them and help to make them as comfortable as possible.
 The decor is pleasantly decorated in neutral colours making the home feel light and airy. Maintenance is carried out regularly by a handyman who has been visiting the home for many years.

The following section requires you to answer questions about the staff and volunteers working at the service.

Number of posts and staff turnover

The total number of full time equivalent posts at the service (as at 31 March)	20
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The following section requires you to answer questions about each staff type including information about the number of filled and vacant posts, the training undertaken, the contractual arrangements in place and the qualifications of those staff.

The information entered should relate to the period during which the staff member has been working for the provider only.

Staff Type	Service Manager	
	Does your service structure include roles of this type?	Yes
	Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.	
	Filled and vacant posts	
	No. of staff in post	1
	No. of posts vacant	0
	Training undertaken during the last financial year for this role type. Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.	
	Induction	0

Health & Safety	1
Equality, Diversity & Human Rights	1
Infection, prevention & control	1
Manual Handling	1
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	0
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	Emergency First Aid, Covid Medication Administration training, Duty of Care, Duty of Candour, COSHH, Legionella, Introduction to Sepsis, DOLS, Catheterisation training, Managing Challenging Behaviour, Falls Prevention, Palliative end of life care, Person Centred Care, Time Management, Bullying and Harassment, Staff Appraisal Skills, Information Governance, Communication and record keeping, Fire Warden Training.
Contractual Arrangements	
No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0
Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	1
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	0
Deputy service manager	
Does your service structure include roles of this type?	Yes
Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.	
Filled and vacant posts	
No. of staff in post	1
No. of posts vacant	0

Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

Induction	0
Health & Safety	1
Equality, Diversity & Human Rights	1
Infection, prevention & control	1
Manual Handling	1
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	0
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	Person centred Care, Catheterisation awareness, Dols, Legionella, Emergency First Aid, Duty of Candour, Coronavirus awareness and Infection Control, COSHH

Contractual Arrangements

No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0

Outline below the number of permanent and fixed term contact staff by hours worked per week.

No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0

Staff Qualifications

No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	1
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	0

Other supervisory staff

Does your service structure include roles of this type?	Yes
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Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.

Filled and vacant posts

No. of staff in post	1
No. of posts vacant	0

Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

Induction	0
Health & Safety	1
Equality, Diversity & Human Rights	1
Infection, prevention & control	1
Manual Handling	1
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	0
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	Emergency First Aid, Duty of Care, Duty of Candour, Coronavirus, COSHH, Legionella, Catheterisation awareness, managing challenging behaviour, falls prevention, Mental Capacity Act(DOLS), Risk Assessment awareness, Diet and Nutrition, Dignity, Privacy and Respect.

Contractual Arrangements

No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0

Outline below the number of permanent and fixed term contact staff by hours worked per week.

No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0

Staff Qualifications

No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	1
No. of staff working towards the required/recommended qualification	0

Nursing care staff

Does your service structure include roles of this type?	No
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Registered nurses

Does your service structure include roles of this type?	No
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Senior social care workers providing direct care

Does your service structure include roles of this type?	Yes
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Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.

Filled and vacant posts

No. of staff in post	3
No. of posts vacant	0

Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

Induction	0
Health & Safety	3
Equality, Diversity & Human Rights	3
Infection, prevention & control	3
Manual Handling	3
Safeguarding	3
Medicine management	3
Dementia	3
Positive Behaviour Management	0
Food Hygiene	3

Please outline any additional training undertaken pertinent to this role which is not outlined above.

Emergency First Aid, Duty of Candour, Coronavirus Awareness, COSHH, Diet and Nutrition, Introduction to Sepsis, DOLS, Falls Prevention, Palliative End of Life Care, Person Centred Care, Dignity Privacy and Respect, Communication and Record Keeping, Catheterisation Awareness, Fire Safety, Legionella, Managing Challenging Behaviour.

Contractual Arrangements

No. of permanent staff	3
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0

Outline below the number of permanent and fixed term contact staff by hours worked per week.

No. of full-time staff (35 hours or more per week)	3
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0

Typical shift patterns in operation for employed staff

Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.

08.00-18.00 The average number of senior care staff working this shift would be 1
 08.00-17.00 The average number of senior care staff working this shift would be 1
 08.00-21.00 The average number of senior care staff working this shift would be 1

Staff Qualifications

No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	3
No. of staff working towards the required/recommended qualification	0
Other social care workers providing direct care	
Does your service structure include roles of this type?	Yes
<p>Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.</p>	
Filled and vacant posts	
No. of staff in post	18
No. of posts vacant	0
<p>Training undertaken during the last financial year for this role type.</p> <p>Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.</p>	
Induction	2
Health & Safety	16
Equality, Diversity & Human Rights	15
Infection, prevention & control	15
Manual Handling	16
Safeguarding	16
Medicine management	11
Dementia	16
Positive Behaviour Management	0
Food Hygiene	16
Please outline any additional training undertaken pertinent to this role which is not outlined above.	Emergency First Aid, Duty of Care, Duty of Candour, Coronavirus, COSHH, Introduction to Sepsis, DOLS, Catheterisation Awareness, Managing Challenging Behaviour, Dignity Privacy and Respect, Stress Awareness, Learning Disabilities Awareness, Diabetes Awareness, Pressure Sore Awareness, slips trips and falls, Communication and Record keeping, Palliative end of life care,
Contractual Arrangements	
No. of permanent staff	18
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	13
No. of part-time staff (17-34 hours per week)	4
No. of part-time staff (16 hours or under per week)	1
Typical shift patterns in operation for employed staff	

Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.	<p>We have several different shift patterns to provide flexibility for staff and allow a good work life balance whilst ensuring that we have an adequate number of staff with a good mix of skills on duty at all times to provide a high quality service.</p> <p>08.00-17.00 08.00-18.00 10.00-16.00 14.00-21.00 13.00-19.00 17.00-21.00 21.00-08.00</p> <p>During a typical daytime shift we would have 4-5 care workers 08.00-17.00 During a typical afternoon shift we would have 4-5 carer workers 13.00-19.00 During a typical evening shift we would have 4-5 care workers 17.00-21.00 During a typical night shift we would have 3-4 care workers 21.00-08.00 During a typical afternoon shift we would have 4-5 care workers 14.00-21.00 During a typical afternoon shift we would have 4-5 care workers 13.00-19.00 We have several shift patterns throughout the day as illustrated above so that we have at least 4-5 care workers at all times on duty.</p>
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Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	13
No. of staff working towards the required/recommended qualification	3

Domestic staff	
Does your service structure include roles of this type?	Yes

Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.

Filled and vacant posts	
No. of staff in post	7
No. of posts vacant	0

Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

Induction	0
Health & Safety	7
Equality, Diversity & Human Rights	1
Infection, prevention & control	7
Manual Handling	5
Safeguarding	4
Medicine management	0
Dementia	1
Positive Behaviour Management	0
Food Hygiene	0

Please outline any additional training undertaken pertinent to this role which is not outlined above.	COSHH, FIRE SAFETY, LEGIONELA, CORONAVIRUS AWARENESS, EMERGENCY FIRST AID, NVQ LEVEL 1 CLEANING AND SUPPORT
Contractual Arrangements	
No. of permanent staff	7
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	0
No. of part-time staff (17-34 hours per week)	5
No. of part-time staff (16 hours or under per week)	2
Staff Qualifications	
No. of staff who have the required qualification	7
No. of staff working toward required/recommended qualification	0
Catering staff	
Does your service structure include roles of this type?	Yes
Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.	
Filled and vacant posts	
No. of staff in post	5
No. of posts vacant	0
Training undertaken during the last financial year for this role type. Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.	
Induction	2
Health & Safety	5
Equality, Diversity & Human Rights	1
Infection, prevention & control	3
Manual Handling	2
Safeguarding	2
Medicine management	0
Dementia	1
Positive Behaviour Management	0
Food Hygiene	5
Please outline any additional training undertaken pertinent to this role which is not outlined above.	Diet and Nutrition, COSHH, Fire Safety, HACCP, Emergency First Aid, Legionella, Dignity Privacy and Respect

Contractual Arrangements	
No. of permanent staff	5
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	4
No. of part-time staff (16 hours or under per week)	0
Staff Qualifications	
No. of staff who have the required qualification	5
No. of staff working toward required/recommended qualification	0
Other types of staff	
Does your service structure include any additional role types other than those already listed?	Yes
List the role title(s) and a brief description of the role responsibilities.	Administrator- To book staff training and maintain records relating to staff. To keep all training, supervision and appraisal matrix updated. To Keep policies and procedures up to date, to carry out Disclosure and Barring service checks. To order stationary and ensure all forms needed by staff are available. To give administrative support to the Manager and Deputy Manager. To take phone messages and ensure they are given to the appropriate person.
Filled and vacant posts	
No. of staff in post	1
No. of posts vacant	0
Training undertaken during the last financial year for this role type.	
Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.	
Induction	1
Health & Safety	1
Equality, Diversity & Human Rights	0
Infection, prevention & control	1
Manual Handling	0
Safeguarding	1
Medicine management	0
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	Emergency First Aid, Fire Safety, Duty of Candour, Coronavirus Awareness, DOLS, Time Management, Bullying and Harassment, Staff Appraisal, Complaints Handling, Information Governance, Fire Wardens

Contractual Arrangements

No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0

Outline below the number of permanent and fixed term contact staff by hours worked per week.

No. of full-time staff (35 hours or more per week)	0
No. of part-time staff (17-34 hours per week)	1
No. of part-time staff (16 hours or under per week)	0

Staff Qualifications

No. of staff who have the required qualification	1
No. of staff working toward required/recommended qualification	0