

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:	Campion Gardens Limited	
The provider was registered on:	20/08/2018	
The following lists the provider conditions:	There are no imposed conditions associated to this provider	
The regulated services delivered by this provider were:	Campion Gardens Care Home	
	Service Type	Care Home Service
	Type of Care	Adults Without Nursing
	Approval Date	19/09/2018
	Responsible Individual(s)	Alexandra Ramsey-Williams
	Manager(s)	Rachel Jones, Daniel Ramsey - Williams
	Maximum number of places	45
	Service Conditions	There are no conditions associated to this service
	Campion Gardens Domiciliary Care Agency	
	Service Type	Domiciliary Support Service
	Type of Care	None
	Approval Date	20/08/2018
	Responsible Individual(s)	Alexandra Ramsey-Williams
	Manager(s)	Rachel Jones
	Partnership Area	West Glamorgan
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	Our administrative manager holds, reviews and updates the training records. She provides our Registered Manager with these records to allow the RM to undertake a training analysis to identify what mandatory training is required. Everyone is up to date with mandatory training. Good practice training is also delivered weekly determined by changes on the floor and as per our good practice training schedule. Training needs are also identified via induction, supervision and appraisals.
Describe the arrangements in place during the last financial year for the recruitment and retention of staff employed by the service provider	Staff are recruited by the RM following adverts placed online. We also accept applications via our website and staff/friends of the home. Applicants are considered through interview and assessed during their induction period. Staff retention of core staff is very good. Incentive programme in place. Otherwise staff turnover is down to individuals not being suited either to the role/the home, or in the case of this year the ex-RM took a number of the staff she employed with her to her new job.

Service Profile

Service Details

Name of Service	Campion Gardens Care Home
Telephone Number	01792235314
What is/are the main language(s) through which your service is provided?	English Medium
Other languages used in the provision of the service	

Service Provision

People Supported

How many people in total did the service provide care and support to during the last financial year?	50
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Fees Charged

The minimum weekly fee payable during the last financial year?	688
The maximum weekly fee payable during the last financial year?	871

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	0
Number of complaints not upheld	1
What arrangements were made for consulting people who use the service about the operation of the service during the last financial year?	Resident and relatives questionnaires and meetings. 'Family week' introduced to supplement open door policy. Taster sessions arranged to inform menu reviews. New admissions invited to post admission reviews and invited to complete 'This is me' document. Post admission reviews allow opportunity to feedback on all areas of service. Care plan reviews with residents and relatives also provide opportunity for feedback not just on care and support arrangements. Newsletter reintroduced to inform stakeholders of past and upcoming events and activities, also promoted via social media, email and posters. RM audits and RI visits also include discussions with residents and relatives.

Service Environment

How many bedrooms at the service are single rooms?	45
How many bedrooms at the service are shared rooms?	0
How many of the bedrooms have en-suite facilities?	42
How many bathrooms have assisted bathing facilities?	3
How many communal lounges at the service?	3
How many dining rooms at the service?	1
Provide details of any outside space to which the residents have access	Set within 6 acres residents have opportunities to use all areas of the grounds including pathways for walks, various seated areas in themed gardens, alfresco dining at Memoirs restaurant. Access to our dementia conservatory garden. Outings planned to various places of interest using our mini-bus.

Provide details of any other facilities to which the residents have access	Willow Court provides easy access to Memoirs restaurant and bar which is regularly used by residents and their families. There is also a Masons corner shop, hairdressers and library. We run various special events, entertainments, classes and regular diarised activities across the site. We also hold larger events, e.g. fayres. On site nursery allows for cross-generational activities to take place regularly and with ease. Post box also available on site to allow residents to send correspondence to friends and family. We are also signed up to the postcards of friendship scheme.
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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.	<p>Residents are consulted on all aspects of their care through daily discussion with the care staff and care manager, and via the care plan review process which includes discussion with relatives/representatives (where appropriate). Residents, relatives and representatives decide how often they'd like to take part in care reviews, ranging from bi-monthly to annually, to never. Care reviews include discussions regarding their plan of care and support, what they'd like to change or improve with regards to their environment, diet, lifestyle etc. and general feedback on levels of satisfaction. Paperwork in place, signed by all attendees. Residents are consulted on changes to the menu, taking part in tasting sessions. This always proves to be an enjoyable experience and residents are able to actively contribute to what is included on the menu. Contributions and changes are documented. Residents are able to furnish and decorate their bedrooms to their own taste. Evidenced through inspection. Residents are consulted about the leisure schedule to ensure individual interests and social needs are being met. We have a leisure coordinator in place. Client satisfaction with regards to leisure time is audited to ensure outcomes are being met. As part of the RI regulation 73 audits a selection of residents, relatives and representatives are consulted for general feedback to gauge client's all round service satisfaction. Very positive feedback received. No concerns raised. Paperwork on file. We have a complaints procedure in place however we have received only 1 complaint over the last 12 months.</p> <p>I would consider the vast majority of residents feel their voices are heard, they have choice about their care and support, and opportunities are made available to them.</p>
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<p>The extent to which people are happy and supported to maintain their ongoing health, development and overall wellbeing. For children, this will also include intellectual, social and behavioural development.</p>	<p>Care assessments and care plans are individualised and person centred focusing on what residents can do, not what they can't. They are outcomes focused. Care plans are set up by the care manager following consultation and regular review during the first month of admission. The registered manager audits all care plans on a 6 monthly rotation and makes any recommendations as to risk assessments and or care plans that need updating or to be added/removed. This process includes residents and where appropriate relatives/representatives.</p> <p>Residents are supported to receive chiropody, hairdressing and district nursing services. Staff receive all necessary mandatory training. Staff training is reviewed and our training records audited. Residents admitted with conditions or changes in conditions receive specific training so staff feel confident and competent to manage their health and support them appropriately. We have a Good practice training schedule and bite-size training sessions take place 3x weekly to ensure training is constant and relevant. The supervision process is varied to ensure all aspects of their roles are monitored and evaluated. These include competency assessments and sit-down discussions.</p> <p>A well rounded and varied activities programme is in place which reflects individual's interests. Sofie observations suggest meaningful activities are taking place and feedback from residents shows they enjoy what is on offer and have the opportunities to change and request new activities at any time.</p> <p>I would consider the vast majority of residents feel happy and supported to maintain their ongoing health, development and overall wellbeing.</p>
<p>The extent to which people feel safe and protected from abuse and neglect.</p>	<p>Safeguarding policies in place. All residents, relatives and representatives consulted said they feel safe and free from neglect and/or abuse. Dependency and staffing levels are reviewed weekly as evidenced through the registered managers weekly audit form.</p> <p>I would consider that all residents feel safe and protected from abuse and neglect</p>
<p>The extent to which people live in accommodation that best supports their wellbeing and achievement of their personal outcomes.</p>	<p>Consideration is given at enquiry/assessment stage as to whether Campion Gardens best suits their health and social care needs. Consideration is given to which bedroom best suits due to size, orientation and location within the home, the homes proximity to relatives and friends, whether we have people currently residing with us who can provide new friendships. We look at their social histories and where possible pair with a keyworker who complements their personality. Outcomes are monitored as part of care plan reviews which includes all aspects of their care and support. As above feedback given to staff, management and RI is that residents feel supported and cared for. We like to think of ourselves as a family.</p> <p>An extensive refurbishment plan is in place to ensure all bedrooms are up to spec and meet the needs and wishes of our residents.</p> <p>I would consider that vast majority residents live in accommodation that best supports their wellbeing and achievement of their personal outcomes</p>

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

<p>Number of posts and staff turnover</p>	
<p>The total number of full time equivalent posts at the service (as at 31 March)</p>	<p>22</p>

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
	<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	0
	Infection, prevention & control	1
	Manual Handling	0
	Safeguarding	1
	Medicine management	0
	Dementia	1
	Positive Behaviour Management	1
	Food Hygiene	1
	Please outline any additional training undertaken pertinent to this role which is not outlined above.	
	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	0
Health & Safety	1
Equality, Diversity & Human Rights	0
Infection, prevention & control	1
Manual Handling	1
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	0
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	None
Contractual Arrangements	
No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0
Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	1
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	0

Other supervisory staff	
Does your service structure include roles of this type?	No
Nursing care staff	
Does your service structure include roles of this type?	No
Registered nurses	
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?	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>	
<p>Filled and vacant posts</p>	
No. of staff in post	5
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	5
Equality, Diversity & Human Rights	0
Infection, prevention & control	5
Manual Handling	5
Safeguarding	5
Medicine management	5
Dementia	2
Positive Behaviour Management	0
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
<p>Contractual Arrangements</p>	
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
<p>Outline below the number of permanent and fixed term contact staff by hours worked per week.</p>	
No. of full-time staff (35 hours or more per week)	3
No. of part-time staff (17-34 hours per week)	0

No. of part-time staff (16 hours or under per week)	2
Typical shift patterns in operation for employed staff	
Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.	Average no of senior staff per shift is 1 7am - 7pm 7pm - 7am
Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	4
No. of staff working towards the required/recommended qualification	1
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	11
No. of posts vacant	1
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	7
Health & Safety	11
Equality, Diversity & Human Rights	0
Infection, prevention & control	11
Manual Handling	11
Safeguarding	11
Medicine management	7
Dementia	7
Positive Behaviour Management	0
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
Contractual Arrangements	
No. of permanent staff	11
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)	6
No. of part-time staff (17-34 hours per week)	5
No. of part-time staff (16 hours or under per week)	0
<p>Typical shift patterns in operation for employed staff</p>	
Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.	<p>7am - 7pm x 5 7pm - 7am x 2 7 - 11pm x 1</p> <p>Staffing levels depends on resident dependency levels</p>
<p>Staff Qualifications</p>	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	4
No. of staff working towards the required/recommended qualification	7
<p>Domestic staff</p>	
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>	
<p>Filled and vacant posts</p>	
No. of staff in post	4
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	4
Health & Safety	2
Equality, Diversity & Human Rights	0
Infection, prevention & control	1
Manual Handling	0
Safeguarding	0
Medicine management	0
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
<p>Contractual Arrangements</p>	
No. of permanent staff	4
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)	1
No. of part-time staff (16 hours or under per week)	0
Staff Qualifications	
No. of staff who have the required qualification	4
No. of staff working toward required/recommended qualification	0
Catering staff	
Does your service structure include roles of this type?	Yes
Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.	
Filled and vacant posts	
No. of staff in post	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	1
Health & Safety	0
Equality, Diversity & Human Rights	0
Infection, prevention & control	0
Manual Handling	0
Safeguarding	0
Medicine management	0
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
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)	2

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	0
No. of staff working toward required/recommended qualification	0
Other types of staff	
Does your service structure include any additional role types other than those already listed?	Yes
List the role title(s) and a brief description of the role responsibilities.	Maintenance staff x2 (working combined 40 hours a week) Leisure Coordinator x1 (40 hours a week) Administrative manager (32 hours a week)
Filled and vacant posts	
No. of staff in post	4
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	0
Infection, prevention & control	0
Manual Handling	0
Safeguarding	0
Medicine management	0
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
Contractual Arrangements	
No. of permanent staff	4
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)	1
No. of part-time staff (16 hours or under per week)	0

Staff Qualifications

No. of staff who have the required qualification	0
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Service Profile	No. of staff working toward required/recommended qualification	0
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Service Details	
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Name of Service	Campion Gardens Domiciliary Care Agency
Telephone Number	0441792 235314
What is/are the main language(s) through which your service is provided?	English Medium
Other languages used in the provision of the service	

Service Provision	
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People Supported	
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How many people in total did the service provide care and support to during the last financial year?	16
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Fees Charged	
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The minimum hourly rate payable during the last financial year?	18.74
The maximum hourly rate payable during the last financial year?	24.74

Complaints	
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What was the total number of formal complaints made during the last financial year?	0
Number of active complaints outstanding	0
Number of complaints upheld	0
Number of complaints partially upheld	0
Number of complaints not upheld	0
What arrangements were made for consulting people who use the service about the operation of the service during the last financial year?	<p>Residents are consulted on all aspects of their care through daily discussion with the care staff.</p> <p>As part of the quality assurance process residents, relatives and representatives are consulted via questionnaires every 6 months. A care plan review tracker is in place.</p> <p>As part of the RI regulation 73 audits a selection of residents, relatives and representatives are consulted for general feedback to gauge client's all round service satisfaction. Very positive feedback received. Paperwork on file.</p> <p>We have a complaints procedure in place however we have received no complaints since completion of the last Regulation 80. All feedback over the last 6 months has been very positive and complimentary.</p> <p>Open door policy for all.</p>

Communicating with people who use the service	
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Identify any non-verbal communication methods used in the provision of the service
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Picture Exchange Communication System (PECS)	No
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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.

Residents are consulted on all aspects of their care through daily discussion with the care staff.
As part of the quality assurance process residents, relatives and representatives are consulted via questionnaires every 6 months. A care plan review tracker is in place.
As part of the RI regulation 73 audits a selection of residents, relatives and representatives are consulted for general feedback to gauge client's all round service satisfaction. Very positive feedback received. Paperwork on file.
We have a complaints procedure in place however we have received no complaints since completion of the last Regulation 80. All feedback over the last 6 months has been very positive and complimentary.
Open door policy for all.

I believe the majority of people feel their voices are heard, they have choice about their care and support, and opportunities are made available to them

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.

Care assessments and care plans are individualised and person centred focusing on what residents can do, not what they can't. They are outcomes focused. Care plans are set up by the care manager following consultation and regular review during the first month of service. The registered manager audits all care plans on a 6 monthly rotation and makes any recommendations as to risk assessments and or care plans that need updating or to be added/removed. This process includes residents and where appropriate relatives/representatives.
Following discussion and consultation via various methods stated above the general consensus is that all are happy with their care and support packages.
Staff receive all necessary mandatory training. Staff training is reviewed and delivered by our training manager. Training is on target. Clients with conditions or changes in conditions receive specific training so staff feel confident and competent to manage their health and support them appropriately. QCFs and competencies are on target.
The supervision process is varied to ensure all aspects of their roles are monitored and evaluated.

I believe the majority of people are happy and supported to maintain their ongoing health, development and overall wellbeing

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

Safeguarding policies in place.
All clients, relatives and representatives consulted said they feel safe and free from neglect and/or abuse.
No safeguarding referrals over the last 6 months.

I believe all people feel safe and protected from abuse and neglect

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) 5

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
<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	1
Equality, Diversity & Human Rights	0
Manual Handling	1
Safeguarding	1
Dementia	1
Positive Behaviour Management	0
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
Contractual Arrangements	
No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0

Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	1
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	0
Deputy service manager	
Does your service structure include roles of this type?	Yes
Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.	
Filled and vacant posts	
No. of staff in post	1
No. of posts vacant	0
Training undertaken during the last financial year for this role type. Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.	
Induction	0
Health & Safety	1
Equality, Diversity & Human Rights	0
Manual Handling	1
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.	
Contractual Arrangements	
No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0
Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	1

No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	0
Other supervisory staff	
Does your service structure include roles of this type?	No
Senior social care workers providing direct care	
Does your service structure include roles of this type?	Yes
<p>Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.</p>	
Filled and vacant posts	
No. of staff in post	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	1
Equality, Diversity & Human Rights	0
Manual Handling	1
Safeguarding	0
Dementia	0
Positive Behaviour Management	0
Food Hygiene	0
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
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	1

No. of staff working towards the required/recommended qualification	0
Other social care workers providing direct care	
Does your service structure include roles of this type?	Yes
<p>Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.</p>	
<p>Filled and vacant posts</p>	
No. of staff in post	4
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	3
Health & Safety	3
Equality, Diversity & Human Rights	0
Manual Handling	3
Safeguarding	3
Dementia	0
Positive Behaviour Management	0
Food Hygiene	2
Please outline any additional training undertaken pertinent to this role which is not outlined above.	
<p>Contractual Arrangements</p>	
No. of permanent staff	4
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
<p>Outline below the number of permanent and fixed term contact staff by hours worked per week.</p>	
No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	2
No. of part-time staff (16 hours or under per week)	1
<p>Staff Qualifications</p>	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	1
No. of staff working towards the required/recommended qualification	3
Other types of staff	
Does your service structure include any additional role types other than those already listed?	No

