

# Policy and Procedure on Company Values and Mission Statement

The Forum School

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Policy Level	Group
Staff Groups Affected	All Staff

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## 1. Monitoring and Review

- 1.1. This policy will be subject to continuous monitoring, refinement and audit by the Head of Service. The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which related duties
- 1.2. have been discharged, by no later than three years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practise so require.

Signed:



John Ivers  
Proprietor, Cambian Group  
October 2019



Adrian Gyles  
Interim Principal & RI  
October 2021

## 2. Terminology

- 2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

<b>'Establishment' or 'Location'</b>	this is a generic term which means the Children's Home/school/college. The Forum School is a school and children's home
<b>Individual</b>	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At The Forum School we have children and young people attending and/or residing between the ages of 7 and 19 years
<b>Service Head</b>	This is the senior person with overall responsibility for the school and children's home At The Forum School this is the Adrian Gyles (Interim Principal & RI) and Kerry Byron (Care Services Manager)
<b>Key Worker</b>	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
<b>Parent</b>	means parent or person with Parental Responsibility
<b>Regulatory Authority</b>	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At The Forum School this is Ofsted
<b>Social Worker</b>	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
<b>Placing Authority</b>	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
<b>Staff</b>	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.
<b>Cambian</b>	this is a generic term which means the Children's Home/school/college. The Forum School is a school and children's home

### 3. Legislation

- Complies with Part 3(3)(7) of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations,
- Keeping Children Safe in Education Statutory guidance for School/Colleges) (DfE, (Sept 2019)
- Working Together to Safeguard Children (WTSC) (Aug, 2018)
- Children's Homes (England) Regulations 2015; Regulation 16
- Health and Social Care Act, 2012
- The Quality Standards 2015 Social Care, England Children and Young Persons, England,
- Care Homes (Wales) Regulations 2002,
- CQC Fundamental Standards and Key Lines of Enquiry (KLOE)

### 4. Purpose

#### 4.1. The purpose of this policy is to:

- set out Cambian's ethos and mission statement
- set out means by which individual locations develop, publish and underpin their own ethos and mission statement which is based on the Company's core aims and seeks to further encompass specific aims and aspirations for individuals residing at or attending the location.

## 5. Policy

- 5.1. Cambian undertakes to continuously and actively promote their ethos and mission statement at all levels of the organisation.
- 5.2. Although our work embraces many specialist disciplines, it is united by a common purpose and vision:
  - To be the 'Highest quality provider of specialist education and behavioural health services for children in the UK'
- 5.3. Cambian Group's mission statement is as follows:

### Cambian Group Mission Statement

Everyone has a personal best  
Everyone can find something to aim for  
Everyone can achieve something special  
And everyone should have the opportunity to strive for it.

Everyone

No matter what their situation  
No matter what specific challenges they might be facing  
We will actively enable the people in our care to achieve their personal best.

- 5.4. The Company's full ethos and mission is available on the Company website:  
<http://www.cambianguroup.com/cambianguroup/governance.aspx>
- 5.5. These principles of clinical governance underpin and direct Cambian's values:
  - Recognizably high standards of care
  - Transparent responsibility and accountability for those standards
  - A constant dynamic of improvement

## 6. Procedure

- 6.1. Each Head of Service will further develop Cambian's ethos and mission to encompass the needs and aspirations of the Individuals which reside at and / or attend their location.
- 6.2. The ethos and mission for each Location is set out within the body of each location's relevant information which is either:
  - For Children's Homes and Care Homes' – the **Statement of Purpose**)
  - For Schools - The **School Prospectus**
- 6.3. Information on developing the statement of purpose and school prospectus is set out in the **Policy on Statement of Purpose, Location information and Individuals' Guides**
- 6.4. The Location's ethos and mission will be reviewed regularly as part of relevant documentation (5.4) review schedule which is:
  - For Statement of Purposes at least annually

- For School Prospectus' The Location's ethos and mission will be made available to parents/carers, professionals and members of the public by publication on the location's website page: <http://www.cambianguroup.com/cambianguroup/legal.aspx>

## 6.5. Training and development

- We have a dedicated training and development team, which provides a wide range of mandatory, professional and vocational learning opportunities to our staff. The training of individuals of all disciplines is a major element of our services.
- Staff will be supported to deliver the highest standard of care, through a comprehensive induction programme, training and regular six weekly supervisions. Staff will be encouraged with their own learning and development needs within the company.
- The provision of a training budget is ensured to continually improve the quality of care to our individuals through ongoing programme of learning and development for all employees.
- Staff are expected to carry out their duties with regard to the company's ethos and mission.
- **On an individual level, the Cambian therapeutic framework will involves staff creating personalised care plans specific to each young person's needs and goals.**
- Staff training will be enhanced through regular review of online resources

## 7. Accountability

### 7.1. The Head of Service is responsible for:

- Ensuring that all staff have read the statement of purpose / prospectus
- That the statement of purpose / prospectus is reviewed regularly and that the local ethos and mission accurately reflects the service of care and /or education provided along with expectations of staff and individual behaviour.

## 8. Standard Forms, Relevant Documents, Letters & References

### 8.1. Location's Statement of Purpose or Prospectus