

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:	1st Affinity Fostering Service Limited	
The provider was registered on:	15/10/2019	
The following lists the provider conditions:	There are no imposed conditions associated to this provider	
The regulated services delivered by this provider were:	1st Affinity Fostering Service	
	Service Type	Fostering Service
	Type of Care	None
	Approval Date	15/10/2019
	Responsible Individual(s)	Colin Tucker
	Manager(s)	Greg Meekham
	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	Online training (100+ courses) available plus face to face training & bespoke external courses (Op's Manager leadership course, Service Manager Level 5 Management, DDP informed practice sessions, external speakers). SW's collate on SCW records & planning training addressed through supervision, annual appraisals & probation & from QoC service analysis inform need E.g PACE & trauma courses prioritised. New data system training (IC) for all staff. Recruitment targets informed by skill gap analysis.
Describe the arrangements in place during the last financial year for the recruitment and retention of staff employed by the service provider	High salaries paid (JNC increments). Low caseloads. Welsh speakers. Staff wellbeing prioritised (clay making event, free access to Chester Zoo, football matches, theatre visits). Annual bonus paid. Good training & supervision & investment in management & in office. Staff consultation confirms high level of satisfaction with low turnover. No agency staff. New IT system & admin staff allows SW focus on relationships & raising children's outcomes. Word of mouth & local advertising is effective.

Service Profile

Service Details

Name of Service	1st Affinity Fostering Service
Telephone Number	01978856444
What is/are the main language(s) through which your service is provided?	English Medium with some bilingual elements

Other languages used in the provision of the service

Welsh when required by our Welsh speaking staff. The agency has also provided free Welsh language introductory training courses to non speaking staff. A Welsh version of the statement of purpose is also available. Translators have also been used for asylum seeking children and we maintain a register of carers who speak other languages and we have access to a Polish speaking foster carer.

Service Provision

People Supported

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

171

Complaints

What was the total number of formal complaints made during the last financial year?

8

Number of active complaints outstanding

1

Number of complaints upheld

2

Number of complaints partially upheld

2

Number of complaints not upheld

3

What arrangements were made for consulting people who use the service about the operation of the service during the last financial year?

Consultation exercises and questionnaires (twice a year) are used extensively for looked after children, birth children, panel members, foster carers, staff, local authority social workers, commissioners and the views expressed are analysed in the Quality of Care report which informs strategic agency investment.

Outreach and family support and social worker visits also routinely seek the views of children and foster carers and these are reported back for action. External audits (LA compliance visits) are welcomed and these have included the relevant local authorities collecting the views of children placed with our carers and their SW's and views taken into account.

4cs - annual carer / young people questionnaires are completed.

Each panel, STF, support groups and training events include evaluation forms being completed which are analysed and information used. Children's activity events include a focus on their view as does completing safer caring document.

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)

Yes

Treatment and Education of Autistic and related Communication-handicapped Children (TEACCH)

Yes

Makaton

Yes

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 consultations provide significant evidence of the voice of children:

- 92% of children confirmed they are happy living with their foster carers
- 96% of children under 12 said they are happy with the care they receive
- 42% of children over 12 years said they took part in leisure activities
- 75% of young people confirmed they are supported in trying to gain independent living skills which would give them greater choices
- 75% of children confirmed they are invited & encouraged to attend their Lac reviews where they can express views
- 76% of children felt their SW listens to them, many others said sometimes they do.
- 100% of children under 12 said they feel part of the family with their foster carers and therefore will benefit from the families opportunities in the same way birth children do. 100% said they know what to do if they are unhappy
- 84% of young people confirmed they were able to personalise their bedroom
- 1 young person actively chose a family member to live with as an alternative to foster care and the agency helped make this happen.

Extensive consultations were also undertaken with staff and panel members + foster carers and the overwhelming response in all categories shows the people are positive about the agency and the opportunities afforded them. For example, 83% of carers said they could rely on the company for support (with 14% being unsure), 71% of carers felt their birth children are able to voice their thoughts and feelings.

Staff - 100% feel they have the level of capability of skills to fulfil their roles and 91% feel they have the opportunity to voice any concerns. 91% of staff feel there are opportunities to progress in their role and 100% confirmed there are opportunities to share and implement ideas.

The FSW and independent outreach workers are active advocates for children and issues they bring back are routinely fed back to the LASW to inform care planning, children's right to be heard and better outcomes.

A children's right approach has been adopted to pocket money, clothing and savings which SSW's routinely check to ensure children have age appropriate involvement in decisions and choices they make. The children's guide is available in Welsh & English and given to all children and contains information as to how they voice their opinions.

The audit confirms the agency has developed and uses a 16 plus independence pack to encourage YP to have away about moving on accommodation. Panel consultations extensive.

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.

Partnership Inclusion Nurture Knowledge (PINK) arm of the agency implements a wellbeing policy based on MIND model - which is with examples, Connect (staff sharing journeys to training to talk), Get Active (encouraging walks at lunch time, tea sharing), Take Notice (mindfulness activities before team meetings) and Learn (clay modelling team activity). Also done with foster carers.

All children are registered with GP and Dentist and encouraged to visit opticians and undergo routine LAC medicals. SSW's during monthly supervisors monitor health and developmental milestones. Feedback shows young people are happy in placement and they have received a range of advice on health, family and educational matters.

The agency has run specific sessions with young people on wellbeing and has also arranged for wellbeing courses for staff (clay moulding sessions and corporate discounted gym membership). LAC have accessed (30+) local zoo tickets and some have attended (6) Premier League Football matches. 89% of children confirmed they are involved in decision making i.e. personalising their own bedrooms.

42% of children who completed the consultation state they have taken part in leisure activities and 91% of children confirmed they are happy living with their foster carers. 75% of children said there is nothing they would change with their placement. 100% of children said they have a quiet place to go when needed. 70% of children said they felt the SW knows their needs and so can help them develop.

Audit confirms high levels of staff and foster carer satisfaction and feeling valued and listened to. Low level of turnover and no agency staff and those that moved secured impressive roles.

The agency has funded school trips, educational books and provides birthday and Christmas gifts to looked after children and has contributed to paying for passports and educational computers. Creative educational sessions have been held to facilitate children's health and emotional needs including for birth children.

Staff have provided structured programmes for all agencies involving episodes of self harm and missing and in line with SSWB A 2014, there are examples of signposting to external services. This includes advocacy. External compliance have been lodged when the agency feels planning out at risk stability or the emotional health of children and this has involved the Welsh Office for the Children's Commissioner (suggesting Welsh advocacy of fer is initiated).

The extent to which people feel safe and protected from abuse and neglect.

8 LADO/Part 5 investigations with 2 partially upheld, 3 not and all recommendations implemented.
 91% of children consulted confirmed they are happy living in their foster placements and 6% said they are happy sometimes. 75% confirmed they feel safe in their home and community. 20% mostly safe and 1 was moved. Unsafe. High level of matching and ensuring children are safe.
 All children consulted under 12 confirmed a range of positive views around feeling happy safe and secure and being supported by their foster carers. No children complained about care. 100% of children said they have a quiet place to go when needed. All children have safer caring documents and those who are more high risk had specific risk assessments completed. Consent from LA is always sought to place alongside and this also includes detailed risk analysis. All regulatory procedures and protocols have been followed. 92 Ni's were reported between 1.2.22 to end of March 2023 (overlap with QoC timescales) and this showed 38 were missing from home & the agency worked with the LA to complete appropriate return to placement interviews. Significant training has been delivered to foster carers and staff, including prospective carers (case studies aiding L&D) on strategies to safeguard and protect children from abuse. Over 50 foster carers are currently on the DDP informed training program and this includes a thread of safeguarding and specific insight into how to recognise and protect from abuse and neglect. Proportionately fewer Lado's & part 5's from last year and all recommendations implemented and brought to the attention of the fostering panel. This includes enhanced monitoring, training and bringing foster carers back early to panel. Internal and external audits (compliance LA visits) have confirmed appropriate safeguarding policies and related protocols are in place. Low caseloads for SSW allows more contact with children and foster carers, completing at a minimum of one unannounced visit a year and regularly checking children's bedrooms. 24 hour out of hours / 365 days a year support is provided with advice and guidance given. 54% have accessed this said the agency provides good support in an emergency. This helps set the conditions from abuse and neglect. 98% of carers confirmed they know what a safer caring document is and this is a working document that informs other important processes, like monthly supervision. No de registrations. Excellent risk assessments.

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)	14
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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
<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	0
Health & Safety	0
Equality, Diversity & Human Rights	1
Manual Handling	0
Safeguarding	2
Dementia	0
Positive Behaviour Management	4
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	<ul style="list-style-type: none"> - January 2023 to present - Social care institute for excellence - Strengths based leadership - April, 2023 mental health awareness course - November 2022, Preparing for an inspection - October, 2022 The role of the panel advisor
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
<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	1
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	1
Health & Safety	0
Equality, Diversity & Human Rights	1
Manual Handling	0
Safeguarding	3
Dementia	0
Positive Behaviour Management	3
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	<p>City and Guilds, Level 4: Preparing for Leadership and Management- started January 2023</p> <p>Systemic Family Therapy- 2014</p> <p>MA Social Work- 2012</p> <p>BA(Hons) Criminology and Criminal Justice- 2009</p> <p>Courses completed this year</p> <p>28.3.22- started working at 1st Affinity</p> <p>14.4.22- Digital Resilience Training</p> <p>10.5.22- Attended ACES part 2 training</p> <p>28.7.22- Role of the Registered Manager</p> <p>5.9.22- Recognition of physical abuse by North Wales Safeguarding Board.</p> <p>15.9.22- Safeguarding children against CSE, Police Officer</p> <p>17.10.22- Panel Advisor Training</p> <p>3.11.22- Domestic Abuse Multi Agency Awareness Training.</p> <p>21.11.22- Delivered a talk about the fostering social worker role. Completed a power point as part of this event as well as a mock supervision.</p> <p>23.11.22- Attended Wrexham college health and social care careers event with colleague.</p> <p>6.2.23- Delivered further talk at a University – same power point as 21.11.22 but to a different group of MA Social Work students.</p> <p>28.3.23- DDP informed practice, overview of 18 month training course</p> <p>11.4.23- Mental health awareness.</p> <p>24.4.23- Supporting Children who are Self Harming via Zoom by AC Education</p>
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	1
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	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	5
Health & Safety	3
Equality, Diversity & Human Rights	7
Manual Handling	0
Safeguarding	7
Dementia	1
Positive Behaviour Management	7
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	<p>All SSW staff involved in PINK DDP informed training program.</p> <p>Staff attended variously:</p> <p>City and Guilds, Level 4: Preparing for Leadership and Management- started January 2023</p> <p>Systemic Family Therapy- 2014</p> <p>MA Social Work- 2012</p> <p>Dementia Friend Training</p> <p>BA(Hons) Criminology and Criminal Justice- 2009</p> <p>28.3.22- started working at 1st Affinity</p> <p>14.4.22- Digital Resilience Training</p> <p>10.5.22- Attended ACES part 2 training</p> <p>28.7.22- Role of the Registered Manager</p> <p>5.9.22- Recognition of physical abuse- North Wales Safeguarding Board.</p> <p>15.9.22- Safeguarding children against CSE, TP (Police Officer)</p> <p>17.10.22- Panel Advisor Training</p> <p>3.11.22- Domestic Abuse Multi Agency Awareness Training.</p> <p>21.11.22- Delivered a talk at a University about the fostering social worker role. Completed a power poi</p>

presenting social worker role. Completed a power point as part of this event as well as a mock supervision.

23.11.22- Attended Wrexham college health and social care careers event with colleague.

6.2.23- Delivered further talk at a University – same power point as 21.11.22 but to a different group of MA Social Work students.

28.3.23- DDP informed practice, overview of 18 month training course

11.4.23- Mental health awareness.

24.4.23- Supporting Children who are Self Harming via Zoom by AC Education

* BA Hons Degree in Social Work October 2015
 * Practice Educator Award 2022
 * 2 week Induction 11.10.2022

* Training completed since commencing my post in October 2022:

18.10.2022 Foetal Alcohol Syndrome
 21.10.2022 Domestic Violence
 21.10.2022 Health & Wellbeing
 09.01.2023 Parenting, child arrangement orders and the court process
 28.02.2023 Foster carer support group
 28.03.2023 PACE overview - TATWP training
 11.04.2023 Mental health awareness

Bachelor of Arts (Honors) in Social Work (Wales) 2017
 Graduate Certificate in consolidation of Social Work Practice (CPEL) 2018
 NVQ 4 Health and social Care – Adults 2010
 NVQ 4 Health and social Care – Children 2010
 BTEC National Diploma in Childhood Studies 1997

Courses completed since April 2022 to date

15.09.22 - TP CSE Awareness training
 29.09.22 – How to safely support traumatised parents in your care
 02.11.22 – De-escalation
 16.11.22 – Fire Marshall Training
 28.11.22 - Domestic Abuse Awareness
 24.03.23 – NSPCC Coping with crying programme
 28.03.23 – Intro to PACE (PINK Training)

Social Work Degree (2.1)
 Liverpool John Moores University
 Qualified May 2013

Courses this year:

Parent and Child Training
 Safeguarding
 Skills to Foster
 Managing Challenging Behaviour
 Autism and Behaviour Management
 Domestic Abuse
 ICT Training
 Talk and Think with Pink (DDP Training)
 What you should know about vaping and e-cigarettes

BA Hons Social work (2:1) 2019

DDP level 2 Practitioner 2022

Certificate in Education of Children with Autism 1998

Level 2 star canoeing 1993

Makaton level 2 2005

- Child Sexual Exploitation Advanced Level Fostering Online Course (13.10.22)

July 2012 - CACHE Level 3 Diploma in Childcare and Education
 October 2022 - BA Hons Social Work Undergraduate Degree

June 2022 – Makaton Workshop Level 1

August 2022 –Therapeutic Approaches to Carina f

or Children and Young People Fostering -

September 2022 – Attachment and Bonding Advanced Level Children's Services

September 2022 – Life Story Work Children's Services -

September 2022 – University of Denver Graduate School of Social Work: Human-Animal Interaction course/Animal Assisted Interventions

October 2022 – Domestic Violence Awareness

November 2022 – Safeguarding Children Level 2

November 2022 – Eventbrite webinar – AC Education – De-escalation and Defuse: a programme for foster carers

November 2022 – Ending of Foster Placements –

November 2022 – Play Therapy Fostering –

December 2022 – Counselling Skills Fostering –

December 2022 – Psychological First Aid - Supporting Children and Young People –

December 2022 – Grief and Bereavement Fostering

January 2023 – Systemic Approach Fostering –

January 2023 – Summer 2024 – Talk and Think with PINK – Participation, inclusion, nurture and knowledge (DDP informed) training group with foster carers

February 2023 – De-Escalation Skills – First Affinity Fostering in-person training

March 2023 – De-Escalation and Young People Non-Physical –

March 2023 – Form F Assessment and Analysis Training Fostering course –

April – July 2023 – Counselling Skills Level 2: one evening per week – 90 hours learning time including classroom and self-directed study

April 2023 – Parent and Child Arrangements Fostering –

HNC Business Management and Employment Law 1998

ILEX (Institute of Legal Executives) Level 6 Law Degree (Employment Law) 2005 (ish)

Equality and Diversity training

Diversity in the workplace

Equality in the workplace

The Equality Act explained – For employers

Managing Equality and Diversity in the workplace

Understanding Equality and Diversity

Delivering skills to foster four times a year

Preparing for an inspection

Preparing for annual return (CiW)

Systems and compliance training

National Fostering conference on eliminating profit in Wales

City & Guilds: 2009,2020.

NVQ/QCF/QCR

NVQ L5 Diploma in Leadership for Health and Social Care Services Children and Young Peoples Management Wales. NWT-2018

Graduate Certificate Consolidation of Social work University of Wales- 2018

(BA)-Honour's in Social Work –Glyndwr University. 2016

Level 2 NVQ in Health and Social Care

Edexcel BTEC Level 2 Award in Supporting Activity Provision in Social Care

Edexcel BTEC Level 3 Extended Diploma in Health and Social Care

Level 3 NVQ in Youth and Community

Essential Skills Wales Level 1 Communication and Technology

QCR Level 1 in Key Skill Application of Numbers

QCR Level 2 in skill in Communication

QCR Level 2 in Application of Numbers

De Escalation

Training

Talk and think

with P.I.N.K.

(DDP informed monthly)

Three social work staff attended first aid training

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)	5
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	7
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?	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	1
Health & Safety	1
Equality, Diversity & Human Rights	1
Manual Handling	0
Safeguarding	1
Dementia	0
Positive Behaviour Management	3
Food Hygiene	0

Please outline any additional training undertaken pertinent to this role which is not outlined above.	<ul style="list-style-type: none"> - Child Sexual Exploitation Advanced Level Fostering Online Course (13.10.22) - Safeguarding Children Level 2 Fostering Online Course (13.10.22) - General Data Protection Regulation (GDPR) Office Based Employee Fostering Online Course (01.11.22) - Domestic Abuse Awareness Training Level 1 (17.11.22) - AHD and Autism Advanced Level Fostering (31.01.2023) - Active Listening Skills Fostering (31.01.2023) - Adverse Childhood Experiences Fostering (09.03.2023) - Mental Health Fostering (10.03.2023) - Self-Harm Advanced Level Fostering (10.03.2023) - Self-Harming Behaviours Fostering (14.03.2023) - Workshop: Introduction to Mental Health – Adolescence (31.03.2023) - Workshop: Introduction to Mental Health in the Younger Years (23.03.2023) <p>Ongoing</p> <ul style="list-style-type: none"> - Reflector with Talk and Think with PINK - DDP/PACE Course (started 18th October 2022) <p>BA Hons Youth and Community - Completed University 2016.</p>
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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 social care worker	0
No. of staff working towards the required/recommended qualification	0

Other social care workers providing direct care	
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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.	
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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	3
Health & Safety	0
Equality, Diversity & Human Rights	3
Manual Handling	0
Safeguarding	3
Dementia	0
Positive Behaviour Management	3
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	<p>DDP informed training Online safety</p> <p>Training course online done in the last 14 months - Hobbies and their importance – 27/02/2023 - How to deal with knife wounds -15/08/2022 - Caring for children with specific needs – learning disabilities, autism & ADHD – 14/08/2022 - Safeguarding children- 07/03/2022 - Eating disorder -23/02/2022</p>

Contractual Arrangements

No. of permanent staff	0
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	3

Staff Qualifications

No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	0
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.	<p>Administrator - Day to day administration, form f assessments (stat checks), compliance activity Business Support Manager - Oversee's all admirati on and migration to electronic IT system Training Support Officer - Helps SSW organise and deliver training HR & Consultation Officer - Completes consultation and provides employment advice Finance Director - Oversee's all payment and invoicing systems Responsible Individual - Overall responsible for everything</p>

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	1
Health & Safety	1
Equality, Diversity & Human Rights	3
Manual Handling	0
Safeguarding	3
Dementia	0
Positive Behaviour Management	3
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	<p>HNC Business Management and Employment Law (Manchester University) 1998 ILEX (Institute of Legal Executives) Level 6 Law Degree (Employment Law) 2005 (ish)</p> <p>Separate from First Affinity, I have done lots of Equality and Diversity training and I have written and delivered many Equality and Diversity training courses previously.</p> <p>Diversity in the workplace Equality in the workplace The Equality Act explained – For employers Managing Equality and Diversity in the workplace Understanding Equality and Diversity</p> <p>Most were in house courses, ACAS run courses of law firm run courses (including run by myself to clients).</p> <p>Unconscious bias, GDPR</p> <p>DDP Module 1 De Escalation Become Training (Rights and Entitlements) Parent and Child Training Domestic Violence Play Therapy Fire Training Health and Wellbeing Training Financial planning and strategy Legal training (Solicitor) Medical training various (panel Medical Adviser GP)</p> <p>MBA, MA Social Policy, CQSW, Canoe Instruction, DASS, Diploma in youth offending teams.</p>

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)	3
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	2
No. of staff working toward required/recommended qualification	0