

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:	ategi Limited	
The provider was registered on:	25/02/2019	
The following lists the provider conditions:	There are no imposed conditions associated to this provider	
The regulated services delivered by this provider were:	ategi Shared Lives	
	Service Type	Adult Placement Service
	Type of Care	None
	Approval Date	24/07/2019
	Responsible Individual(s)	Kate Allen
	Manager(s)	Samantha Davies
	Service Conditions	There are no conditions associated to this service
	ategi limited	
	Service Type	Domiciliary Support Service
	Type of Care	None
	Approval Date	25/02/2019
	Responsible Individual(s)	Kate Allen
	Manager(s)	Richard Cox
	Partnership Area	Cardiff and Vale
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	<p>A new CEO/RI in 2022 led to a number of internal process checks . A review was undertaken on the training programme for all staff, the frequency and delivery method.</p> <p>We invested in a new e-learning training platform to enhance & improve both the content of training for to staff and monitoring & compliance against policy. The new training platform will extend to Shared Lives carers in 2023/2024. Until then, the existing online platform will continue to be used & monitoring undertaken manually.</p>
Describe the arrangements in place during the last financial year for the recruitment and retention of staff employed by the service provider	<p>Ategi has robust Safer Practice Recruitment procedures for staff & an assessment process for Shared Lives carers that include regulatory safeguarding measures i.e. DBS checks, references etc Values led - people we support are involved in most appointments & interviewed for the CEO/RI.</p> <p>Ategi is committed to exceeding the Real Living Wage; considerable efforts have been focused on creating a positive working environment with the introduction of a staff rep forum and EDI working group.</p>

Service Profile

Service Details

Name of Service	ategi limited
Telephone Number	01443484400
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	

Service Provision

People Supported

How many people in total did the service provide care and support to during the last financial year?	30
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Fees Charged

The minimum hourly rate payable during the last financial year?	17.99
The maximum hourly rate payable during the last financial year?	23.87

Complaints

What was the total number of formal complaints made during the last financial year?	4
Number of active complaints outstanding	1
Number of complaints upheld	0
Number of complaints partially upheld	2
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?	<p>The RI regularly meets with people who use the service & their relatives, & shares feedback with the team on improvement areas.</p> <p>We held a Get Together event to introduce the new CEO and members of the Senior Team that included an open Q&A session.</p> <p>We provide bi-monthly newsletters with updates on the organisation.</p> <p>We enhanced our social media (Facebook, LinkedIn, Twitter, YouTube) providing regular information & updates - responding to comments on events, activities.</p> <p>We advertised to start a forum for people we support but received little interest. We intend to promote that again, differently, in 2023.</p> <p>We undertook an annual survey with questions on quality, performance, communication etc.</p> <p>We commenced a programme of co-production during 2022/23 joining the Wales Coproduction Network and training 3 individuals, including the manager for this service, to become Co-production champions.</p> <p>We've surveyed to gather preferences on event times, days & locations</p>

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)	No
Makaton	No
British Sign Language (BSL)	Yes
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.

People who use our services, and their relatives where appropriate, have shared their views and opinions with us over the course of the year. This has been achieved through regular individual and group meetings (both formal & informal) and surveys. We have listened and we have changed our practices as a result of their feedback. 100% of people we support said they liked living where they did and they felt listened to.

The Ategi approach recognises that adults with additional needs and individual histories require a personalised approach that has strong foundations in evidence based practice yet is also flexible, responsive and designed with them, for them. We reviewed our approach in the last year and have ensured it is grounded in Strengths Based Practice; focusing on the personal strengths that an individual has to help develop resilience, improve wellbeing and maintain independence.

Although recruitment of frontline staff can be challenging, we have excellent retention and where we can we have extended our availability of times/days to better suit people using our services.

Using the local knowledge of support teams, we support and proactively encourage people to identify new activities and opportunities they would like to experience.

We use a variety of communication methods depending on needs of the person being supported.

We record this on 'Having a say' forms to ensure that aspirations are not lost. We are introducing the Outcomes Star as an alternative tool to evidence and record personal aspirations and progress, enhancing our person centred approaches.

Recognising some people may be experiencing financial hardships that affect the opportunities available to them, we have introduced a well-being fund that will make a financial contribution to enable an interest/activity to take place.

<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>Each person we support has an individual health record which is updated and maintained with their staff team. The last year saw us introduce hospital passports for those people whose health and support needs would benefit from having comprehensive and accessible information. As the Covid pandemic threat eased during 22/23 our support followed the Public Health guidelines and altered to ensure people were supported with their health needs appropriately.</p> <p>We support a number of people to access their health appointments, depending on the individual personal plan. For some people this has meant supporting them to consider their communication approach in health settings such as GP surgeries so that professionals will work better with them. We find ways to reduce anxiety before and appointments to make attending a more tolerable experience – we have asked for quiet rooms. Where appropriate and relevant work alongside relatives to identify the lead person responsible for managing and providing support with general health and well-being, feeding back and sharing information in accordance with the needs and preferences of the person being supported.</p> <p>We support people to identify activities that might appeal to them and encourage them to try new things often linking in with other local groups to provide a wide range of options. In our survey last year, 94.4% of people said they had been supported to become more independent and with people saying they were very happy with their support and enjoyed the support provided with cooking and activities.</p> <p>We have supported people to identify ways that suit them to make small changes to their lifestyle that will benefit their overall health and fitness; this includes walking small distances and providing positive encouragement to use local green spaces.</p> <p>Finally, as part of developing the Ategi approach, we explored different methods to record outcomes with people supported and we are currently introducing the Outcome Star as the tool. The coming year we will see us support both staff and people we support to explore how best it can help and motivate people to meet their goals and aspirations.</p>
<p>The extent to which people feel safe and protected from abuse and neglect.</p>	<p>Staff undertake regular safeguarding training to ensure they have the skills and knowledge to be vigilant when working with vulnerable adults, alongside an understanding of how to report any concerns and our duties in line with both internal policy and the Wales Safeguarding Procedures.</p> <p>We work closely and transparently with other parties, including local authorities and safeguarding teams, to share and investigate concerns. Introducing this last year a comprehensive investigation strategy process to inform and strengthen our procedures.</p> <p>Our staff support people to be aware of their own personal safety through guidance and sensitive discussion, whilst recognising where people have capacity, they can make their own decisions which might not be considered safe by others. We support people to consider when is a safer time to go out and how to keep their accommodation safe.</p> <p>We undertake risk assessments that evidence the thinking and planning behind some activities/actions that carry risk and we provided risk assessment training for staff.</p> <p>Our recruitment procedures and checks ensure that we can make better, safer appointments of staff ensuring that we are taking all possible steps to keep in mind the safety and wellbeing of people supported. This is seen from comments and experiences directly from people we support.</p> <p>Our survey last year reported that 100% of people we support feel safe in their home and communities. This was supported with 100% of relatives/significant others and external professionals reporting they felt Ategi kept the people we support safe. People we support have told us that their staff team know them and know how to help them feel safe in their homes.</p>

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)	23.65
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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
	<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	1
	Manual Handling	1
	Safeguarding	1
	Dementia	0
	Positive Behaviour Management	0
	Food Hygiene	1
	Please outline any additional training undertaken pertinent to this role which is not outlined above.	Autism, GDPR, Learning Disabilities, Fire Awareness
	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	
<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)	0	

No. of part-time staff (16 hours or under per week)	0
<div style="border: 1px solid green; padding: 5px;">Staff Qualifications</div>	
No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	0
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	1
Deputy service manager	
Does your service structure include roles of this type?	No
Other supervisory staff	
Does your service structure include roles of this type?	Yes
<div style="border: 1px solid green; padding: 5px;">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.</div>	
<div style="border: 1px solid green; padding: 5px;">Filled and vacant posts</div>	
No. of staff in post	2
No. of posts vacant	0
<div style="border: 1px solid green; padding: 5px;"> <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> </div>	
Induction	1
Health & Safety	1
Equality, Diversity & Human Rights	1
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.	Medication, Professional Boundaries, Risk Assessment, Record Keeping, Communication, GDPR, Fire Awareness, Safer Recruitment
<div style="border: 1px solid green; padding: 5px;">Contractual Arrangements</div>	
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
<div style="border: 1px solid green; padding: 5px;">Outline below the number of permanent and fixed term contact staff by hours worked per week.</div>	
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 to be registered with Social Care Wales as a social care worker	2
No. of staff working towards the required/recommended qualification	0
Senior social care workers providing direct care	
Does your service structure include roles of this type?	No
Other social care workers providing direct care	
Does your service structure include roles of this type?	Yes
Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.	
Filled and vacant posts	
No. of staff in post	28
No. of posts vacant	3
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	9
Health & Safety	12
Equality, Diversity & Human Rights	21
Manual Handling	8
Safeguarding	14
Dementia	23
Positive Behaviour Management	5
Food Hygiene	6
Please outline any additional training undertaken pertinent to this role which is not outlined above.	Professional Boundaries, Mental Capacity & DOLS, Fire Awareness, IPC, Medication, Mental Health, Person Centred Care, Record Keeping, Risk Assessment, GDPR, COSHH, First Aid, Communication
Contractual Arrangements	
No. of permanent staff	24
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	4
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)	12
No. of part-time staff (17-34 hours per week)	9

No. of part-time staff (16 hours or under per week)	3
Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	20
No. of staff working towards the required/recommended qualification	8
Other types of staff	
Does your service structure include any additional role types other than those already listed?	No

Service Profile

Service Details

Name of Service	ategi Shared Lives
Telephone Number	02920814800
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	

Service Provision

People Supported

How many people in total did the service provide care and support to during the last financial year?	164
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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

<p>What arrangements were made for consulting people who use the service about the operation of the service during the last financial year?</p>	<p>In addition to regular co-ordinator and carer meetings, the RI meets with carers & the people they are supporting to gather opinion and feedback.</p> <p>We held a Get Together event to introduce the new CEO and members of the Senior Team that included an open Q&A session.</p> <p>We provide bi-monthly newsletters with updates on the organisation.</p> <p>We enhanced our social media (Facebook, LinkedIn, Twitter, YouTube) providing regular information & updates - responding to comments on events, activities.</p> <p>We advertised to start a forum for people we support but received little interest. We intend to promote that again, differently, in 2023.</p> <p>We undertook an annual survey with questions on quality, performance, communication etc.</p> <p>We commenced a programme of co-production during 2022/23 joining the Wales Coproduction Network and training 3 individuals, including the manager for this service, to become Co-production champions.</p> <p>We've surveyed to gather preferences on event times, days & locations</p>
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Communicating with people who use the service

<p>Identify any non-verbal communication methods used in the provision of the service</p>	
<p>Picture Exchange Communication System (PECS)</p>	<p>Yes</p>
<p>Treatment and Education of Autistic and related Communication-handicapped Children (TEACCH)</p>	<p>No</p>
<p>Makaton</p>	<p>No</p>
<p>British Sign Language (BSL)</p>	<p>No</p>
<p>Other</p>	<p>Yes</p>
<p>List 'Other' forms of non-verbal communication used</p>	<p>Personalised symbols and Easy Read documentations where helpful</p>

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.

Each person we support is matched and introduced to a Shared Lives carer following a comprehensive assessment for the both parties. We provide the necessary information in order for them both to make an informed decision.

We work with Carers to provide support that is individualised which enables us to plan and review support arrangements directly with each person who uses our services.

Our co-ordinators facilitate monthly contact with Shared Lives Carer households where relevant issues are discussed and addressed when necessary. Staff record relevant points and arrange wider reviews where necessary. The contact is online or in-person. There then continues to be regular dialogue between our staff and the Shared Lives Carers they support and the people who live or stay with them.

Each person we support has the opportunity to contribute to planning with their Shared Lives Carer and with their named, designated worker, to talk about issues such as – attending new classes, health matters, individual responsibilities in their home, identifying new activities, future aspirations etc.

We have a clear complaints and concerns policy that allows people to raise any concerns that they have and we take steps to learn from areas where we can improve.

The individual planning and review process ensures that each person we support, with help from relatives or other stakeholders where appropriate, contribute directly to the plans and agreements around the support our Shared Lives Carers will provide. This ensures they have choice and the care and support they receive.

Although the current Covid-19 pandemic affected communication methods, the Locality Manager arranges opportunities for Shared Lives Carers and the people they support, to come together with the team (including Head of Operations, Head of Quality and Compliance and the RI) to talk about topical issues, legislative changes, and organisational issues. The Responsible Individual undertakes regular monitoring visits and speaks to our staff and the people they support regularly, either informally or at team meetings throughout the year.

We have a comprehensive satisfaction survey processed and we transparently share the outcomes with carers and people supported.

Our audits have highlighted evidence that the rights of the people we support are being met through the positive daily support they receive from their Shared Lives Carer, the review process and the open culture of the organisation.

<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>Each person we support is sensitively matched with a Shared Lives Carer or family who will meet their needs most effectively and support them to live a happy, healthy life. Our role is to support both the Carer and the person being supported effectively.</p> <p>Depending on the support required each person supported will have an individual health record which is updated and maintained with their staff team. The last year saw us introduce hospital passports for those people whose health and support needs would benefit from having comprehensive and accessible information. As the Covid pandemic threat eased during 22/23 our support followed the Public Health guidelines and altered to ensure people were supported with their health needs appropriately.</p> <p>The regular contact and Ategi oversight by co-ordinators ensures that carers are providing the right level of support to enable people to access their health appointments, depending on the individual personal plan.</p> <p>The contact review meetings also provide an opportunity to review person plans and discuss achievements since the last review. Discussion points will explore employment, leisure interests, independent living skills amongst other areas. People supported identify their likes and interests, and timetables of activities are explored that meet those interests. Co-ordinators will share information and assist Carers to source groups or events that might be of interest. The meetings have recorded notes as evidence of discussion points and follow up actions.</p> <p>In our survey last year, 94.4% of people said they had been supported to become more independent and with people saying they were very happy with their support and enjoyed the support provided with cooking and activities.</p>
<p>The extent to which people feel safe and protected from abuse and neglect.</p>	<p>Both Ategi Shares Lives staff and the Shared Lives carers undertake regular safeguarding training to ensure they have the skills and knowledge to be vigilant when working with vulnerable adults; to identify signs of potential abuse alongside an understanding of how to report any concerns and our duties in line with both internal policy and the Wales Safeguarding Procedures.</p> <p>We work closely and transparently with other parties, including local authorities and safeguarding teams, to share and investigate concerns. Introducing this last year a comprehensive investigation strategy process to inform and strengthen our procedures.</p> <p>We have a transparent approach to Safeguarding and responding to any issues of concern that involve the safety of people we support and/or their carers.</p> <p>Our co-ordinators have regular contact reviews to ensure that Shared Lives co-ordinators have the skills they need to best consider the safety of the person living in their home, whilst recognising where people have capacity, they can make their own decisions which might not be considered safe by others. We support carers to have sensitive discussions to assist people supported to reduce risk of harm.</p> <p>We undertake risk assessments that evidence the thinking and planning behind some activities/actions that carry risk.</p> <p>Our Carer assessment and panel approval process is comprehensive to ensure that Carer appointments are as safe as possible.</p> <p>Our survey last year reported that 100% of people we support feel safe in their home and communities.</p> <p>This was supported with 100% of relatives/significant others and external professionals reporting they felt Ategi kept the people we support safe.</p>

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

Number of posts and staff turnover

The total number of full time equivalent posts at the service (as at 31 March) 13

The following section requires you to answer questions about each staff type including information about the number of filled and vacant posts, the training undertaken, the contractual arrangements in place and the qualifications of those staff.

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

Staff Type	Service Manager	
	Does your service structure include roles of this type?	Yes
	Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.	
	Filled and vacant posts	
	No. of staff in post	1
	No. of posts vacant	0
	Training undertaken during the last financial year for this role type. Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.	
	Induction	1
	Health & Safety	1
	Equality, Diversity & Human Rights	1
	Manual Handling	0
	Safeguarding	0
	Dementia	1
	Positive Behaviour Management	0
	Food Hygiene	1
	Please outline any additional training undertaken pertinent to this role which is not outlined above.	Record Keeping
	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
<div style="border: 1px solid green; padding: 5px;">Staff Qualifications</div>	
No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	0
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	1
<div style="background-color: #e0e0e0; padding: 5px;">Deputy service manager</div>	
Does your service structure include roles of this type?	Yes
<div style="border: 1px solid green; padding: 5px;">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.</div>	
<div style="border: 1px solid green; padding: 5px;">Filled and vacant posts</div>	
No. of staff in post	1
No. of posts vacant	0
<div style="border: 1px solid green; padding: 5px;"> <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> </div>	
Induction	1
Health & Safety	1
Equality, Diversity & Human Rights	1
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.	Fire Awareness, GDPR, Infection Protection Control, MCA & DOLS, Medication, Mental Health, Professional Boundaries, Record Keeping, Risk Assessment, Safeguarding Appointeeships.
<div style="border: 1px solid green; padding: 5px;">Contractual Arrangements</div>	
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
<div style="border: 1px solid green; padding: 5px;">Outline below the number of permanent and fixed term contact staff by hours worked per week.</div>	
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
<div style="border: 1px solid green; padding: 5px;">Staff Qualifications</div>	

No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	0
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?	No
Other social care workers providing direct care	
Does your service structure include roles of this type?	No
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.	Shared Lives Co-ordinators
Filled and vacant posts	
No. of staff in post	12
No. of posts vacant	0
<p>Training undertaken during the last financial year for this role type.</p> <p>Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.</p>	
Induction	2
Health & Safety	10
Equality, Diversity & Human Rights	10
Manual Handling	10
Safeguarding	10
Dementia	10
Positive Behaviour Management	0
Food Hygiene	10
Please outline any additional training undertaken pertinent to this role which is not outlined above.	Fire Awareness, GDPR, Infection Protection Control, MCA & DOLS, Medication, Mental Health, Professional Boundaries, Record Keeping, Risk Assessment, Safeguarding Appointeeships.
Contractual Arrangements	
No. of permanent staff	10
No. of Fixed term contracted staff	2
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)	11
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
No. of staff working toward required/recommended qualification	0