**STATEMENT OF PURPOSE**

Under the Regulation and Inspection of Social Care (Wales) Act 2016

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| Section 1: About St David’s Children Society |
| Service provider | St David’s Children Society |
| Address of service provider | 28 Park PlaceCardiffCF10 3BA |
| Legal entity | Charitable company |
| Responsible individual | Wendy Keidan |
| Manager of service | Job Share: Melanie Oates / Anna Nyamhotsi |
| Name of service | St David’s Children Society |
| Address of service | 28 Park PlaceCardiffCF10 3BA |
| Other relevant address  | AFA Cymru (Cardiff office)25 Windsor PlaceCardiff, CF10 3BZAFA Cymru (North Wales Office)Unit W/2, Morfa Clwyd Business Centre, Rhyl, LL18 2AF |

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| Section 2: The location of St David’s service |
| Adoption services | St David’s provides adoption services to families across all of Wales.  |

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| Section 3: Range of needs of services that are provided by St David’s Children Society  |
| a) Range of needs we can supportSt David’s Children Society provides adoption services across Wales. The Team provides the following range of adoption services including:* Recruitment, training, assessment and approval of prospective adopters,
* Recruitment, training, assessment, approval and therapeutic support to Adopting Together families
* Support to approved prospective adoptive parents both pre and post placement,
* Pre-approval including linking and introductions, post approval and post adoption support groups.

For adoptive parents approved by St David’s Children Society and children adopted by them we provide:* Regular support groups throughout the year with guest speakers and crèche facilities
* Pre- and post-placement we have an annual celebration / Fun Day and Christmas party.
* Monthly stay and play sessions
* Ongoing support and training
* Support with contact arrangements as and when needed, including support to adopters who are accessing the Local Authority letter box system
* Support to adults who have been adopted through the service
* Post Adoption Support which may include: short-term direct work with the family
* Signposting to other appropriate resources including where appropriate financially supporting such resource
* Liaising with the placing or receiving local authority to ensure appropriate supports and services are in place.

ACCESS TO INFORMATION* Access to information/births records counselling service is offered to all adults where the Society was the placing agency.
* Where St David’s was the placing adoption agency an intermediary service is available to help establish contact between adopted adults and birth relatives, if appropriate, for those adopted before 30 December 2005.

ADOPTING TOGETHER SERVICE* From May 2018, St. David’s, in partnership with the other Voluntary Adoption Agencies in Wales (Barnardo’s Cymru and AUK Cymru) and therapeutic partners has led on a new and innovative service called ‘Adopting Together’ (AT). This service emerged from a need identified and supported by the National Adoption Service to recruit families for children who had been waiting over 12 months for an adoptive family. St David’s takes referrals to AT from all Regional Collaboratives (which consists of all 22 Local Authorities in Wales).
* The AT model is unique in that it brings together four key components, some of which are currently deemed best practice but none used collectively, under one distinct umbrella, as a seamless service. These components include recruitment of prospective adopters, Team for Child Meetings, structured transitions informed by therapeutic practice, and follow up psychological consultation meetings. All prospective adopters are linked with an Adopting Together buddy.
* The AT service is supported by a Knowledge Transfer Partnership (KTP) that seeks to embed best practise into the wider sector.
* Cardiff University School of Psychology is evaluating the Service

 THE ASSOCIATION FOR ADOPTION AND FOSTERING (AFA Cymru)* With effect from 7th September 2015 AFA Cymru was formed. Whilst its day to day operational services of training, consultancy, professional advice and information are delivered independently of St. David’s, it is by law governed by St. David’s Children Society under the terms of its charitable status.

AFA Cymru seeks to promote a Knowledge Hub and Good Practice Centre across the spectrum of permanency planning for children and young people. A small element of the service, specifically advice to prospective adopters and advice to adopters is delivered by AFA and falls within the scope of the Adoption Support Services (Wales) Regulations 2019 |
| b) Age range of people using the service | 21 years and over prospective adopters and adoptersChildren aged 0 – 18 who are placed with St David’s familiesAdopted adults and relatives 18 years and over where St David’s was the adoption agency. |
| c) Gender of people using the service | All genders |
| d) Number of people accessing St David’s services | Over 300 prospective adopters enquire each year about becoming adoptive parents. On average 50 families have an initial visit with an average of 30 families per year being approved as adopters. On average 60 families per year access post adoption support and an average of 100 families attend the post adoption support groups.On average 15 enquiries are made each year with regard to access to records.  |

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| Section 4B: How the service is provided by St David’s |
| How St David’s contributes to the adoption support plan. Families are supported to be proactive in identifying adoption support needs at all stages in the process. This happens through assessment, post approval, matching and post placement. It includes ensuring adopters and children’s voices are represented within the Prospective Adopters report (PAR), the Adoption Placement Report (APR) and Adoption Placement Plan (APP). Local Authorities have the primary responsibility for ensuring the child’s needs are paramount and stated through the Child’s care and support plan and adoption support plan.  |
| Standard of care and supportSt David’s Children Society recognises that adoption is lifelong. We are committed to providing training to families pre and post adoption. We offer advice and information to individuals and families throughout their individual adoption journey and families who have adopted through St David’s can come back and request a service many years after the Adoption Order was granted. Our lifelong offer is open to families brought together by adoption, including siblings, grandparents and significant others. St David’s is committed to protecting, promoting and maintaining people’s safety. This is embedded through training offered to prospective adopters, adopters and staff such as safeguarding awareness and child development. The Wales Safeguarding Procedures (2019) introduce the role of Designated Safeguarding Person. Within the Agency the named DSP is Anna Nyamhotsi.St David’s Children Society has clear policies in respect of Data protection including GDPR, safeguarding, equal opportunities, complaints, finance and administration, health and environment, safety, security and management of risk, monitoring and evaluation, staff development and training, staff management, staff recruitment, service-user involvement and volunteers. We welcome prospective adopters and adopters regardless of age (must be over 21), disability, nationality, ethnicity, religion or belief, sex or sexual orientation, gender identification, whether single, married, cohabiting or in a civil partnership. Adopters and prospective adopters need to reflect the diverse backgrounds of the children, young people and families who access our services and we welcome adopters from all cultural and linguistic backgrounds. This is also true for staff recruitment and we are committed to achieving a diverse and representative workforce at all levels of the organisation that reflects the communities we work within.St David’s monitor and measure our standards in accordance with the statutory framework for England and Wales and the regulatory framework for Wales.Working practices reflect regulatory and legislative requirements and we aim to promote prospective adopters, adopters and staff well-being.  |
| Language and communication needs for people using the service* As a charity, St. David’s Children Society is not a public body. However we recognise that language is an essential part of a person’s identity and that the needs of Welsh speaking service users are a key part of the equal opportunities agenda in Wales as outlined in The Welsh Language (Wales) Measure 2011.
* St David’s Children Society has therefore adopted the principle that in carrying out its work in Wales it will treat English and Welsh language on the basis of equality and provide an active offer of providing services in the Welsh language.
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| Section 5: St David’s staffing arrangements |
| a) Numbers and qualifications of staff

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| **Wendy Keidan**BA (Hons) Social Administration;CQSW; Cert Management Studies; Dip Management Studies | Chief Executive |
| **Jason Baker**Diploma in Social workMasters degree in Social WorkPost Grad Cert Team Manager Development Programme | Deputy Director  |
| **Melanie Oates**BA (Hons) Community Studies / Social work; DipSW;NVQ Level 4 Management, DDP level 1PQ1, Theraplay level 1 | Adoption Services Manager (job share) |
| **Anna Nyamhotsi**Bsc Econ Sociology & Education; DipSW;NVQ Level 4 Management, DDP level 1 | Adoption Services Manager (job share) |
| **Martina McCrossan**Bsc Hons Social Work, Diploma in Social Work, Post Grad Cert Management, DDP level 1  | Adoption Manager  |
| **Singeta Kalhan Gregory**BA (Hons): DipSW, MS.C in Social Work Policy and Practice, Grad. Dip Law, Post-Grad Dip in Legal Practice, DDP level 1  | Service Manager Adopting Together  |
| **Elaine Williams** BA hons Combined Studies Masters degree in SW, post Graduate diploma in women’s studies, DDP level 1 | Senior Social Work Practitioner  |
| **Joy Beavon** DipSW; BA(Hons); Masters In International Relations, DDP level 1 | Senior Social Work Practitioner |
| **Catherine Gates** BA (Hons)SW; PQ in Social Work with Children, Young people, their families and carers. | Senior Social Work Practitioner |
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| **Jodi Farley Morris**BSC Social work, Theraplay level 1DDP level 1 | Senior Social Work Practitioner  |
| **Clare Feest**BA (Hons) Applied Social Sciences / DipSW DDP Level 1Theraplay Level 1 | Senior Social Work Practitioner |
| **Glenda Sloan**BA(Hons) Community Studies / Social Work; DipSWPQ1 Practice Teaching AwardILMCC Train the TrainerPost Grad Diploma Practice Based Play TherapyDDP Level 1 | Senior Social Work Practitioner |
| **Alyson Paisley**Dip SW/CQSWTheraplay level 1 | Senior Social Work Practitioner |
| **Coralie Merchant**BA (Hons); PGCE | Business Development Manager |
| **Daniel Warner**BSc (Hons) Outdoor LearningDDP level 1 | Adoption Services Development Officer |
| **Sarah Thomas** DipSW, Postgrad Cert Managing Practice Quality in Social Care.   | Service Manager AFA Cymru  |
| **Helen Hawksworth** BA(Hons); DipSW:Post Grad Cert in Management  | Operational Manager AFA Cymru  |
| **Sarah Coldrick**LL.B Solicitor | Legal ConsultantAFA Cymru |
| **Marrianne Palin**BTEC; DipSW & BA (Hons) Social Work; PGCE; PG Cert Senior Practice in Social Work; Practice Assessor Award | Trainer ConsultantAFA Cymru |
| **Hannah Brown** BA(hons) and MscSW, qualified Practice Assessor  | Trainer Consultant AFA Cymru  |
| **Marj Hawkins**CQSWBsC (Hons) Sociology | Independent Social Worker |
| **Sue Waite**Diploma in Social Work | Independent Social Worker |
| **Sally Mainwaring**Diploma in Social WorkPost Qualifying Specialist Award in Social Work with Children & Young PeopleGraduate Diploma in Social Worker with Children & Young People | Independent Social Worker |
| **Beth Lusk**BA Social WorkPost Graduate Certificate in Child and Adolescent Mental Health | Independent Social Worker |
| **Gail Donovan**BA (Hons) SociologyCQSW | Independent Social Worker |
| **Barbara Evans**Bsc (hons) Sociology, Css SW qual, Diploma in Management, ILM 7 in management | Independent Social Worker |
| **Andy Stott**CQSWBA (Hons) Safeguarding and Caring for Children and Young PeoplePost Qualifying Certificate in Social Work | Independent Social Worker |
| **Rebecca Couch**Dip SW; MSW | Independent Social Worker |
| **Jane Smith**BA; CQSW;PQ1; PQ 6**Teresa Ryan**Certificate of Qualifying Social Work (CQSW)Diploma in Social Work | Independent Social WorkerIndependent Social Worker |
| **Adrian Perkins**Post Graduate Diploma in family Therapy and Systemic Practice | Self-employed Trainer Consultant |
| **Shirley Fenwick**Diploma in Social WorkDiploma in Higher Education in Applied Social Studies | Self-employed Trainer Consultant |
| **Angela Bennett**Fellow of Chartered Certified Accountants | Accountant |
| **Jackie Marston**Medical Secretary Diploma – Level 3 | Senior Administrator |
| **Susan Harvey**RSA Level 3 Typing and Shorthand | Senior Administrator |
| **Valerie Leung**BEC National Diploma in Business Studies (Business Education Council) IBT Stage 3 (Integrated Business Technology) | Senior AdministratorAdopting Together |
| **Katie Jones**BA (Hons) French and Spanish | Senior AdministratorAFA Cymru |
| **Jennifer Evans**BA English | Administrator  |
| **Erina Roberts**Communications and Higher Secretarial Skills Diploma | AdministratorAFA Cymru (Rhyl office) |

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| b) Specialist StaffThere are currently 3 senior social workers who specialise in transition work for the Adopting Together Service and a total of 6 members of staff have been trained in Theraplay Level 1 with 2 of these workers completing theraplay level 2 by the end of 2019. Dyadic Developmental Psychotherapy (DDP) level 1 is offered to all social work staff employed at St David’s. Social workers completing Access to Records work are offered specific training including pre and post commencement regulations.  |
| c) Supervision arrangementsThe work of individual members of the team is monitored through regular supervision and yearly appraisals. All members of the team have daily access to managers and the CEO as required. St David’s Children’s Society is committed to ensuring that its services are effective, efficient and of a high standard. It continually monitors and evaluates the operation of the adoption team, AFA Cymru staff, the Adoption Panel and administrative procedures through * performance monitoring
* gathering and monitoring service user feedback
* formal supervision of staff
* Appraisals of staff and Panel (yearly)
* auditing case files
* identifying trends in compliments, complaints, notifications and safeguarding concerns
* responding to recommendations from Inspections

Exit interviews are carried out with all staff leaving the Society, where practicable and with their agreement, and their views taken into consideration in all aspects of continuous improvement of St David’s services. |
| d) Staff trainingAll staff are offered an induction and as part of that are offered core training including: Equal opportunities, Health and Safety, Data Protection (GDPR), Adoption Agency Regulations and Guidance, Safeguarding, complaints, database, Welsh language policy and an Employee handbook.Further training is then offered based on the specific role of the individual in the organisation. For example social workers receive further Safeguarding, Adoption Preparation Training, PAR assessment training, Secure Base, Understanding our children, Dyadic Developmental Psychotherapy – level 1, Role of Panel and observation of Panel, Theraplay overview and information about Adopting Together.Further training is identified for individual staff through the probation period and yearly appraisal and all staff are asked to comment on their training needs through regular supervision sessions. Team training days are provided on average twice throughout each year.  |

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| Section 6: St David’s facilities and services |
| Information about the facilities to securely store records:The Agency will ensure that case records relating to staff, Advisers, Trustees, Panel members, service-users and volunteers are kept securely and that arrangements for access are clearly laid out and in keeping with data protection and confidentiality requirements. All staff of St. David’s Children Society who process personal data must comply with the Data Protection Act and the principles of GDPR. Infringement of the Data Protection Act 1998 by staff may expose the Society and the individual to legal action and claims for substantial damages. Any infringement of the Act will be treated seriously by the Society and may be considered under disciplinary procedures. The Agency will co-operate with those bodies or persons exercising a legal right to accessinformation. The Agency will create and maintain case records which meet legislative requirements.Lockable security cabinets and secure storage, both on site and through an approved external provider, are used for such storage with access only to authorised personnel, and will be in compliance with the Regulated Adoption Services (Service Providers and Responsible Individuals) (Wales) Regulations 2019 (reg 30).Adoption records will be securely stored for 100 years where an Adoption Order has been made. Where an Adoption Order has not been made records in respect of adoptive applicants/prospective adopters are retained for 3 years and those relating to children for 15 years. Case records or indexes which are destroyed will be shredded and disposed of as confidential waste.All staff have regular supervision and yearly appraisals where learning needs are identified. Ongoing staff training is provided to ensure St David’s consistently meets the needs of its service users and staff and staff have access to relevant external training courses, in house training days, group / peer supervision and specialist training where appropriate. Service-users are represented on both the Board of Trustees and the Adoption Panel and we regularly consult with service users. We are increasingly adapting a model of co-production in recruitment and training and in respect of the design and delivery of our Adoption Services. |

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| Section 7: St David’s Governance and quality monitory arrangements  |
| See appendix 1 for structure of service.Measures to monitor, review and improve the quality of care and supportQuality Assurance is undertaken by the Agency at key stages from the service users first point of contact through to post placement and post order support. Written feedback from these stages is used to constantly improve all aspects of service delivery and informs recruitment activity, training and support services. The Agency has welcomed independent scrutiny of the way it delivers its services from a recent consultation exercise undertaken by AUK as part of the Adopter Voice experience through to formal evaluation by Cardiff University of the service user experience at different stages of the Adopting Together Service. As part of the quality of care review collation and analysis of this feedback will be used to drive forward service improvement. Service Users, staff and the Board of Trustees co-produced the Agency business Plan (2019-2021) setting out an ambitious framework for service delivery over the next three years. Adopters and young people contributed to the brand, mission and value statements of the Agency sharing collective ownership of the service as a whole. Service users sit on the Board of Trustees and Adoption Panel influencing Agency culture at the highest level.The Agency operates in a culture of continuous learning and uses best practice models and up to date research to inform practice. St David’s evaluates lessons learnt from complaints, safeguarding matters and disruption of adoption placements. Patterns and trends are analysed in a training environment and lessons learned assimilated into practice. Feedback from Inspection reports is made widely available to staff, Adopters and Board of Trustees and recommendations on service improvements implemented in a timely way.Aggregate Data on adoption activity is collated on a quarterly basis for the National Adoption Service and comparators made on performance with colleagues in the statutory and voluntary sector. This data is also reviewed for pattern and trends for management and Trustee meetings, as well as annual Panel reports, to ensure that there is sufficient capacity to meet projected demand.Arrangements for dealing with complaintsSt David’s Children Society positively encourages comments and observations concerning its services. The Society has a formal Complaints Procedure, which is made available to all service-users at their first point of contact with the Society. The complaints’ procedure encourages informal resolution of difficulties before they become complaints. However, if matters cannot be resolved, any complaints are forwarded to the Chief Executive, who initiates a formal investigation. Where necessary an independent person will be appointed to investigate the complaint. The Chief Executive monitors all complaints and reports on these within the annual report for the Board of Trustees.If a prospective adopter/s is in stage 2 of the adoption assessment and the Agency is not minded to recommend approval. The prospective adopter/s may choose to access the IRM (Independent Review Mechanism) who offer an Independent Review of Determinations. Arrangements for consulting people using the service, staff and other stakeholdersSt David’s Children’s Society is committed to seeking feedback from service-users and staff in order to inform future service provision and to assess the efficiency and quality of its service provision. We seek service users’ views throughout the adoption process. Information is used to inform the future planning and development of the Society’s Adoption and Adoption Support Services, for management reports and for dissemination through the Society’s Evaluation and Monitoring Programme.Prospective and approved adopters are asked their views at the point of * Initial Enquiry
* After the pre-approval preparation training and at all training events
* As part of the Mid Point Review of assessment
* After attending the adoption panel
* At annual reviews in the event of a match not being identified in that timeframe
* After an adoption order is granted
* Via support groups

Adopted Adults and other persons receiving an Access to Records and/or Intermediary service are consulted at the conclusion of their involvement with the service.Every effort is made to seek the views of children placed for adoption through the Society and their views recorded to inform future adoption service planning. Post-adoption groups of children of various age ranges have usefully informed the development of the Society’s Adoption Support Services for Children.Feedback from training events informs training needs analysis for adoptive applicants and adopters. Prospective adopters are asked to provide feedback after attending the adoption panel. In addition, Panel Members’ views are sought on an annual basis through their individual panel appraisals and from the annual Business meeting, and their evaluations are used to inform the continuing development of the Panel process. The Panel Chair is consulted every 3 months through a quarterly business meeting with the Agency Panel Advisor and Agency Decision Maker.Service-users are represented on both the Board of Trustees and the Adoption Panel. With St David’s Business Plan there are clear objectives to work within a model of co-production that will facilitate service users actively participating in the future design and delivery of the service. Team members are consulted at each supervision session, in team meetings, at in-house and commissioned training events, in group supervisions and in yearly appraisals. They are also consulted during Team Development Day events. Information arising from this consultation informs agency processes and practice and staff training analysis.The experiences of those participating in the Adopting Together Service are being captured by Cardiff University School of Psychology at three distinct points in the Adopting Together Service: at the end of the Team for Child meeting, at the end of the final transition meeting and at the end of the final psychological consultation meeting. Initial findings from evaluations are extremely positive and will continue to be collated and analysed until March 2020.  |

**Appendix 1**