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:	ST.DAVID'S CHILDREN SOCIETY
The provider was registered on:	18/10/2019
The following lists the provider conditions:	There are no imposed conditions associated to this provider

The regulated services delivered by this provider were:

St David's Fostering Service

Service Type	Fostering Service
Type of Care	None
Approval Date	04/10/2022
Responsible Individual(s)	Jason Baker
Manager(s)	Catherine Gates
Service Conditions	There are no conditions associated to this service

St David's Adoption Service

Service Type	Adoption Service
Type of Care	None
Approval Date	18/10/2019
Responsible Individual(s)	Wendy Keidan
Manager(s)	Martina McCrossan, Anna Nyamhotsi
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	Management oversight of the team's training needs is linked to the strategic plan. We undertake a training needs analysis to identify any training needs. This year has included diversification into fostering to support Welsh Early Permeance. Annual appraisals and monthly supervision identify individual's training needs. Annual training for Safeguarding and EDI is commissioned. We commission specialist training relevant to adoption roles, e.g. Theraplay.
Describe the arrangements in place during the last financial year for the recruitment and retention of staff employed by the service provider	St.David's have not recruited any new staff. There are policies and procedures in place for the recruitment and the induction of new staff to the Agency through the recruitment and selection policy. The policy adheres to equality of opportunity for all staff. Staff retention and wellbeing is integral to the Agency values. This is evidenced primarily through St David's supervision and appraisal policy and procedures. Two staff have left the Agency. Exit interviews are offered to staff leavers

Service Profile

Service Details

Name of Service	St David's Adoption Service

Telephone Number	02920667007
What is/are the main language(s) through which your service is provided?	English Medium with some billingual elements
Other languages used in the provision of the service	Our services are predominately offered through English medium but we do have an active Welsh Language offer with all outwardly facing information published in both Welsh and English. The website is bilingual. We welcome communication in English and Welsh and will prioritise requests to communicate through the medium of Welsh. Adopters are invited to join a national support group for families whose first language is Welsh

Service Provision

People Supported

How many people in total did the service provide care and support to during the last financial year?	131

Complaints

What was the total number of formal complaints made during the last financial year?	1
Number of active complaints outstanding	0
Number of complaints upheld	0
Number of complaints partially upheld	1
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?	We capture user feedback from evaluations and questionnaires at various stages. In each of these, rating and open questions support our understanding of the quality-of-service delivery and service user views. In PAS pre and post evaluation are used to measure the impact of support on emotional wellbeing and family relationships, open comment feedback is also captured. For adopted adults accessing our access to records or intermediary service, evaluation feedback on quality of service and levels of satisfaction is captured. Informal feedback from adoptive families is captured through a closed Facebook group and during monthly support groups and bi-annual celebration days. In 2022/23 an online survey with adopters, and stakeholders was undertaken with feedback on all aspects of service delivery. We consulted with AUK Connected young people group on strategic plan priorities and have mobilised to establish an adoption experienced committee. Members will coproduce services.

Communicating with people who use the service

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

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.	The Agency has developed effective processes to ascertain what the Agency does well and what it could do differently in ensuring that children and their adoptive families feel their voices are heard and they can proactively contribute to decisions that affect the choices about the support received which reflect opportunities made available to them This is tested and evidenced through a number of mediums. A survey was sent to all adopters in April 2022 in which they were asked to prioritise the objectives of the Society for the next three years. This feedback formed the basis of the Strategic Plan 2023-2026 with the Recruitment and Placing of Children and Every Child has a right to family life scoring the highest out of five primary objectives identified. As the Responsible Individual I visit the service at least quarterly and meets with adoptive families to discuss what the organisation is doing well and what we can improve on. The latter forms action plans for the Agency to take forward internally or act as an advocate externally with key stakeholders such as statutory partners. One of the main areas of debate has been about approved adopters waiting for a child to be matched with them. Feedback on this has shaped Agency recruitment strategy for 2023-2024 alongside implementing more imaginative ways of profiling adopters to childcare social workers. During the year systems have been further developed to evaluate the voice of the adopter in accessing post adoption support services. Evaluations gathered from adoptive families concluded 90% strongly agreed / agreed that they have a voice and that it is listened to and that they have been treated with dignity and respect. It is recognised by the Agency that there are limitations in directly accessing the voice of the child. As the Responsible Individual I have met with AUK Connected Group and discussed what they perceive to be the priorities for the Agency over the next three years. This feedback was integrated into the Strategic Plan 2023-2026. Accessing the voice of the child has also been facilitated through the child's second review with the IRO acting as an independent conduit for the voice of the child. They were confident that the voice of the child was being heard. There is a significant amount of evidence collated that the Agency is working to a high standard of practice quality but is not complacent and is continually seeking ways of further improving services.

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.	The Agency is working hard to develop systems and processes to test whether children and their adoptive families feel that they are supported to maintain their overall wellbeing and continuous development. This includes children's intellectual, social and behavioural development. During the past year the Agency has worked with 58 families who have required post order support with 57% of those families being assessed as requiring medium to high level support interventions to maintain their overall well being. In analysing the impact of interventions for a proportion of adopters, The Warwick-Edinburgh Mental Well-being Scale was used as a validated measure both pre and post interventions. There has been a noticeable increase in the percentage of adopters who report that they now feel 'confident' or 'extremely confident' in understanding and managing their child's behaviour. The average percentage pre intervention was 13%. Post intervention this rose to a 50% average, an increase of 37%. 100% of families rated support received as excellent or good. More generally, Post Adoption Support evaluations have been further adapted over the past year with specific questions now asked on whether interventions have positively impacted on well being. The findings from these evaluations will be collated and used to inform how services are delivered during 2023-2024. In the survey sent to adopters to inform the Agency's strategic plan(2023-2026) , a response rate of 45% from adopters concluded that 63% strongly agreed/ agreed that they felt supported to maintain their and their families wellbeing. An annual check in is going to be introduced from May 2023 in order that the Agency offer of support can be enhanced according to need. The response rate to consultation questionnaires at the child's second review has been relatively small There has been more reliance on Agency social workers and adopters to test children's overall wellbeing with strong indicators that this was being met. Linked to adopter and child wellbeing is the necessity to have a well-trained, experienced and supported staff team There has been sufficient evidence gathered throughout the year to be confident that the Agency promotes continuous professional development and staff wellbeing as a priority. I am satisfied that the Agency remains open to learning through what it does well and what it could do differently in ensuring that children and parents are supported to maintain their overall wellbeing

The extent to which people feel safe and protected from abuse and neglect.	Through the systems and processes that have been tested, as the Responsible Individual I conclude that the Agency ensures t hat children feel safe and protected from abuse and neglect. This conclusion has been reached through confidence in syste ms that are in place for senior management file auditing where safeguarding incidents have been reported. Furthermore, there are stringent policies and procedures in place to effectively ma nage and report on safeguarding concerns with a named desig nated safeguarding lead. The Agency promotes a transparent and learning culture working within Wales Safeguarding Proced ures. There is a section on safeguarding included in the superv ision of all staff as well as reporting any changes to DBS or noti fications to SCW. Agency training on safeguarding is updated a nnually.
	As the Responsible Individual, I have oversight of the safeguar ding cases that have been reported during the year and am sat isfied that they have been appropriately managed from a proce dural but also support perspective. There was no evidence of p atterns emerging in the respective cases. It is recognised that t hat Adoption is complex and the Agency adopted an advocacy and support role to assist both parents and young people wher e relationships had become fractured. I am also fully conversan t with a complaint that was made to the Agency during the year and have welcomed the findings and learning from this case.
	I am satisfied that through the partnership arrangements that e xist between the Agency and the wider adoption sector that St. David's will ensure that any national recommendations emergin g from the Serious Case Review will be adopted by the Agency. Staff will be required to attend training on those recommendatio ns.
	Appropriate Governance arrangements are in place and safeg uarding incidents are reported to the Board of Trustees on a q uarterly basis. The Agency Statement of Purpose is regularly re viewed and updated with the safety and protection of children b eing of paramount concern.
	Consultation responses from Adopters, Agency social workers and other stakeholders including IRO's and health conclude the re are no concerns about the Agency's commitment to ensuring children feel safe and protected from abuse.
	I am confident that the Agency has a staff team that are compet ent and knowledgeable in identifying any safeguarding concern s but are not complacent and remain transparent and open to c ontinuous learning in this critical area of social care.

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)	17

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	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	0
Equality, Diversity & Human Rights	3
Manual Handling	0
Safeguarding	3
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	CVAA conference - Promoting Adoption x 3 service managers Siblings Placements - Meeting every child's needs x 1service manager National Adoption Service Wales conference facilitated by AFA Cymru Wales Early Permanence Conference x3 service managers Welsh Early Permanence Framework for Panel Advisors x2 service managers Compassion Fatigue - assessing blocked care x2 service managers Faith Literacy Workshop x 3 service managers Care Inspectorate Wales Guidance on completing the quality of care review x 1 service manager AFA Cymru Wales Early Permeance (WEP) & Fostering task x 1 service manager Provider AFA Cymru Panel training x 1 service manager AFA Cymru Kinship Care conference x 1 service manager Care Inspectorate Wales Virtual Provider Event Introduction of inspection ratings and role of RI in creating processes and systems to prepare. Introduction of Social Care Wales establishing support group fr RI's to develop outcome s/ impact based provision x1 service manager Social Care Wales Strengths Based Training Responsible individuals x 1 service manager

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)	2
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 to be registered with Social Care Wales as a Service Manager	3
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?	No

Other supervisory 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	2
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	0
Equality, Diversity & Human Rights	2
Manual Handling	0
Safeguarding	2
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	Assessing Neglect in context of Blocked Care x2 DDP x 1 Management Training - Managing Practice Quality in Social Care x1 Welsh Early Permanence Conference x1 CVAA Conference - promoting adoption x1 Welsh Early Permanence Framework for Panel Advisors x1 Adult Attachment Issues x1

> Contractual Arrangements

No. of permanent staff	2
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)	2

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	2
No. of staff working towards the required/recommended qualification	0

Senior social care workers providing direct care

Does your service structure include roles of this type?	No

Other social care workers providing direct care

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	9
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	0
Equality, Diversity & Human Rights	9
Manual Handling	0
Safeguarding	9
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	social workers DDP level 1 x 2 WEP Conference - all social work staff Power of Relationships x1 Theraplay level 2 x1 AUK Conference - x1 Supporting families who live with child to parent aggression. x1 Supporting adoptive families, de- escalation and implementation of PACE model.x1 Compassion Fatigue, assessing blocked care x7 Faith Literacy Workshop x7 Adult Attachment Issues - assessing adult default behaviours x7

Contractual Arrangements

No. of permanent staff	9
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	3

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)	2
No. of part-time staff (17-34 hours per week)	7
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	9
No. of staff working towards the 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.	Business Development Manager. Providing effective business development services for the organisation and charitable company. Business and funding proposals, fundraising, development of strategic planning, devising and maintaining systems for monitoring and evaluation requirements and report writing, supporting in the writing and development of policies and procedures and to assist in the overall management of the organisations.
Finance and Resources Manager. Duties include financial accounting ensuring compliance with statutory regulations. Budgeting and forecasting. Supporting HR functions.
Adoption Services Development Officer. Support work of senior management in collating and analysis of adoption data, Recruitment of Adopters, Social Media Content, Website Management. Supporting social workers with family finding and organising training and support events for families.
Senior Administrator x 3, Undertake all admin tasks relating to recruitment, assessment and support of adopters.

Filled and vacant posts	

No. of staff in post	6
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	2
Manual Handling	0
Safeguarding	5
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0

Please outline any additional training undertaken pertinent to this role which is not outlined above.	AAT Foundation Certificate in Accounting- Level 2 x1 WEP x1 CVAA Conference - positively promoting adoption x 1 Women's health in the workplace x1 Avoiding a Breach of Contract x1 Employment Roundup: A review of 2022 x1 How to keep your staff motivated in the New Year x 1 Getting to grips with holiday entitlement x1 Moving to Sage HR Online Services x1 Dismissals: Can you afford to get it wrong? x1 Staff wellbeing: Protecting Mental health during winter x1 The future of work: Flexible & Hybrid working x1 Legal duties and responsibilities of Trustees x1 Improving governance at board & senior management level x1 Trustees responsibilities for financial governance x 1 ACCA charity week x1

Contractual Arrangements

No. of permanent staff	6
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)	4
No. of part-time staff (17-34 hours per week)	2
No. of part-time staff (16 hours or under per week)	0

Staff Qualifications

No. of staff who have the required qualification	6
No. of staff working toward required/recommended qualification	0

Service Profile

Service Details

Name of Service	St David's Fostering Service

Telephone Number	02920667007
What is/are the main language(s) through which your service is provided?	English Medium with some billingual elements
Other languages used in the provision of the service	Our services are predominately offered through English medium but we do have an active Welsh Language offer with all outwardly facing information published in both Welsh and English. Once operational the website will be bilingual. We welcome communication in English and Welsh and will prioritise requests to communicate through the medium of Welsh. Foster carers will be invited to join a support groups for families whose first language is Welsh

Service Provision

People Supported

How many people in total did the service provide care and support to during the last financial year?	0

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?	The service is yet to become operational. However, sufficient time and thought has been given to develop a range of processes to consult with children and their foster families to ensure their voices are heard and that they can proactively contribute to decisions that affect their lives. The consultation process have also been designed to include a range of stakeholders; Agency Social Workers Local Authority Social Workers Independent Reviewing Officers Health Education

Communicating with people who use the service

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.	The service is yet to become operational. However, as Responsible Individual I am satisfied that sufficient time and thought is being given to develop systems and processes to ensure children and their foster families feel their voices are heard and they can proactively contribute to decisions that affect their lives. That they have choices about the support received which reflect opportunities made available to them. The foster parents annual review has been identified as a key point in time to engage with a range of stakeholders to test if children and their foster families feel their voices are heard and they can proactively contribute to decisions that affect their lives. The child's "Care and Support" review has also been identified as a key point in time to engage with a range of key stakeholders. As Responsible Individual I will actively seek the opinion on how the Agency and its foster parents are meeting the identified needs of children. The child's Independent Reviewing Officer has been identified as a key person to represent the voice of the child. This will test if children and their foster families feel their voices are heard and they can proactively contribute to decisions that affect their lives. They have choices about the support received which reflect opportunities made available to them. In respect of capturing the voice of the child, the Service has become members of "The Fostering Network" and is looking at ways in which it can engage with their "Wales Young People's Care Experience Advisory Board". I also note the Service has identified other organisations including 'Voices from Care and "NYAS Cymru " as potential organisations that could assist in capturing the voice of the child so that their voices are heard and they can proactively contribute to decisions that affect their lives.
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.	As Responsible Individual I am satisfied that sufficient time and thought has been given to develop systems and processes to ensure children and their foster families feel that they are supported to maintain their overall wellbeing and continuous development. For children this will include intellectual, social and behavioural development. The foster parents annual review has been identified as a key point in time to engage with a range of stakeholders to test if children and their foster families feel that they are supported to maintain their overall wellbeing and continuous development. Childrens "Care and Support" review has also been identified as a key point in time to engage with a range of key stakeholders. The child's Independent Reviewing Officer has been identified as a key person to represent the voice of the child. As Responsible Individual I will use this process to test how well the Fostering Service supports children and their foster families in feeling supported to maintain their overall wellbeing and continuous development. For children this will include intellectual, social, and behavioural development. Although the Fostering Service is yet to become operational it is a legal entity of "St David's Children Society" that recently celebrated its 80th birthday. As the Agency ventures into Fostering and Welsh Early Permanence the Fostering Service will inevitably benefit from the expertise that exists within its Adoption Service. Linked to foster parent and child wellbeing is the necessity to have a well-trained, experienced and supported staff team. As Responsible Individual I am satisfied based on evidence gathered throughout the year that the Agency promotes continuous professional development and staff wellbeing as a priority. I am satisfied that the Agency remains open to learning through what it does well and what it could do differently and will ensure that children and their foster families will feel that they are supported to maintain their overall wellbeing and continuous development when the service becomes operational.

The extent to which people feel safe and protected from abuse and neglect.	As Responsible Individual I am satisfied that sufficient time and thought is being given to develop systems and processes to ensure children and their foster families feel safe and protected from abuse and neglect.
	The foster parents annual review has been identified as a key point in time to engage with a range of stakeholders to test if children and their foster families feel safe and protected from abuse and neglect.
	Childrens ''Care and Support'' review have been identified as a key point in time to engage with a range of key stakeholders. The child's Independent Reviewing Officer has been identified as a key person to represent the voice of the child. As Responsible Individual I will pay particular attention to children and their foster families feeling safe and protected from abuse and neglect .
	As Responsible Individual I am satisfied that that the Agency has appropriate policies and procedures in place to effectively manage and report on safeguarding concerns in line with Wales Safeguarding procedures and that annual safeguarding training events take place. I am also satisfied appropriate governance arrangements are in place through the Agency's charitable status and Articles of Association and that safeguarding incidents will be reported to the Board of Trustees on a quarterly basis.

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)	13

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	0
	Equality, Diversity & Human Rights	1

Manual Handling	0
Safeguarding	1
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	Management Training - Oxford Brookes Team Manager Development Programme (TDMP); Managing Practice Quality in Social Care Compassion Fatigue/Assessing Block Care All Wales WEP Framework - webinar for Panel advisors Faith Literacy Workshop with Home for Good Welsh Early Permanence Conference

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 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?	No

Other supervisory staff

Does your service structure include roles of this type?	No

Senior social care workers providing direct care

Does your service structure include roles of this type?	No

Other social care workers providing direct care

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	9
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	0
Equality, Diversity & Human Rights	9
Manual Handling	0
Safeguarding	9
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	DDP level 1 x 2 WEP Conference - all social work staff Power of Relationships x1 Theraplay level 2 x1 AUK Conference - x1 Supporting families who live with child to parent aggression. x1 Supporting adoptive families, de- escalation and implementation of PACE model.x1 Compassion Fatigue, assessing blocked care x7 Faith Literacy Workshop x7 Adult Attachment Issues - assessing adult default behaviours x7

> Contractual Arrangements

No. of permanent staff	9
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	3
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)	2
No. of part-time staff (17-34 hours per week)	7
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	9
No. of staff working towards the 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.	Business Development Manager. Providing effective business development services for the organisation and charitable company. Business and funding proposals, fundraising, development of strategic planning, devising and maintaining systems for monitoring and evaluation requirements and report writing, supporting in the writing and development of policies and procedures and to assist in the overall management of the organisations. Finance and Resources Manager. Duties include financial accounting ensuring compliance with statutory regulations. Budgeting and forecasting. Supporting HR functions. Services Development Officer. Support work of senior management in collating and analysis of adoption data, Recruitment of Families, Social Media Content, Website Management. Supporting social workers with family finding and organising training and support events for families. Senior Administrator x 3, Undertake all admin tasks relating to recruitment, assessment and support of families.

No. of staff in post	6
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	2
Manual Handling	0
Safeguarding	5
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	AAT Foundation Certificate in Accounting- Level 2 x1 WEP x1 CVAA Conference - positively promoting adoption x1 Women's health in the workplace x1 Avoiding a Breach of Contract x1 Employment Roundup: A review of 2022 x1 How to keep your staff motivated in the New Year x1 Getting to grips with holiday entitlement x1 Moving to Sage HR Online Services x1 Dismissals: Can you afford to get it wrong? x1 Staff wellbeing: Protecting Mental health during winter x1 The future of work: Flexible & Hybrid working x1 Legal duties and responsibilities of Trustees x1 Improving governance at board & senior management level x1 Trustees responsibilities for financial governance x1 ACCA charity week x1

Contractual Arrangements

No. of permanent staff	6
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)	4
No. of part-time staff (17-34 hours per week)	2
No. of part-time staff (16 hours or under per week)	0

Staff Qualifications	
No. of staff who have the required qualification	6
No. of staff working toward required/recommended qualification	0