

# Dyfodol disglair Bright futures



**Gweithredu  
dros Blant**



**Gweithredu dros Blant Maethu Cymru  
Datganiad o Ddiben 2023/24  
Action for Children Fostering Wales  
Statement of Purpose 2023/24**



# Cynnwys

# Contents



# Croeso

Rydyn ni'n gwybod bod maethu yn trawsnewid bywydau plant.

Mae ein rhieni maeth gwych yn cynnig cariad, cefnogaeth a sefydlogrwydd i blant a phobl ifanc. Mae hyn mor bwysig i'r plant rydyn ni'n cwrdd â nhw, sydd ddim wastad wedi cael y dechrau gorau mewn bywyd.

Yn y Datganiad o Fwriad hwn, cewch ddarllen am ddau o'n gwasanaethau maethu yng Nghymru: Maethu Cymru a Seibiannau Byr Cymunedol NPT Abertawe.

Mae Maethu Cymru yn canfod cartrefi teuluol diogel a chariadus i blant a phobl ifanc drwy eu paru'n arbennig gyda rhieni maeth. Mae Seibiannau Byr Cymunedol NPT Abertawe yn cynnig gofal seibiant dros nos i blant a phobl ifanc ag anabledau. Mae'r ddau wasanaeth yn rhoi'r gofal, y gefnogaeth a'r cyfleoedd sydd eu hangen ar blant a phobl ifanc i ffynnu.

Os oes gennych unrhyw gwestiynau neu os oes angen mwy o wybodaeth arnoch, rydyn ni yma i helpu.

***“Rydyn ni'n hapus iawn gyda'n gwasanaeth maethu. Maen nhw'n gefnogol iawn a diolch iddyn nhw am y gwaith gwych maen nhw'n ei wneud.”***

# Welcome

We know that fostering transforms children's lives.

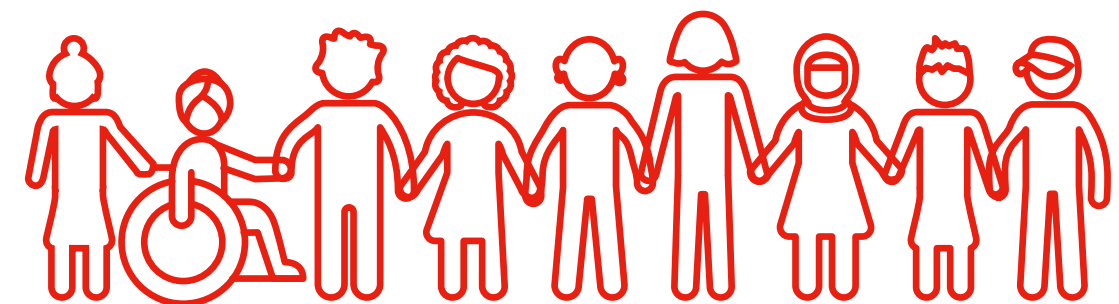
Our wonderful foster parents offer children and young people love, support and stability. This is so important for the children we meet, who haven't always had the best start in life.

In this Statement of Purpose you'll read about our two fostering services in Wales: Fostering Wales and NPT Swansea Community Short Breaks.

Fostering Wales finds children and young people safe and loving family homes with expertly matched foster parents. NPT Swansea Community Short Breaks provides overnight respite care for children and young people with a disability. Both services give children and young people the care, support and opportunities they need to thrive.

If you have any questions or need more information, we're here to help.

***“We are very happy with our fostering service. They are very supportive and we thank them for the brilliant work that they do.”***



# Ynglŷn â Gweithredu dros Blant

Rydyn ni'n credu y dylai pob plentyn a pherson ifanc gael plentyndod diogel a hapus.

Y llynedd, rydyn ni wedi cefnogi dros 368,000 o blant, pobl ifanc a'u teuluoedd yn y DU. Gwnaethpwyd hynny mewn 503 o wasanaethau, mewn ysgolion ac ar-lein.

Er mwyn i hyn ddigwydd, rydyn ni'n dibynnu ar nifer o bobl anhygoel. Mae hyn yn cynnwys ein rhieni maeth gwych.

Mae eu hymroddiad, eu cariad a'u hymrwymiad yn ein helpu i roi'r dechrau gorau mewn bywyd i fwy o blant. Maen nhw'n helpu i gadw plant yn ddiogel a chefnogi'r rheini sy'n cael amser hynod o anodd.



**Sefydlwyd Gweithredu dros Blant yn 1869 gan y Parchedig Thomas Bowman Stephenson. O'n cartref parhaol cyntaf i blant, rydyn ni wedi tyfu i gynnig cannoedd o wasanaethau i blant, pobl ifanc a theuluoedd ar draws y DU.**

Mae Gweithredu dros Blant yn elusen flaenllaw i blant yn y DU (rhif elusen gofrestredig 215301). Cawn ein llywodraethu gan Fwrdd Ymddiriedolwyr a gweithredwn i'r safonau moesegol uchaf.

Mae Gweithredu dros Blant (rhif cwmni 04764232) a Gwasanaethau Gweithredu dros Blant Cyf (rhif cwmni 02332388) yn gyfrifol ar y cyd am wasanaethau cartrefi gofal, maethu a chymorth yn y cartref.

# About Action for Children

We believe that every child and young person should have a safe and happy childhood.

We supported more than 368,000 children, young people and families in the UK last year. We did this in 503 services, in schools and online.

To make this happen, we rely on lots of incredible people. This includes our amazing foster parents.

Their dedication, love and commitment help us give more children the best start in life. They help to keep children safe and support those who are having a really difficult time.

**Action for Children was founded in 1869 by the Reverend Thomas Bowman Stephenson. From our first permanent children's home, we've grown to offer hundreds of services to children, young people and families across the UK.**



Action for Children is a leading UK children's charity (registered charity number 215301). We're governed by a Board of Trustees and operate to the highest ethical standards.

Action for Children (company number 04764232) and Action for Children Services Ltd (company number 02332388) are jointly responsible for care home services, fostering and domiciliary support.



# Rydyn ni'n deulu

# We are family



Gweithredu dros Blant

## Ein gweledigaeth

*Bod gan bob plentyn a pherson ifanc yn y wlad blentyndod diogel a hapus, a'r sylfaeni sydd eu hangen arnyn nhw i ffynnu.*

## Our vision

*Every child and young person in the country has a safe and happy childhood, and the foundations they need to thrive.*

## Ein gwerthoedd

Rydyn ni'n:

**Angerddol**  
**Uchelgeisiol**  
**Cydweithredol**  
**Cynhwysol**

## Our values

We are

**Passionate**  
**Ambitious**  
**Collaborative**  
**Inclusive**

## Ein cenhadaeth

*Rydym yn amddiffyn ac yn cefnogi*

*plant a phobl ifanc drwy:*

- Ddarparu gofal a chymorth ymarferol ac emosiynol.
- Sicrhau bod eu lleisiau'n cael eu clywed.
- Ymgyrchu i ddod â gwelliannau parhaol i'w bywydau.

## Our mission

*We protect and support children and young people by:*

- Providing practical and emotional care and support.
- Ensuring their voices are heard.
- Campaigning to bring lasting improvements to their lives.



# Y fframwaith cyfreithiol

Mae'r Datganiad o Ddiben hwn wedi'i gynllunio i roi gwybodaeth i chi am Gweithredu dros Blant a'n gwasanaethau maethu yng Nghymru. Mae'n cynnwys ein gwerthoedd a'n strwythur sefydliadol, yn ogystal â'n prosesau recriwtio, asesu a hyfforddi ym maes maethu. Byddwch yn cwrrd â'r tîm ac yn gweld sut mae ein lleoliadau'n gweithio hefyd.

Rydym wedi datblygu'r Datganiad hwn i fodloni'r rheoliadau angenrheidiol, y canllawiau statudol a'r safonau cenedlaethol sy'n berthnasol i ddarparwyr maeth. Maen nhw'n cynnwys:

- Deddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru) 2016.
- Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014.

- Rheoliadau Gwasanaethau Maethu Rheoleiddiedig (Darparwyr Gwasanaethau ac Unigolion Cyfrifol) (Cymru) 2019.

Gallwch lawrlwytho fersiynau Cymraeg a Saesneg o'r Datganiad hwn o'n gwefan.



## The legal framework

**This Statement of Purpose is designed to give you information about Action for Children and our fostering services in Wales. It covers our values and organisational structure, as well as our fostering recruitment, assessment and training processes. You'll meet the team and find out how our placements work, too.**

We've developed this Statement to meet the necessary regulations, statutory guidance and national standards that apply to fostering providers. These include:

- The Registration and Inspection of Social Care (Wales) Act 2016.
- The Social Services and Wellbeing (Wales) Act 2014.

- The Regulated Fostering Services (Service Providers and Responsible Individuals) (Wales) Regulations 2019.

You can download both Welsh and English versions of this Statement from our website.



# Gwasanaethau maethu yng Nghymru

## Ein strwythur



### Rydym yn rhedeg dau wasanaeth maethu yng Nghymru:

**Maethu Cymru**  
wedi'i leoli yng Nghasnewydd.  
Rydyn ni'n recriwtio, hyfforddi a chefnogi teuluoedd maeth i ofalu am blant yn Ne Cymru..  
Mae gennym hefyd wasanaeth ategol yn yr Wyddgrug yng Ngogledd Cymru.

**Seibiannau Byr Cymunedol NPT Abertaw**  
wedi'i leoli yn Abertawe a Chastell-nedd.  
Rydyn ni'n rhedeg seibiannau byr i blant a phobl ifanc 0-18 oed sydd ag anabled.

# Fostering services in Wales

## Our structure



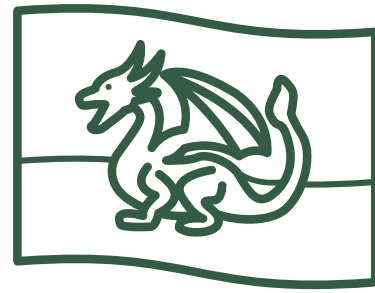
### We run two fostering services in Wales:

**Fostering Wales**  
is based in Newport.  
We recruit, train and support foster families to look after children in South Wales.  
We also have a satellite service in Mold, North Wales.

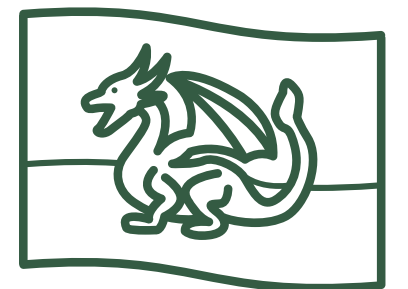
**NPT Swansea Community Short Breaks**  
is based in Swansea and Neath.  
We run short breaks for 0 to 18-year-olds who have a disability.



**Adran 1:  
Maethu Cymru**



**Section 1:  
Fostering Wales**





# Maethu Cymru

Sefydlwyd Gweithredu Dros Blant – Maethu Cymru yng Nghasnewydd yn 2002. Agorodd ein canolfan yng Ngogledd Cymru yn yr Wyddgrug yn 2020. Ein cred ganolog yw bod gan bob plentyn yr hawl i fod yn rhan o deulu cariadus. Er mwyn i hynny ddigwydd, rydym yn cynnig dull therapiwtig unigryw sy'n cefnogi'r plant sy'n dod i mewn i'r system ofal a'r teuluoedd sy'n gofalu amdany'n nhw.

## Ein gweledigaeth

**Rydyn ni'n angerddol am roi cartrefi diogel a chariadus i blant. Rydym ni eisiau:**

- Helpu plant i adeiladu perthnasoedd parhaol sy'n rhoi gwir ymdeimlad o berthyn iddyn nhw. Ein prif flaenoriaeth yw sefydlogrwydd.
- Pob plentyn i deimlo cysylltiad a'u bod yn rhan o deulu lle gallant berthyn, a theimlo eu bod yn cael eu caru a'u gwerthfawrogi
- Helpu plant i deimlo'n ddiogel bob eiliad o bob dydd.
- Plant i deimlo bod y bobl sy'n gofalu amdany'n nhw yn eu deall.
- Helpu plant i wella o brofiadau trawmatig a pherthnasoedd sydd wedi torri.



## Ein hamcanion

- I recriwtio, hyfforddi a chefnogi teuluoedd maeth newydd. Rydym ni eisiau cynyddu niferoedd ac amrywiaeth rhieni maeth er mwyn gwneud yn siŵr bod pob plentyn yn y lleoliad iawn.
- I gynnig gofal maeth o ansawdd uchel i blant a phobl ifanc na allant fyw gyda'u teuluoedd biolegol fel teulu.
- I weithio gydag eraill i roi plant yn gyntaf.
- I roi diogelwch a sefydlogrwydd i blant a phobl ifanc, gan ddefnyddio theori ymlyniad a'n dealltwriaeth o drawma plentyndod i lywio popeth a wnawn.
- I barchu a hyrwyddo cefndiroedd hiliol, diwylliannol, crefyddol ac ieithyddol plant a phobl ifanc.
- I ystyried rhywedd, rhywioldeb ac anabled plant a phobl ifanc bob amser wrth wneud penderfyniadau am leoliadau maethu.
- I gynnig cymorth 24/7 i rieni maeth, plant a phobl ifanc.
- I gynnwys safbwyntiau plant a phobl ifanc, teuluoedd (os yn briodol), teuluoedd maeth, awdurdodau lleol ac asiantaethau eraill.
- I wneud yn siŵr bod rhieni maeth a staff yn cael cyfle i ddysgu a datblygu.
- I recriwtio rhieni maeth o gefndiroedd gwahanol fel bod plant a phobl ifanc yn cael eu paru gyda'r rhieni maeth gorau posib.
- I hyrwyddo arfer da ac i lywio polisi yng Nghymru.

# Fostering Wales

We set up Action for Children Fostering Wales in Newport in 2002. Our North Wales base in Mold opened in 2020. Our core belief is that all children have the right to be part of a loving family. To make this happen, we offer a unique therapeutic approach that supports both the children who come into the care system and the families that look after them.

## Our vision

**We're passionate about giving children safe and loving family homes. We want:**

- To help children build lasting relationships that give them a real sense of belonging. Our number one priority is permanence.
- All children to feel connected and part of a family where they can belong, feel loved and cherished.
- To help children feel safe at every moment of every day.
- Children to feel understood by the people who care for them.
- To help children recover from traumatic experiences and broken relationships.



## Our objectives

- To recruit, train and support new foster families. We want to increase the number and diversity of foster parents to make sure every child has the right placement.
- To offer children and young people who can't live with their birth families high quality, nurturing care in a family setting.
- To work with others to put children first.
- To give children and young people security and stability, using attachment theory and our understanding of childhood trauma to inform everything we do.
- To respect and promote the racial, cultural, religious and linguistic backgrounds of children and young people.
- To always consider the gender, sexuality and disability of children and young people when making placement decisions.
- To offer 24/7 support for foster parents, children and young people.
- To include the views of children and young people, families (if appropriate), foster families, local authorities and other agencies.
- To make sure foster parents and staff have the opportunity to learn and develop.
- To recruit foster parents from different backgrounds so that children and young people get the best possible match.
- To promote best practice and inform policy in Wales.



# Cwrdd â'r tîm

Mae ein holl staff gwych yn weithwyr cymdeithasol cymwys. Maen nhw wedi cofrestru gyda Gofal Cymdeithasol Cymru. Mae gan ein rheolwyr gyfoeth o brofiad a chymwysterau, ac maen nhw hefyd yn weithwyr cymdeithasol cymwys sydd wedi cofrestru gyda Gofal Cymdeithasol Cymru.

Julie Gillbanks yw ein Unigolyn Cyfrifol. Cyfarwyddwr Gweithredol yw Julie a gweithiwr cymdeithasol cofrestredig. Mae ganddi Ddiploma mewn Astudiaethau Rheoli hefyd.

Weithiau byddwn yn defnyddio staff ac ymgynghorwyr dan gontract i'n helpu gyda'n gwaith, gan gynnwys aelodau panel a goruchwylydd clinigol allanol. Mae gan bob person rydyn ni'n ei gyflogi y cymwysterau cywir. Rydyn ni hefyd yn dilyn proses recriwtio fwy diogel fel bod plant yn cael eu hamddiffyn.



## Rheolwr y Gwasanaeth

**Matt Lewis**

matthew.lewis@actionforchildren.org.uk

Matt is an experienced social work manager and an accredited therapeutic practitioner. He's also a qualified social worker (registered as a fostering service manager). Matt's qualifications include BA (Hons) Communication Studies, a Diploma in Social Work, and Level 7 Agored accreditation in Intensive Family Support Service (IFSS), IFSS Management and Consultation, Training the Trainer and PGC Managing Practice Quality in Social Care. Matt was one of the first Consultant Social workers in Wales and has been instrumental in developing our model of care, Matt remains in therapeutic practice working directly with families.

## Rheolwr y Tîm

**Rhian Carter**

rhian.carter@actionforchildren.org.uk

Mae Rhian yn weithiwr cymdeithasol cymwysedig sydd â phrofiad sylweddol o ddiogelu. Cymhwysodd Rhian yn 2009 ac mae wedi gweithio fel gweithiwr cymdeithasol ac uwch ymarferydd mewn tîm asesu gwasanaethau plant awdurdod lleol a thîm 16 oed a hŷn. Ymunodd Rhian â ni yn 2019 ac mae'n rheoli gweithwyr cymdeithasol sy'n goruchwyllo a'r gweithiwr pontio. Mae ei chymwysterau'n cynnwys BSc mewn Gwaith Cymdeithasol, Tystysgrif i Raddedigion mewn Gwaith Cymdeithasol ôl-gymhwysol a Thystysgrif Ôl-raddedig mewn Rheoli Ansawdd Ymarfer ym maes Gofal Cymdeithasol.

# Meet the team



All of our brilliant staff are qualified social workers. They're registered with Social Care Wales. Our managers have a wealth of experience and qualifications, and are also qualified social workers registered with Social Care Wales.

Our Responsible Individual is Julie Gillbanks. Julie is an Operational Director and registered social worker. She also has a Diploma in Management Studies.

We sometimes use contracted staff and consultants to help us with our work, including panel members and an external clinical supervisor. Every person we employ has the right qualifications.

We also follow the safer recruitment process so that children are protected.



## Service Manager

**Matt Lewis**

matthew.lewis@actionforchildren.org.uk

Matt is an experienced social work manager and an accredited therapeutic practitioner. He's also a qualified social worker (registered as a fostering service manager). Matt's qualifications include BA (Hons) Communication Studies, a Diploma in Social Work, and Level 7 Agored accreditation in Intensive Family Support Service (IFSS), IFSS Management and Consultation, Training the Trainer and PGC Managing Practice Quality in Social Care.

Matt was one of the first Consultant Social workers in Wales and has been instrumental in developing our model of care, Matt remains in therapeutic practice working directly with families.

## Team Manager

**Rhian Carter**

rhian.carter@actionforchildren.org.uk

Rhian is a qualified social worker with significant safeguarding experience. Rhian qualified in 2009 and has worked as a social worker and a senior practitioner in both a local authority children's services assessment team and a 16+ team. Rhian joined us in 2019 and manages supervising social workers and the transition worker. Her qualifications include a BSc in Social Work, a Graduate Certificate in Post Qualifying Social Work and PGC Managing Practice Quality in Social Care.



# Beth a wnawn

## Teuluoedd sy'n gofalu am rieni a phlant gyda'i gilydd

Rydyn ni'n canfod cartrefi diogel a chariadus i blant yng Nghymru sydd ddim yn gallu byw gyda'u teuluoedd. Mae hynny'n golygu pethau gwahanol i wahanol blant. Er enghraifft, rydyn ni'n dod o hyd i:

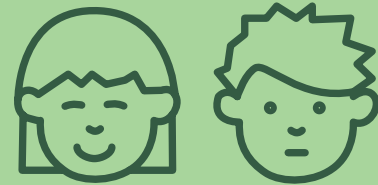
- Teuluoedd hirdymor i blant dyfu fyny ynddyn nhw.
- Teuluoedd i ofalu am blant am gyfnod byrrach o amser.
- Teuluoedd i frodyr a chwiorydd.
- Teuluoedd sy'n cynnig gofal seibiant.
- Teuluoedd sy'n cynnig seibiannau byr i blant ag anabledau.

Y peth pwysicaf yw sicrhau bod pob lleoliad yn iawn i bob plentyn.

### Cefnogi llesiant plant

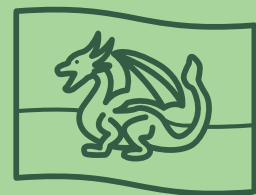
Rydyn ni eisiau i bob plentyn gael plentyndod hapus a diogel heb unrhyw ofn na gofid. Rydyn ni'n canolbwyntio ar les plentyn ar bob cam o'r daith faethu.

- Pan fydd plentyn yn dod atom ni, maen nhw'n cael canllaw sy'n briodol i oedran sy'n egluro popeth maen nhw eisiau ei wybod am faethu.
- Rydyn ni'n cynnal rhaglen o ddigwyddiadau ar gyfer y plant a'r teuluoedd rydyn ni'n eu cefnogi. Rydyn ni eisiau gwneud yn siŵr bod pobl yn gwneud atgofion ac yn cael hwyl gyda'i gilydd. Mae gennym ein gofod celfyddydau ein hunain ym Mharc Beechwood yng Nghasnewydd hefyd, lle rydyn ni'n cynnal gweithgareddau drwy gydol y flwyddyn.
- Rydyn ni wedi cysoni ein mesurau canlyniadau â chanlyniadau Cymru gyfan a ddefnyddir gan Awdurdodau Lleol Cymru fel y disgrifir yn Neddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015'
- Rydyn ni'n gweithio yn unol â Chonfensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn Erthygl 39: bod pob plentyn yn cael y cymorth arbenigol sydd ei angen arno i wella ar ôl cael ei gam-drin a'i niweidio.



### Cael plant i gymryd rhan

Rydyn ni eisiau sicrhau bod lleisiau plant yn cael eu clywed. Gall plant fynegi eu barn yn greadigol drwy weithgareddau fel gweithdai celf, yn ogystal â ffurflenni adborth, arolygon a gwaith therapiwtig. Rydyn ni'n annog plant i ddweud eu dweud ac i gymryd rhan mewn ffyrdd eraill, er enghraifft drwy ddod yn llysgennad ifanc Gweithredu dros Blant.



### Ein hymrwymiad i'r Gymraeg

Rydyn ni'n cynnig gwasanaethau dwyieithog i blant, rhieni maeth a gweithwyr proffesiynol. Pan ddaw darpar rieni maeth atom gyntaf, rydym yn cynnig gwasanaeth Cymraeg neu Saesneg. Mae gennym aelodau o'r tîm a rhieni maeth sy'n siarad Cymraeg, ac mae Tîm Arweinyddiaeth Gweithredol Gweithredu dros Blant yn frwd o blaid annog y defnydd o'r Gymraeg. Bydd anghenion cyfathrebu plant y mae'r Gymraeg yn iaith gyntaf iddyn nhw yn cael eu diwallu wrth gael eu paru â rhieni maeth.

Mae ein holl ffurflenni a pholisïau, gan gynnwys y Datganiad hwn, ar gael yn Gymraeg.

# What we do

## Families that care for parent and child together



We find safe and loving homes for children in Wales who can't live with their families. This means different things for different children. For example, we find:

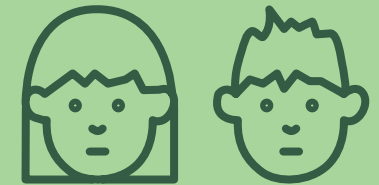
- Long-term families for children to grow up in.
- Families to look after children for a shorter amount of time.
- Families for brothers and sisters.
- Families that offer respite care.
- Families that offer short breaks for children who have disabilities.

The most important thing is getting each placement right for every child.

### Supporting children's wellbeing

We want every child to have a safe and happy childhood free from fear or worry. We're focused on a child's wellbeing at every point of the fostering journey.

- When a child comes to us they're given an age-appropriate guide that explains everything they might want to know about fostering.
- We run a programme of events for both the children and families we support. We want to make sure people make memories and have fun together. We have our very own arts space at Beechwood Park in Newport, too, where we run activities throughout the year.
- We have aligned our outcomes measures to the All-Wales outcomes used by Welsh LA's as described in The Future Wellbeing of Generations(Wales) Act 2015'
- We work in line with the UN Convention on the Rights of the Child Article 39: that every child gets the specialist support they need to recover from abuse and harm.



### Getting children involved

We want to make sure children's voices are heard. Children can express their views creatively through activities like arts workshops, as well as through feedback forms, surveys and therapeutic work. We encourage children to have their say and get involved in other ways, for example by becoming Action for Children young ambassadors.



### Our commitment to the Welsh language

We offer bilingual services to children, foster parents and professionals. When prospective foster parents first come to us, we offer both Welsh and English. We have Welsh speaking team members and foster parents, and Action for Children's Executive Leadership Team actively encourages the use of Welsh. Children whose first language is Welsh will have their communication needs met when matching with foster parents.

All our forms and policies, including this Statement, are available in Welsh.





## Model gofal

Defnyddiwn ddull ymlyniad a thrawma teuluol sydd wedi'i lywio gan safbwyntiau therapiwtig uchel eu parch. Rydyn ni'n integreiddio theori ymlyniad ac effaith trawma ar ddatblygiad plentyn i'n model maethu.

Credwn mai dyma'r ffordd orau i gefnogi a hyfforddi rhieni maeth, ac i weithio gydag awdurdodau lleol a phartneriaid eraill. Arweinir y gwaith gan ein prif ymarferydd therapiwtig a rheolwr y gwasanaeth. Mae holl aelodau ein tîm a'n rhieni maeth wedi'u hyfforddi yn y dull hwn.

## Cefnogaeth i deuluoedd maeth a gweithwyr proffesiynol

Mae ein gwasanaethau yn cynnwys:

- 'Clinig ymlyniad', sydd ar agor i deuluoedd maeth, gweithwyr cymdeithasol a gweithwyr proffesiynol eraill.
- Ymgynghori therapiwtig a chefnogaeth i deuluoedd maeth yn eu cartrefi.
- Ymgynghori therapiwtig i staff mewn ysgolion.
- 'Gwaith stori naratif therapiwtig' sydd wedi'i gomisiynu'n benodol.

Rydyn ni wastad yn ceisio gwella ein gwasanaethau. Rydyn ni eisiau i bawb – o blant i deuluoedd maeth – gael y gefnogaeth orau bosib.

## Model of care

We use a family-based attachment and trauma approach that's informed by respected therapeutic perspectives. We integrate attachment theory and the impact of childhood developmental trauma into our fostering model.

We believe this is the best way to support and train foster parents, and to work with local authority and other partners. The work is led by our lead therapeutic practitioner and service manager. All of our team members and foster parents are trained in the approach.

## Support for foster families and professionals

Our services include:

- An 'attachment clinic', which is open to foster families, social workers and other professionals.
- Therapeutic consultation and support for foster families in their homes.
- Therapeutic consultation for staff in schools.
- Specifically commissioned 'therapeutic narrative life story work'.

We're always looking to improve our services. We want everyone – from children to foster families – to get the best possible support.





# Bod yn rhiant maeth gyda ni

## Y broses asesu a chymeradwyo

Mae maethu plentyn yn beth hynod o werth chweil i'w wneud. Serch hynny, rydym yn deall y gall y broses o ddod yn rhiant maeth fod yn llafurus. Rydyn ni'n tywys darpar rieni drwy eu siwrnai faethu, gan gynnig cefnogaeth bob cam o'r ffordd.

Rhennir taith rhiant maeth i'r camau canlynol:

**1.** Rydym yn cysylltu ag unrhyw un sy'n gwneud ymholiad i gael sgwrs gychwynnol.

**2.** Os yw'n briodol, bydd aelod o'n tîm yn ymweld â'r person gartref.

**3.** Ar ôl yr ymweliad, bydd rheolwry tîm yn penderfynu a ddylid parhau â'r broses.

**4.** Os na fyddwn yn bwrw ymlaen gyda'r broses, byddwn yn ffonio neu'n ysgrifennu i roi gwybod i'r person.

**5.** Os byddwn yn cytuno i symud ymlaen, gwahoddir yr ymgeisydd/ymgeiswyr i'n cwrs Sgiliau Maethu i ddysgu ychydig yn fwy am faethu.

**6.** Os yw'r ymgeiswyr am barhau, byddwn yn cynnal asesiad llawn.

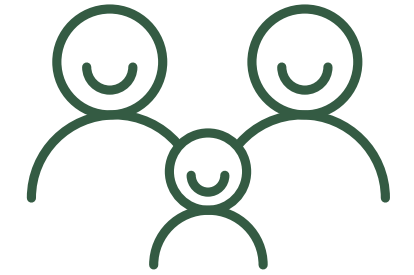
**7.** Byddwn yn gwneud yr holl wiriadau angenrheidiol a, phan fyddant wedi'u cwblhau, gwahoddir y teulu a'r asesydd i'n panel maethu.

**8.** Mae'r panel yn gwneud argymhelliad ynghylch a ddylid cymeradwyo'r ymgeisydd/ ymgeiswyr i faethu.

**9.** Gwneuthurwr Penderfyniadau'r Asiantaeth (ADM) sy'n gwneud y penderfyniad terfynol yn seiliedig ar argymhelliad y panel.



# Being a foster parent with us



## The assessment and approval process

Fostering a child is an incredibly rewarding thing to do. We do understand, though, that the process of becoming a foster parent can be daunting. We guide prospective parents through their fostering journey, offering support every step of the way.

A foster parent's journey is broken down into the following steps:

**1.** We get in touch with anyone who makes an enquiry to have an initial chat.

**2.** If appropriate, a member of our team will visit the person at home.

**3.** After the visit, our team manager will decide whether to continue with the process.

**4.** If we don't go ahead, we'll call or write to let the person know.

**5.** If we agree to go ahead, the applicant(s) are invited to our Skills to Foster course to learn a bit more about fostering.

**6.** If the applicants want to carry on, we'll then do a full assessment.

**7.** We'll do all the necessary checks and, when complete, the family and assessor are invited to our fostering panel.

**8.** The panel makes a recommendation about whether to approve the applicant(s) to foster.

**9.** Our Agency Decision Maker (ADM) makes the final decision based on the panel's recommendation.





## Cefnogaeth a hyfforddiant

Mae ein rhieni maeth yn gwneud rhywbeth arbennig ac rydym am sicrhau y gofaliwr amdany'n nhw'n iawn.

Mae pawb sy'n maethu gyda ni yn dilyn ein rhaglen hyfforddi flynyddol. Mae sesiynau'n cwmpasu'r hanfodion, fel diogelwch a datblygiad plant, yn ogystal â pholisiâu a gweithdrefnau. Rydym hefyd yn cynnal hyfforddiant arbenigol i helpu rhieni maeth i ofalu am blant sydd wedi cael eu brifo, eu hesgeuluso neu eu cam-drin. Mae hyn yn rhoi'r wybodaeth iddyn nhw gefnogi'r plant hyn yn llawn. Gall rhieni maeth gael cefnogaeth hefyd wrth ein hymarferydd therapiwtig arbenigol. Rydyn ni'n egluro rhai o'r materion y mae pobl ifanc yn delio â nhw hefyd, fel bwlio ar gyfryngau cymdeithasol a diwylliant gangiau.

Mae ein calendr yn llawn digwyddiadau teuluol, o bicnic a thripiâu i'r sw, i gystadleuaeth gyfeillgar i bobi cacennau. Rydyn ni wrth ein bodd yn treulio amser gyda'n gilydd ac yn annog teuluoedd maeth i adeiladu rhydwethiau cymorth cryf

drwy grwpiau a digwyddiadau cymdeithasol.

Mae ein holl rieni maeth yn cael goruchwyliaeth fisol ac adolygiad rheoliadol blynyddol. Mae hyn yn cynnwys barn nifer o bobl, gan gynnwys barn gweithwyr proffesiynol a phlant. Mae ein ADM yn edrych ar bob adolygiad.

Gofynnwn i rieni maeth gadw cofnod o'u rôl ofalu, mynd i gyfarfodydd, a chymryd rhan yn y prosesau adolygu.

Rydyn ni'n gwneud yn siŵr nad yw ein rhieni maeth byth ar eu colled yn ariannol. Mae ein lwfansau maethu yn unol â'r safonau gofynnol cenedlaethol ac yn cael eu talu bob pythefnos. Rydyn ni'n rhoi canllawiau ysgrifenedig i ofalwyr ar yr hyn y mae'r lwfansau'n ei gwmpasu a'r treuliau y gallan nhw eu hawlio. Telir ffi maethu hefyd i rieni maeth.

## Monitoring and evaluation



**We closely monitor our services to make sure our children, young people and foster families get the best possible support. This includes:**

- Annual reviews with foster parents.
- Listening to children and making sure their voices are heard.
- Monthly supervision with foster parents.
- Regular staff supervision and annual appraisals.
- Feedback from foster parents about the training we offer.
- Feedback from professionals.
- Feedback from the local authority and trust workers at looked after child (LAC) reviews.
- Feedback from the local authority and trust workers before foster parent reviews.
- Quality of care reviews.
- Feedback from regulatory bodies.

## Monitro a gwerthuso



**Rydyn ni'n monitro ein gwasanaethau yn ofalus er mwyn gwneud yn siŵr bod ein plant, pobl ifanc a theuluoedd maeth yn cael y gefnogaeth orau bosib. Mae'n cynnwys:**

- Adolygiadau blynyddol gyda rhieni maeth.
- Gwrando ar blant a sicrhau bod eu lleisiau'n cael eu clywed.
- Goruchwyliaeth fisol gyda rhieni maeth.
- Goruchwyllo staff yn rheolaidd ac arfarniadau blynyddol.
- Adborth wrth rieni maeth ynglŷn â'r hyfforddiant a ddarparwn.
- Adborth wrth weithwyr proffesiynol.
- Adborth wrth weithwyr awdurdodau lleol ac ymddiriedolaethau mewn adolygiadau plant sy'n derbyn gofal.
- Adborth wrth weithwyr awdurdodau lleol ac ymddiriedolaethau cyn adolygiadau rhieni maeth.
- Ansawdd adolygiadau gofal.
- Adborth wrth gyrrff rheoleiddiol.

## Support and training

**Our foster parents are doing something special and we want to make sure they're looked after properly.**

Everyone who fosters with us follows our annual training programme. Sessions cover the essentials, like child safety and development, as well as policies and procedures. We also run specialist training to help foster parents to look after children who have been hurt, neglected or suffered abuse. This gives them the knowledge to fully support these children. Foster parents can also get support from our specialist therapeutic practitioner. We explain some of the issues young people deal with, too, like bullying on social media and gang culture.

Our calendar is packed with family events, from picnics and trips to the zoo, to a friendly 'cake off' competition. We love spending time together and encourage foster families to build strong support networks through groups and social events.

All of our foster parents have monthly supervision and a regulatory yearly review. This takes in lots of people's views, including those of professionals and children. Each review is looked at by our ADM.

We ask that foster parents keep a record of their caring role, go to meetings, and take part in the review processes.

We make sure that our foster parents are never out of pocket. Our fostering allowances are in line with the national minimum standards and are paid fortnightly. We give carers written guidance on what the allowances cover and the expenses they can claim. Foster parents are also paid a fostering fee.



# Cwynion a chwythu'r chwiban

## Cwynion

Mae ein gweithdrefn gwynion ar gael i bob teulu a phlentyn. Rydym yn cymryd cwynion o ddifri. Mae proses tri cham yn ei lle i sicrhau bod pob mater neu gŵyn yn cael ei datrys yn iawn.

### Cam 1

Mae rheolwr yn cwrdd â'r person sy'n cwyno i weld beth sydd wedi digwydd ac i geisio datrys pethau yn y fan a'r lle.



### Cam 2

Os nad yw'n bosib datrys y broblem yn anffurfiol, yna penodir rheolwr i ymchwilio i'r gŵyn yn ffurfiol. Byddan nhw'n paratoi adroddiad gydag argymhellion.



### Cam 3

Os na ellir datrys y mater yng ngham 2, yna bydd person annibynnol yn ymchwilio i'r gŵyn. Bydd y person hwn yn siarad â'r sawl sy'n cwyno ac yn ysgrifennu adroddiad gydag argymhellion.

## Chwythu'r chwiban

Rydym ni'n disgwyl y safonau uniondeb uchaf wrth ein staff a'n rhieni maeth. Mae ein polisi chwythu'r chwiban yn annog pobl i godi llais os ydyn nhw'n dod ar draws unrhyw beth sy'n eu poeni neu'n is na'n disgwyliadau.

Disgwylir i'n holl weithwyr cymdeithasol lynu at eu safonau cofrestru a chodau ymarfer.

### Cysylltu â ni

#### Swyddfa De Cymru

The Old Stables  
Parc Beechwood  
Casnewydd  
NP19 8AJ  
01633 270422

#### Rheolwr:

matthew.lewis@actionforchildren.org.uk

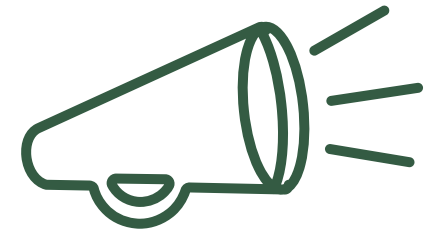
#### Swyddfa Gogledd Cymru

24 Parc Busnes Yr Wyddgrug  
Ffordd Wreccsam  
Yr Wyddgrug  
CH7 1XP  
01352 759597

#### Unigolyn Cyfrifol:

julie.gillbanks@actionforchildren.org.uk

# Complaints and whistleblowing



## Complaints

Our complaints procedure is available to all families and children. We take complaints extremely seriously. A three-stage process is in place to make sure every issue or complaint is properly resolved.

### Stage 1

A manager meets with the complainant to find out what's happened and to try to resolve things there and then.



### Stage 2

If it isn't possible to sort out the problem informally, then a manager is appointed to formally investigate the complaint. They'll prepare a report with recommendations.



### Stage 3

If the issue can't be resolved at stage 2, then an independent person will investigate the complaint. This person will speak to the complainant and write a report with recommendations.

## Whistleblowing

We expect the highest standards of integrity from our staff and foster parents. Our whistleblowing policy encourages people to speak out if they come across anything that worries them or falls below our expectations.

All our social workers are expected to abide by their registration standards and codes of practice.

### Get in touch

#### South Wales office

The Old Stables  
Beechwood park  
Newport  
NP19 8AJ  
01633 270422

#### Manager:

matthew.lewis@actionforchildren.org.uk

#### North Wales office

24 Mold Business Park  
Wrexham Road  
Mold  
CH7 1XP  
01352 759597

#### Responsible Individual:

julie.gillbanks@actionforchildren.org.uk



**Adran 2:  
Seibiannau Byr Cymunedol  
NPT Abertawe**



**Section 2:  
NPT Swansea Community  
Short Breaks**



# Seibiannau Byr Cymunedol NPT Abertawe

Partneriaeth yw Seibiannau Byr Cymunedol NPT Abertawe rhwng Gweithredu dros Blant, Cyngor Sir Castell-nedd Port Talbot a Gwasanaethau Plant Cyngor Dinas Abertawe. Rydyn ni wedi bod yn cydweithio ers 1998.

Rydyn ni'n cynnal seibiannau byr i blant a phobl ifanc ag anableddau. Mae ein staff a'n rhieni maeth gwych wedi'u hyfforddi'n llawn ac yn sicrhau bod plant ag amrywiaeth eang o anghenion yn cael y gefnogaeth iawn, yn cael hwyl, ac yn dysgu pethau newydd. Mae'r plant sy'n dod ar ein seibiannau yn aros yng nghartrefi ein rhieni maeth seibiant byr.

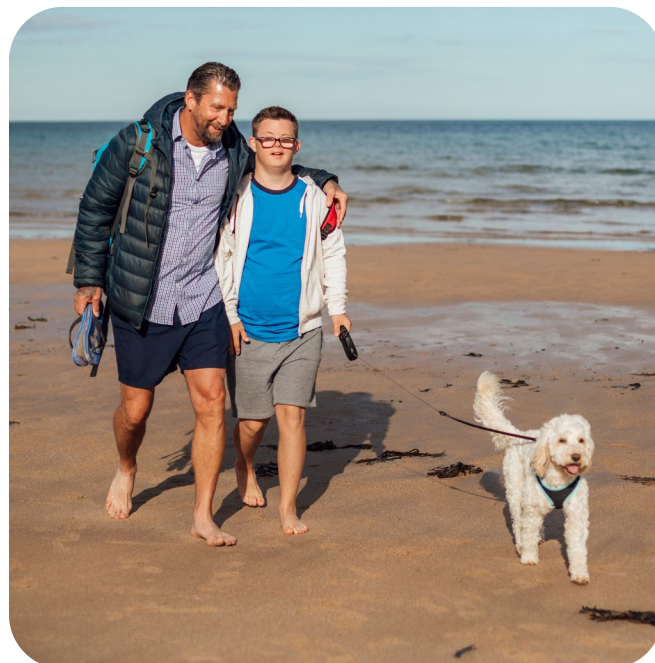
## Ein gweledigaeth

- I rymuso plant a phobl ifanc i gymryd rhan mewn gweithgareddau hamdden, chwaraeon a chelfyddydol o'u dewis.
- I roi cyfle i blant roi cynnig ar wahanol bethau a chwrdd â phobl newydd.
- I helpu plant i ddysgu a thyfu fel y gallant gyflawni eu potensial.

## Ein hamcanion

- I gynnal seibiannau byr o ansawdd uchel sy'n cynnig anogaeth mewn lleoliad teuluol i blant a phobl ifanc ag anableddau.
- I ganolbwyntio ar yr hyn y gall plant ei wneud, nid yr hyn na allan nhw ei wneud, a sicrhau bod pob plentyn yn cael yr un cyfleoedd.
- I gynnal llefydd hwyliog, diogel a hapus i blant.
- I wneud yn siŵr bod pob plentyn yn cael amser da, yn adeiladu annibyniaeth ac yn gweithio tuag at nodau cytûn.
- I annog plant i gael profiadau newydd a datblygu perthnasoedd.
- I roi cyfle i rieni a/neu ofalwyr orffwysu, ymlacio a threulio amser gydag aelodau eraill o'r teulu.
- I barchu a hyrwyddo cefndiroedd hiliol, diwylliannol, crefyddol ac ieithyddol plant a phobl ifanc.

- I ystyried rhywedd, rhywioldeb ac anabled plant a phobl ifanc bob amser wrth wneud penderfyniadau am leoliad maethu.
- I gynnwys safbwyntiau plant a phobl ifanc, teuluoedd (os yn briodol), teuluoedd maeth, awdurdodau lleol ac asiantaethau eraill.
- I gynnal cefnogaeth 24/7 i blant a rhieni maeth yn ystod eu seibiant.
- I wneud yn siŵr bod rhieni maeth a staff yn cael cyfle i ddysgu a datblygu.
- I recriwtio rhieni maeth o gefndiroedd gwahanol fel bod plant a phobl ifanc yn cael eu parhau gyda'r rhieni maeth gorau posib.
- I hyrwyddo arfer da ac i lywio polisi yng Nghymru.



# NPT Swansea Community Short Breaks

NPT Swansea Community Short Breaks is a partnership between Action for Children, Neath Port Talbot County Council and Swansea City Council's Children's Services. We've been working together since 1998.

We run short breaks for children and young people with disabilities. Our wonderful staff and foster parents are fully trained and make sure children with a wide variety of needs get the right support, have fun, and learn new things. The children who come on our breaks stay in the homes of our short break foster parents.

## Our vision

- To empower children and young people to take part in leisure, sports and cultural activities of their choice.
- To give children the chance to try different things and meet new people.
- To help children learn and grow so they can fulfil their potential.

## Our objectives

- To run high quality, nurturing short breaks in a family setting for children and young people with disabilities.
- To focus on what children can do, not what they can't, and make sure every child has the same opportunities.
- To offer fun, safe and happy places for children.
- To make sure every child has a good time, builds independence and works towards agreed goals.
- To encourage children to have new experiences and develop relationships.
- To give parents and/or carers the chance to rest, unwind and spend time with other family members.
- To respect and promote the racial, cultural, religious and linguistic backgrounds of children and young people.



- To always consider the gender, sexuality and disability of children and young people when making placement decisions.
- To include the views of children and young people, families (if appropriate), foster families, local authorities and other agencies.
- To offer 24/7 support for both children and foster parents during their break.
- To make sure foster parents and staff have the chance to learn and develop.
- To recruit foster parents from different backgrounds so that children and young people get the right match.
- To promote best practice and inform policy in Wales.



# Cwrdd â'r tîm

Mae ein holl staff gwych yn weithwyr cymdeithasol cymwys ac wedi cofrestru gyda Gofal Cymdeithasol Cymru. Mae gan ein rheolwyr gyfoeth o brofiad a chymwysterau hefyd – yn ogystal â bod yn weithwyr cymdeithasol cofrestredig. Julie Gillbanks yw ein Unigolyn Cyfrifol. Mae'n Gyfarwyddwr Gweithredol ac yn weithiwr cymdeithasol cofrestredig. Mae gan Julie Diploma mewn Astudiaeth Rheoli hefyd.

Mae'r tîm yn gweithio'n agos gyda chydweithwyr ar draws y sectorau iechyd, addysg a gofal. Mae gan ein staff a'n gofalwyr brofiad sylweddol o gefnogi pobl ifanc ag anableddau a'u teuluoedd.

## Rheolwr y Gwasanaeth

### Myfanwy Bater

myfanwy.bater@actionfordchildren.org.uk

Mae Myfanwy yn weithiwr cymdeithasol cymwys gyda phrofiad diogelu a rheoli yn y sectorau gwirfoddol a statudol.

Cymhwysodd Myfanwy yn 1995. Mae hi wedi gweithio mewn amryw o swyddi, gan gynnwys gweithiwr cymdeithasol, uwch ymarferydd, rheolwr dyletswydd a rheolwr tîm mewn gwasanaethau plant. Ymunodd Myfanwy â Gweithredu dros Blant dros 10 mlynedd yn ôl. Cafodd ei phenodi'n rheolwr gwasanaethau plant ar gyfer Pen-y-bont ar Ogwr a Chlwstwr Cymorth i Deuluoedd NPT.

Yn 2017, daeth Myfanwy yn rheolwr gwasanaethau plant ar Wasanaethau Anabledd Caerdydd a'r Fro cyn symud i'w rôl bresennol. Mae gan Myfanwy Ddiploma mewn Gwaith Cymdeithasol a NVQ Lefel 4 mewn Arweinyddiaeth a Rheoli.

## Rheolwr Ymarfer

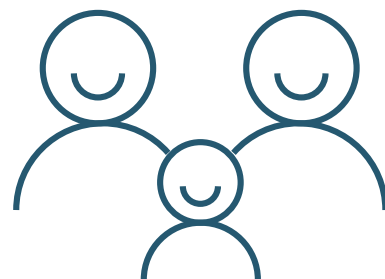
### Caroline Lewis

caroline.lewis@actionforchildren.org.uk

Mae Caroline yn weithiwr cymdeithasol cymwys sydd wedi gweithio gyda phlant mewn nifer o rolau a lleoliadau gwahanol. Roedd ei swyddi blaenorol yn cynnwys gweithiwr adnoddau, nyrs feithrin mewn ysgolion, arweinydd clwb ieuenctid, a chydlynnydd clwb gweithgareddau anghenion arbennig.

Dechreuodd Caroline ei swydd bresennol ym mis Medi 2011. Ym mis Rhagfyr 2012, daeth hefyd yn rheolwr cofrestredig ar gyfer y gwasanaeth Cyswllt Teulu

Mae gan Caroline Ddiploma mewn Gwaith Cymdeithasol, BTEC mewn Nyrsio Meithrin ac EDI Lefel 5 Rheolaeth, ac mae'n hyfforddwr Gweinyddu Meddyginiaeth.



# Meet the team



All of our fantastic staff are qualified social workers registered with Social Care Wales. Our managers have a wealth of knowledge and qualifications, too – as well as being registered social workers. Julie Gillbanks is our Responsible Individual. She's an Operational Director and registered social worker. Julie also has a Diploma in Management Studies.

The team works closely with colleagues across the health, education and care sectors. Our staff and carers have considerable experience supporting young people with disabilities and their families.

## Service Manager

### Myfanwy Bater

myfanwy.bater@actionfordchildren.org.uk

Myfanwy is a qualified social worker with safeguarding and management experience in both the voluntary and statutory sectors.

Myfanwy qualified in 1995. She's worked in a variety of positions, including social worker, senior practitioner, duty manager and team manager in children's services. Myfanwy joined Action for Children over 10 years ago. She was appointed children's services manager (CSM) for the Bridgend and NPT Family Support Cluster.

In 2017, Myfanwy became the CSM for Cardiff and the Vale Disability Services before moving into her current role. Myfanwy has a Diploma in Social Work and an NVQ Level 4 in Leadership and Management.

## Practice Manager

### Caroline Lewis

caroline.lewis@actionforchildren.org.uk

Caroline is a qualified social worker who's worked with children in lots of different roles and settings. Her previous jobs include resource worker, a nursery nurse in schools, a youth club leader, and a special needs activity club coordinator.

Caroline took her current position in September 2011. In December 2012, she also became registered manager for the Family Link service and POPS. Caroline's worked with children who have disabilities for more than 24 years.

Caroline has a Diploma in Social Work, a BTEC in Nursery Nursing and EDI Level 5 Management, and is an Administration of Medication trainer.





# Beth a wnawn

## Rydyn ni'n cynnal seibiannau byr i blant a phobl ifanc ag anabledau.

Mae ein staff a'n rhieni maeth yn sicrhau bod y plant hyn yn cael y cymorth gorau posib, yn cael hwyl a digonedd o weithgareddau. Mae'r plant yn sefyll yng nghartrefi ein rhieni maeth seibiant byr. Mae'r seibiannau ar agor i blant a phobl ifanc 0-18 oed.

Gan amlaf, mae rhieni maeth yn gofalu am un plentyn ar y tro (oni bai bod y plant yn rhan o grŵp o frodyr a chwiorydd neu os yw'r broses gymeradwyo yn caniatáu mwy). Mae nifer y nosweithiau y mae pob plentyn yn aros yn dibynnu ar eu hanghenion, a bennir gan asesiad a wneir gan y gwasanaethau cymdeithasol.

Mae gan y plant a'r bobl ifanc rydyn ni'n cwrdd â nhw amrywiaeth o anghenion cymhleth. Rydyn ni'n cefnogi plant a phobl ifanc sydd ag epilepsi, anafiadau i'r ymennydd, awtistiaeth, ADHD, parlys yr ymennydd, ymddygiad heriol difrifol, ac anawsterau cyfathrebu.

Mae ein holl staff a'n gofalmwr wedi'u hyfforddi'n llawn ac mae ganddyn nhw brofiad o weithio gyda phlant ag anghenion cymhleth.

## Cefnogi llesiant plant

Mae'n bwysig iawn bod pob plentyn a pherson ifanc yn cael y gorau o'u seibiant byr. Rydyn ni'n eu cefnogi i gymryd rhan mewn gwahanol weithgareddau, a'u hannog i wneud yr hyn maen nhw'n ei fwynhau a, lle bo'n briodol, i roi cynnig ar bethau newydd. Rydyn ni eisio i blant gael hwyl, cwrdd â phobl, dysgu a thyfu.

Rydyn ni hefyd yn cefnogi plant sy'n dangos arwyddion o ymddygiad heriol. Er mwyn sicrhau llesiant pob plentyn, rydyn ni'n gweithio gydag ysgol, rheolwr achos ac arbenigwyr ymddygiad y plentyn. Rydym wedi llunio cynlluniau ymddygiad i gefnogi'r plentyn, ac mae gofalmwr wedi'u hyfforddi i roi cymorth. Ar hyn o bryd mae gennym

ddau hyfforddwr 'Tîm Dysgu' yn y gwasanaeth.

Mae gofalmwr wedi'u hyfforddi hefyd i roi meddyginiaeth. Maen nhw'n dilyn polisiau a gweithdrefnau meddyginiaeth llym. Mae gweithiwr iechyd proffesiynol cymwys yn dysgu staff a gofalmwr sut i ddefnyddio offer arbenigol, fel systemau bwydo gastro a theclynnau codi, dilyn gofynion codi a chario, a rhoi asesiadau risg ar waith.

## Cyfathrebu ac iaith

Rydyn ni wedi ymrwymo i gynnig gwasanaethau dwyieithog i blant, rhieni maeth a gweithwyr proffesiynol. Mae gennym aelodau o'r tîm a rhieni maeth sy'n siarad Cymraeg, ac mae Tîm Arweinyddiaeth Gweithredol Gweithredu dros Blant yn frwd o blaid annog y defnydd o'r Gymraeg.

Mae ein holl ffurflenni a pholisiau, gan gynnwys y Datganiad hwn, ar gael yn Gymraeg.

Rydym yn cyfathrebu â phlant a phobl ifanc yn y ffordd sy'n gweithio orau iddyn nhw. Mae ein staff a'n rhieni maeth yn cael eu hannog i ddysgu dulliau cyfathrebu gwahanol, fel PECS a Makaton.

## Cael plant i gymryd rhan

Mae safbwyntiau, dewisiadau ac adborth plant yn bwysig iawn i ni. Rydyn ni'n sicrhau bod gan bob plentyn lais yn yr hyn maen nhw'n ei wneud ar eu seibiant byr.

Rhoddir canllaw i bob plentyn sy'n egluro popeth sydd angen ei wybod ynglŷn â seibiannau byr. Mae hyn yn cynnwys gwybodaeth am bwy y gallant siarad â nhw os nad yw pethau'n iawn a sut i wneud cwyn.

Rydym hefyd yn cael barn plant drwy'r broses adolygu ac ymweliadau dirybudd.

# What we do

## We run short breaks for children and young people with disabilities.

Our staff and foster parents make sure these children get the best possible support, have fun, and do lots of activities. The children stay in the homes of our short break foster parents. The breaks are open to 0 to 18-year-olds.

Foster parents typically look after one child at any one time (unless the children are part of a sibling group or if approval allows for more). The number of nights each child stays depends on their needs, which are determined by an assessment done by social services.

The children and young people we meet have a variety of complex needs. We support children and young people who have epilepsy, brain injuries, autism, ADHD, cerebral palsy, severe challenging behaviour, and communication difficulties.

All of our staff and carers are fully trained, and have experience of working with children who have complex needs.

## Supporting children's wellbeing

It's really important that every child and young person gets the most out of their short break. We support them to take part in different activities, encouraging them to do what they enjoy and, when appropriate, to try new things. We want children to have fun, meet people, learn and grow.

We also support children who show challenging behaviours. To ensure every child's wellbeing, we work with the child's school, case manager and behavioural specialists. We put together behaviour plans to support the child, and carers are trained to give support. We currently have two Team Teach trainers at the service.

Carers are also trained to administer medication. They follow strict medication policies and procedures. A qualified health professional

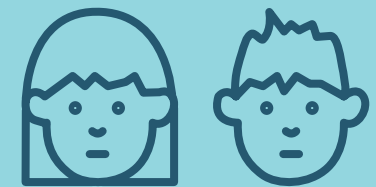
teaches staff and carers how to use specialist equipment, like gastro feeding systems and hoists, follow manual handling requirements, and put risk assessments in place.

## Communication and language

We're committed to offering bilingual services for children, foster parents and professionals. We have Welsh speaking team members and foster parents, and Action for Children's Executive Leadership Team actively encourages the use of Welsh.

All our forms and policies, including this Statement, are available in Welsh.

We communicate with children and young people in the way that works best for them. Our staff and foster parents are encouraged to learn different methods of communication, like PECS and Makaton.



## Getting children involved

Children's views, choices and feedback are really important to us. We make sure every child has a big say about what they do on their short breaks.

Each child is given a guide that explains everything they need to know about short breaks. This includes information about who they can talk to if things aren't right and how to make a complaint.

We also get children's views through the review process and unannounced visits.



# Bod yn rhiant maeth seibiant byr gyda ni

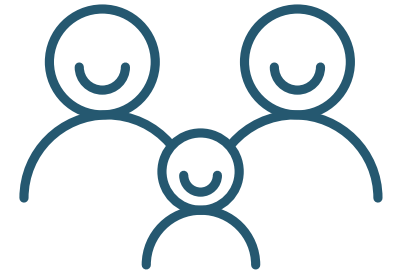
## Y broses asesu a chymeradwyo

Rydym eisiau i'r siwrnai i ddod yn rhiant maeth seibiant byr fod mor syml â phosib. Ein nod yw llywio pobl drwy bob cam, gan roi cefnogaeth bob cam o'r ffordd.

Mae'r broses i ddod yn rhiant maeth seibiant byr wedi'i rhannu i'r camau canlynol:

- 1.** Rydym yn cysylltu ag unrhyw un sy'n gwneud ymholiad i gael sgwrs gychwynnol.
- 2.** Os yw'n briodol, bydd aelod o'n tîm yn ymweld â'r person gartref.
- 3.** Ar ôl yr ymweliad, bydd rheolwry tîm yn penderfynu a ddylid parhau â'r broses.
- 4.** Os na fyddwn yn bwrw ymlaen â'r broses, byddwn yn ffonio neu'n ysgrifennu i roi gwybod i'r person.
- 5.** Os byddwn yn cytuno i symud ymlaen, bydd asesydd Ffurflen F yn dechrau asesiad llawn. Gall gymryd hyd at chwe mis.
- 6.** Yn ystod y broses, gwahoddir ymgeiswyr i'n hyfforddiant Paratoi i Faethu.
- 7.** Byddwn yn gwneud yr holl wiriadau angenrheidiol a, phan fyddant wedi'u cwblhau, gwahoddir y teulu a'r asesydd i'n panel maethu.
- 8.** Mae'r panel yn gwneud argymhelliad ynghylch a ddylid cymeradwyo'r ymgeisydd/ymgeiswyr i faethu.
- 9.** Gwneuthurwr Penderfyniadau'r Asiantaeth (ADM) sy'n gwneud y penderfyniad terfynol yn seiliedig ar argymhelliad y panel 

# Being a short breaks foster parent with us



## The assessment and approval process

We want the journey to become a short breaks foster parent to be as straightforward as possible. Our goal is to guide people through each stage, offering support every step of the way.

The process of becoming a short breaks foster parent is broken down into the following stages:

- 1.** We get in touch with anyone who makes an enquiry to have an initial chat.
- 2.** If appropriate, a member of our team will visit the person at home.
- 3.** After the visit, our team manager will decide whether to continue with the process.
- 4.** If we don't go ahead, we'll call or write to let the person know.
- 5.** If we agree to go ahead, then a Form F assessor will start a full assessment. This can take up to six months.
- 6.** During this process, applicants are invited to our Preparation for Fostering training.
- 7.** We'll do all the necessary checks and, when complete, the family and assessor are invited to our fostering panel.
- 8.** The panel makes a recommendation about whether to approve the applicant(s) to foster.
- 9.** Our Agency Decision Maker (ADM) makes the final decision based on the panel's recommendation. 

## Cefnogaeth a hyfforddiant

**Mae ein rhieni maeth seibiannau byr yn gwneud rhywbeth arbennig ac rydym am sicrhau y gofalir amdany'n nhw'n iawn.**

Mae'r rhaglen yn cynnwys sawl cwrs craidd i helpu teuluoedd maeth yn ystod eu dwy flynedd gyntaf. Mae'n cefnogi gofalwyr i ddiwallu unrhyw anghenion hyfforddi a nodwyd drwy asesu a goruchwyliaeth. Yn ddiweddar gwnaethom ddiweddarau ein hyfforddiant i adlewyrchu ein dulliau sy'n seiliedig ar ymlyniad.

Rydym hefyd yn cynnal hyfforddiant arbenigol i helpu rhieni maeth i ofalu am blant sydd wedi cael eu brifo, eu hesgeuluso neu eu cam-drin. Mae hyn yn rhoi'r wybodaeth iddyn nhw gefnogi'r plant hyn yn llawn. Gall rhieni maeth gael cefnogaeth hefyd gan ein hymarferydd therapiwtig arbenigol. Rydyn ni'n egluro rhai o'r materion y mae pobl ifanc yn delio â nhw hefyd, fel bwlio ar gyfryngau cymdeithasol a diwylliant gangiau. Caiff pawb eu hannog i gadw portffolio o'r hyfforddiant maen nhw wedi'i wneud.

Mae ein holl rieni maeth yn cael eu goruchwyllo'n fisol a cheir adolygiad rheoleiddiol blyneddol. Fe'u cefnogir i wneud hyn gan y gweithiwr cymdeithasol sy'n goruchwyllo. Mae'r adolygiad yn cynnwys nifer o safbwyntiau, gan gynnwys

barn gweithwyr proffesiynol a phlant.

Paratoir adroddiad adolygu gan y gweithiwr cymdeithasol a'r teulu. Yna caiff ei gyflwyno i'r panel neu'r swyddog adolygu. Mae'r adolygiad yn edrych ar ddigwyddiadau pwysig, unrhyw newidiadau mawr mewn bywyd, hyfforddiant, safonau gofal, ac amgylchedd y cartref. Mae'r penderfyniad i barhau â chofrestriad gofalwr, dadgofrestru neu wneud newidiadau i'r cofrestriad yn cael ei gymeradwyo gan yr ADM. Mae ymweliadau dirybudd hefyd yn digwydd ddwywaith y flwyddyn.

Mae ein calendr yn llawn digwyddiadau teuluol, o bicnic a thripiâu i'r sw, i gystadleuaeth gyfeillgar i bobi cacennau. Rydyn ni wrth ein bodd yn treulio amser gyda'n gilydd ac yn annog teuluoedd maeth i adeiladu rhwydweithiau cymorth cryf drwy grwpiau a digwyddiadau cymdeithasol.

Mae grwpiau cymorth rheolaidd hefyd yn rhoi cyfle i rieni maeth rannu eu profiadau. Gallant gael cefnogaeth 24/7 drwy ein system ar-alw hefyd.

Mae ein holl rieni maeth yn cael lwfans am bob seibiant byr dros nos. Mae ein lwfansau maethu yn unol â'r safonau gofynnol cenedlaethol ac yn cael eu talu'n fisol. Rydyn ni'n rhoi canllawiau i ofalwyr am yr hyn y mae'r lwfansau'n ei gwmpasu a pha dreuliau y gellir eu hawlio.

## Monitro a gwerthuso

**Rydyn ni'n monitro ein seibiannau byr yn ofalus er mwyn gwneud yn siŵr bod plant, pobl ifanc a theuluoedd maeth yn ddiogel ac yn cael yr amser gorau. Mae'n cynnwys:**

- Orlhain cynnydd y plant.
- Adborth wrth blant- er enghraifft, drwy ffurflenni a holiaduron.
- Adborth wrth rieni maeth - er enghraifft, ynglŷn â hyfforddiant a thrwy arolwg blyneddol.
- Adolygiadau blyneddol rhieni maeth.
- Goruchwyllo rhieni maeth ac aelodau'r tîm yn fisol.
- Cyfarfodydd tîm misol.
- Arfarniadau staff blyneddol.
- Monitro gan sefydliadau eraill - er enghraifft, Arolygiaeth Gofal Cymru.
- Adborth wrth weithwyr proffesiynol eraill.
- Archwiliadau diogelu ac adroddiadau i bennaeth diogelu Gweithredu dros Blant.



## Monitoring and evaluation



**We closely monitor our short breaks to make sure children, young people and foster families are safe and have the best time.**

**This includes:**

- Tracking the progress children make.
- Getting feedback from children - for example, through forms and surveys.
- Getting feedback from foster parents - for example, about training and through a yearly survey.
- Foster parent annual reviews.
- Monthly supervision of foster parents and members of the team.
- Monthly team meetings.
- Yearly staff appraisals.
- Monitoring by other organisations - for example, Care Inspectorate Wales (CIW).
- Feedback from other professionals.
- Safeguarding audits and reports to Action for Children's head of safeguarding.

## Support and training

**Our short breaks foster parents are doing an incredible thing and we want to make sure they're looked after properly.**

The programme includes several core courses to help foster families in their first two years. It supports carers to meet any training needs identified through assessment and supervision. We recently updated our training to reflect our attachment-based approach.

We also run specialist training to help foster parents look after children who have been hurt, neglected or suffered abuse. This gives them the knowledge to fully support these children. Foster parents can also get support from our specialist therapeutic practitioner. We explain some of the issues young people deal with, too, like bullying on social media and gang culture. Everyone's encouraged to keep a portfolio of the training they've done.

All our foster parents have monthly supervision and a regulatory yearly review. They're supported to do this by the supervising social worker. The review takes in lots of views, including those of professionals and children.

A review report is prepared by the social worker and the family. This is then presented to the panel or a reviewing officer. The review looks at important events, any major life changes, training, standards of care, and the home environment. The decision to continue a carer's registration, de-register or make changes to the registration is approved by the ADM. Unannounced visits also take place twice a year.

Our calendar is packed with family events, from picnics and trips to the zoo, to a friendly 'cake off' competition. We love spending time together and encourage foster families to build strong support networks through groups and social events.

Regular support groups also give foster parents the chance to share their experiences. They can get 24/7 support through our on-call system, too.

All our foster parents get an allowance for each overnight short break. Our fostering allowances are in line with the national minimum standards and are paid monthly. We give carers guidance on what the allowances cover and what expenses can be claimed.



# Cwynion

## Cam 1

Mae rheolwr yn cwrdd â'r person sy'n cwyno i weld beth sydd wedi digwydd ac i geisio datrys pethau yn y fan a'r lle.



## Cam 2

Os nad yw'n bosib datrys y broblem yn anffurfiol, yna penodir rheolwr i ymchwilio i'r gŵyn yn ffurfiol. Byddan nhw'n paratoi adroddiad gydag argymhellion.



## Cam 3

Os na ellir datrys y mater yng ngham 2, yna bydd person annibynnol yn ymchwilio i'r gŵyn. Bydd y person hwn yn siarad â'r sawl sy'n cwyno ac yn ysgrifennu adroddiad gydag argymhellion.

## Cwynion

Mae ein gweithdrefn gwynion yn cael ei rhannu gyda theuluoedd maeth a phlant. Rydym yn cymryd pob cwyn a honiad o ddifri.

Byddwn wastad yn ceisio datrys cwyn ar lefel leol yn gyntaf, os yn bosibl. Gwneir hyn fel arfer gan reolwr y tîm.

Os na ellir datrys y gŵyn yng ngham 1, mae'n symud ymlaen i gam 2. Gall y person sy'n cwyno dewis mynd â'r gŵyn yn uniongyrchol at gam 2. Yng ngham 2, gall yr Unigolyn Cyfrifol ofyn am ymchwiliad llawn.

Caiff yr holl gwynion eu riportio i Arolygiaeth Gofal Cymru a phennaeth diogelu Gweithredu dros Blant.

## Cysylltwch â ni

### Seibiannau Byr Cymunedol NPT Abertawe

Suite 15, Shaw Trust Disability Action Centre  
Parc Busnes D'Arcy, Llandarcy, Castell-nedd, SA10 6EJ  
01792 813522

### Unigolyn Cyfrifol:

julie.gillbanks@actionforchildren.org.uk  
CIW 0300 79900 126 / ciw@gov.wales



# Complaints



## Stage 1

A manager meets with the complainant to find out what's happened and to try to resolve things there and then.



## Stage 2

If it isn't possible to sort out the problem informally, then a manager is appointed to formally investigate the complaint. They'll prepare a report with recommendations.



## Stage 3

If the issue can't be resolved at stage 2, then an independent person will investigate the complaint. This person will speak to the complainant and write a report with recommendations.

## Complaints

Our complaints procedure is shared with foster families and children. We take all complaints and allegations extremely seriously.

We'll always try to resolve a complaint at a local level first, if possible. This is usually done by a team manager.

If the complaint can't be sorted out at stage 1, it moves on to stage 2. The complainant can also choose to take their complaint directly to stage 2. At stage 2, the Responsible Individual may ask for a full investigation.

All complaints are reported to both CIW and Action for Children's head of safeguarding.

## Get in touch

### NPT Swansea Community Short Breaks

Suite 15, Shaw Trust Disability Action Centre D'Arcy  
Business Park, Llandarcy, Neath, SA10 6EJ  
01792 813522

### Responsible Individual:

julie.gillbanks@actionforchildren.org.uk  
CIW 0300 79900 126 / ciw@gov.wales





## Plentyndod hapus a diogel

Mae Gweithredu dros Blant yn amddiffyn ac yn cefnogi plant a phobl ifanc drwy ddarparu gofal ymarferol ac emosiynol, sicrhau bod eu lleisiau'n cael eu clywed, ac ymgyrchu i wella eu bywydau'n barhaol.

## Safe and happy childhood

Action for Children protects and supports children and young people, providing practical and emotional care and support, ensuring their voices are heard, and campaigning to bring lasting improvements to their lives.

### Action for Children

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WD18 8AG

**0300 123 2112**

**[actionforchildren.org.uk](http://actionforchildren.org.uk)**

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