

OPERATING POLICIES

Gateway Psychology Operating Policies are statements on the way Gateway Psychology Ltd will operate within the Business System. They signal the values and philosophy of our Company and provide a framework of general principles for all employees, Associates and colleagues to follow.

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SIGNATORIES (signed electronically)

M.A. Forse

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Dr M.A. Forse – Managing and Clinical Director

05/06/2014

1. SCOPE OF POLICY

This policy applies to all workers (this includes Employees, Contracted Associates, agency workers and service contractors) of Gateway Psychology Ltd.

2.0 WHY WE NEED A POLICY

This document sets out the Statement of Purpose of Gateway Psychology Ltd. for adoption support activities. Its purpose is to:

- Ensure that there is a clear written statement of the aims and objectives of the organisation
- Accurately describe what facilities are used and services provided by the organisation
- Confirm that the requirements of the National Minimum Standards and regulation in respect of monitoring, review and accountability are in place.

3.0 KEY MANAGEMENT RESPONSIBILITIES

- 3.1 Understand current and new policies, and the role of management with respect to them.
- 3.2 Ensure that all employees, Associates and contractors understand current and new policies through communication and familiarisation, and behave in accordance with them.
- 3.3 Actively work to ensure that Gateway Psychology Ltd. Policies are maintained and developed, through reviewing their own policies and processes and receiving and monitoring feedback information.
- 3.4 Monitor the policy locally and eradicate any non-conformances that may be identified. The policy will be reviewed at least annually, and/or if there are any staff changes.
- 3.5 Agree and contribute to the development of new policies and processes where applicable, and when agreed, commit to implement those policies and processes.
- 3.5 Gateway Psychology Ltd Managers are responsible for the continual monitoring and improvement of Policies and Processes for which they have responsibility. This Policy will be reviewed at least on an annual basis.
- 3.6 Ensure that any concerns raised with Policies or Processes are directed to the manager within the relevant function.

4.0 DETAILS OF THE POLICY

4.1. Company Information

4.1.1. Gateway Psychology Ltd. is registered as a Limited Company, registration number 08857531. There are two Directors of the company – Dr Meryl Ann Forse (Clinical Director) and Dr Charles Forse (Business Director).

4.1.2. The company started in August 2013, prior to this, Dr Meryl Forse was Clinical Director of Densy Psychological Services, and has also held a number of positions in the NHS, specialising in children and young people, with an emphasis on

fostering and adoption support. At the time of publication, she has over 11 years of experience of working as a clinical psychologist.

4.1.3. The company provides adoption support services primarily in the North West of England.

4.1.4. The company can call upon the specialist services of associates who undertake work for Gateway on a contract basis.

4.1.5. The company's registered address is 7-9 The Boulevard, Tunstall, Stoke-on-Trent, ST6 6BD.

4.1.6. Contact details

Email: contact@gateway-psychology.co.uk

Post: Gateway Psychology Ltd., 7-9 The Boulevard, Tunstall, Stoke-on-Trent, ST6 6BD.

Telephone: +44 (0) 1782 919 520

4.1.7. Gateway Psychology is registered with Ofsted as an Adoption Support Agency unique reference number: SC481125. Ofsted's contact details are: The Office for Standards in Education, Children's Services and Skills, Piccadilly Gate, Store Street, Manchester, M1 2WD, Tel: 0300 123 4234, email: enquiries@ofsted.gov.uk

4.2. Responsible individual, Qualifications and Registration

4.2.1. Dr Meryl Forse is the designated Responsible Individual and Registered Manager for adoption support services, her qualifications and experience are listed in section 4.5

4.2.2. Dr Meryl Forse holds a current DBS Check clearance certificate.

4.3. Aims, Objectives and Values

Gateway Psychology places the child at the centre of our thinking and practice. We believe that adoption should enable children and young people placed with adoptive families to develop in surroundings conducive to:

- Being healthy and well
- Being safe and able to look after themselves
- Having the skills needed to manage adult life
- Becoming active and fulfilled citizens contributing to society
- Having the hope of economic success and be enabled to reach their own potential

Gateway Psychology Ltd. aims to:

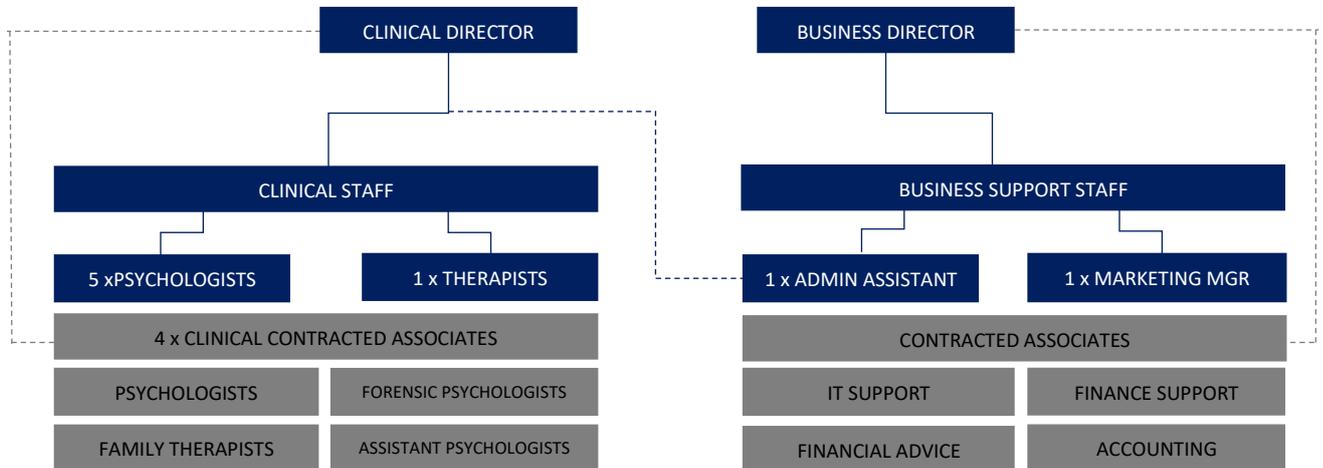
- Provide a prompt, high quality, independent and professional adoption support service that promotes family attachment and stability that are appropriate to the needs, welfare and safety of the client.
- Provide assessments, advice, support and assistance to children and young people who are or have been adopted, fostered or placed in care and to individuals of any age who were adopted, fostered or in care.

- Provide assessments, advice, support and assistance to adoptive parents, foster carers or members of families who are or have been involved in providing adoptive or foster families.
- Provide education and training to those who may be involved in adoption, fostering and care processes including;
 - Local authorities,
 - Children's charities, other charities active in this area,
 - Social workers and other professionals working in the area of child care and inclusion,
 - Families who are considering or who have adopted or fostered, individuals who have been adopted, fostered or placed in care.
- Provide information and advice to adoptive parents, carers, guardians and professionals about adoption and fostering related issues.
- Alleviate the effects of early life trauma and bereavement on adopted or fostered children or children in care
- Encourage and promote healthy attachments and family bonding in adoptive and foster families.
- Provide guidance, support and counselling to adopted children and their families to relieve distress resulting from the impact of adoption on their lives.
- Provide oral and written communications when necessary, in a format which is appropriate to any physical, sensory and learning impairments or communication difficulties. Arrangements will be made for those who are unable to understand the document to have it read, translated or explained to them.
- Monitor and evaluate the provision of services listed above to ensure that they are effective and of an appropriate level of delivery and quality, this includes obtaining feedback from the client/s.
- Provide a complaints procedure and inform the clients of the opportunity to utilise this.
- Where a suitable service cannot be offered for reasons of timing, cost or expertise, we will refer the client to an appropriate service provider, agency or service.

4.4. Assessment and monitoring

- 4.4.1. In order to assess the needs of those requesting adoption support from Gateway Psychology we either refer to assessments provided to us by Social Workers, solicitors, the client or Local Authorities and/or we conduct our own psychological assessment of need.
- 4.4.2. Gateway Psychology monitors and evaluates the provision of services in a variety of ways to all clients, including those utilising adoption support services and training. This is to ensure that our services are effective and of a high quality.
- 4.4.3. Gateway Psychology has a formal complaints process which is posted on the website and is available to all clients and customers.

4.5. Organisation and premises



At the time of publication, Gateway Psychology Ltd employs six clinical psychologists (including the Registered Individual) and one psychological therapist. An additional five clinicians can be engaged on a contractual “sessional” basis whenever capacity or skill-set requirements dictate this.

Qualifications and experience of the permanent staff are as follows:

- a. Clinical Psychologist 1 (Clinical Director)
 - BA (Hons), D Clin Psy (2007), HCPC registered, member of the BPS
 - 11 years of post-doctoral experience in children, adolescents and family psychology, including private psychological services, NHS CAMHS (specialist LAAC), adolescent in-patient services
 - Interests in attachment and emotional difficulties across the lifespan, developmental trauma and difficulties, complex Trauma and Post Traumatic Stress Disorder (PTSD), self-injury, sexualised behaviour, eating disorders
- b. Clinical Psychologist 2
 - BA (Soc Sci), MSc (Soc Sci), D Clin Psy (2003), HCPC registered, member of the BPS
 - 15 years of post-doctoral experience in children, adolescents and family psychology, including youth-offending, NHS CAMHS (specialist LAAC)
 - Interests in Attachment and emotional difficulties across the lifespan, trauma, self-injury, sexualised behaviour, young people in the criminal justice system, developmental difficulties/developmental trauma
- c. Clinical Psychologist 3
 - BA (Hons), D Clin Psy (2012), HCPC registered

- 6 years of post-doctoral experience, including children, adolescents and family psychological services, adult mental health, adolescent forensic mental health service
 - Interests in attachment and emotional difficulties across the lifespan, complex trauma and Post Traumatic Stress Disorder (PTSD), dissociative disorders.
- d. Clinical Psychologist 4
- BSc (Hons), D Clin Psy (2001), HCPC registered, member of the BPS
 - 17 years of post-doctoral experience, including adult and learning disability, forensic in-patient; CAMHS In-Reach (Young Offender Institution); community Forensic, CAMHS and Looked After services; and general CAMHS and adult mental health services
 - Interests in complex needs, sequelae of trauma, abuse and neglect; family functioning and parent-child relationships, attachment and relational difficulties, looked after and adopted children; adolescence, young adults, offending behaviour, behavioural problems.
- e. Clinical Psychologist 5
- BSc, MSc, D Clin Psy (2011), HCPC registered, member of the BPS
 - 7 years of post-doctoral experience, including children, adolescents and family psychological services (CAMHS), Autism Spectrum Disorder (ASD) specialist assessments
 - Interests in complex psychological assessment and consultation, ASD assessments and consultation
- f. Clinical Psychologist 6
- BSc (Hons), D Clin Psy (2014), HCPC registered, member of the BPS
 - 4 years of post-doctoral experience, including children, adolescents and family psychological services (NHS Foundation Trust, CAMHS and private), Autism Spectrum Disorder (ASD) specialist assessments, looked-after children in forensic settings
 - Interests in complex psychological assessment and consultation, ASD assessments and consultation.
- g. Psychological Therapist 1
- BA, MA pg/Dip Social Work (2004), HCPC registered
 - 14 years of post-graduate experience, including children, adolescents and family psychological services (CAMHS therapeutic team), mental health assessments, therapeutic intervention,
 - Interests in Dyadic Developmental Psychotherapy (DDP), Theraplay®, CBT, looked-after children, multi-agency collaboration

In addition, Gateway Psychology Ltd. has an Administration and Marketing support team of 3 members, including the Business Director is qualified with a BSc Engineering (Mechanical) and a PhD in Materials Engineering. He has 35 years of experience in industry including senior management roles in large organisations and business advisory roles as part of a public sector initiative. The Marketing Manager has a BA (English with Creative Writing) and

a MA (English Literature) with six years of experience in digital marketing, paid search optimisation, SEO, digital content copy writing and web design.

Gateway Psychology will ensure that all staff are suitably qualified and have appropriate knowledge and skills, and in particular:

- an appropriate understanding of the Adoption & Children Act 2002 and associated guidance,
- a sound understanding of the adoption process and adoption-related issues;
- an appropriate understanding of the roles of other agencies who may be involved in the adoption process,
- an ability to promote equality, diversity and the rights of individuals and groups; and
- an understanding of the importance of the complaint's procedure.
- All staff have current DBS clearance certificates

Gateway Psychology will ensure that suitable premises are available to staff, associates and clients for the purposes set out above, this includes document and information security measures. (see data protection policy and procedures)

5.0 CROSS REFERENCES WITH OTHER POLICIES

GP-POL-001 Complaints Policy

GP-POP-002 Equality Policy

GP-POL-003 Safeguarding Children Policy

GP-POL-004 Health and Safety Guidelines

GP-POL-006 Data Protection

CHANGE HISTORY

Details of Change	Date of Change	Issue Level
Draft issue	3/12/2013	0
Added section 4.4 organisation and premises	5/6/2014	1
Doc. Reviewed and org chart updated	22/11/17	2
Revised with staff list and updated as a result of Ofsted inspection	29/10/2018	3