



## STATEMENT OF PURPOSE

### Overview of the Catholic Children's Society (Westminster)

The Catholic Children's Society (Westminster) (CCS) is a registered charity (no. 210920) established in 1859 in response to the poverty and deprivation experienced by children in the Catholic Diocese of Westminster. For the first 100 years our work was primarily focused on the provision of residential care and we were known as the Crusade of Rescue. Our work then moved to family-based care, in line with changing approaches to social welfare. CCS became a registered Adoption Agency in 1948 and changed to an Adoption Support Agency in 2012. Since 2018, this service has been known as 'Pathways Post Adoption and Aftercare'.

### Our vision, mission and values

Although our work has changed over time, our ethos remains the same. Inspired by Catholic Social Teaching, our mission is to bring hope and positive change to children and families. Our work is underpinned by our core values of integrity, compassion, inclusion and partnership. We provide services to children and families of all faiths and none; our sole aim is to help those in greatest need so they can overcome the challenges they face and achieve their full potential. In addition, we recognise our responsibilities to those who we placed in adoption and who attended our children's homes; we are committed to supporting these individuals, and their families, so they can find out more about their past.

### Our area of operations

CCS's geographical area of operation was originally the Diocese of Westminster which comprises of all London boroughs north of the River Thames and west of Waltham Forest, together with the Borough of Spelthorne and the County of Hertfordshire. In the past we have also operated as the Adoption Agency for the Diocese of Brentwood, covering the County of Essex. Over the years we have gradually expanded our work beyond Westminster Diocese and we now deliver services across both the Archdiocese of Southwark and the Diocese of Arundel & Brighton.

### Our work as a Voluntary Adoption Agency and Adoption Support Agency

Historically, CCS provided services and support to parents who wished to place their children for adoption and to families who were seeking to adopt. In common with other Voluntary Adoption Agencies, this changed to placing children from the Local Authority care system for whom the plan had been agreed as Adoption.

CCS ceased to recruit and assess prospective adoptive parents in December 2008. The last Adoption Order was made in September 2011. We de-registered as a Voluntary Adoption Agency and registered with Ofsted as an Adoption Support Agency on the 10<sup>th</sup> of February 2012 (SC441470). CCS continues to hold the records of over 6,000 adoptions that we had been involved with, and to offer a service to these adopted adults and their birth and

adoptive families. We also offered support where CCS approved the adoptive parents, but the child came from Local Authority care. As of April 2019, we have no cases of children under 18 for whom we are the Appropriate Adoption Agency (AAA).

## **Personnel registered with Ofsted**

The Responsible Individual is:

Gregory Brister  
Chief Executive Officer  
Catholic Children's Society Westminster  
73 St Charles Square  
London  
W10 6EJ

Gregory holds a BA (Hons) in Politics 2005 and an MSc in Violence, Conflict and Development 2009. He also holds a Diploma in Fundraising 2016 and an Award in Strategy for Directors 2021. Gregory has trained with the Institute of Directors and the Chartered Institute of Personnel and Development and has been a Senior Manager at CCS since 2012. He was appointed CEO in July 2021.

The Registered Manager is:

Irena Lyczkowska  
Pathways Post Adoption and Aftercare Team Leader  
73 St Charles Square  
London  
W10 6EJ.

Irena Lyczkowska has a BA Combined Honours 1977, Sozialpädagogische Diplom 1982, Certificate of Qualification in Social Work (CQSW) 1989, Diploma in Applied Social Studies 1993, Post Qualifying Award in Social Work 2007, Child Care Award 2007 and Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services - Adult's Management (England). She has experience as a Child and Family Social Worker in Local Authorities and as a Post Adoption Social Worker and Senior Social Worker in both Local Authorities and a Voluntary Adoption Agency. Irena Lyczkowska is registered as a social worker with Social Work England and has been the Team Leader of the Post Adoption and After Care Service since May 2015.

## **Management Committee, Governance and management structure**

CCS's Management Committee is made up of a board of trustees with a wide range of experience and skills. The trustees are responsible for the overall governance of the organisation and its strategic development. The board meets quarterly and there are several sub-committees to oversee the effective functioning of the organisation. Trustees are committed to honouring the historic responsibility we have towards those whose adoptions we arranged, as well as those who were formerly in our care.

The CEO is also Company Secretary and reports directly to the board. He is supported by a Senior Management Team (SMT) comprising of the Head of Finance, Head of Partnerships & Communications and Head of Services, all of whom are full-time members of staff. The CEO is the line-manager of the Pathways Post Adoption and Aftercare Team Leader.

## **Pathways staff**

The team consists of a manager and three part-time social workers, who all have the relevant qualifications and experience to deliver post adoption services and are registered with Social Work England. There is also a full-time administrator.

## **CCS Offices**

The Pathways Post Adoption and Aftercare Service operates from the CCS Head Office at 73 St Charles Square, London, W10 6EJ.

In addition to the Head Office, CCS's operates a Family Centre at 34 Wades Place, London E14 0DE. CCS's School Counselling Service operates in schools across London.

## **Services we offer as an Adoption Support Agency**

The services we offer as an Adoption Support Agency are:

### For Adults

- Schedule 2 access to birth records to adults over the age of 18 where CCS is the AAA or where CCS hold records related to the adoption.
- Section 98 Intermediary Services to adopted adults over the age of 18, to birth relatives where CCS is the AAA and to a 'prescribed person', as defined in the Adoption Information and Intermediary Services (Pre-Commencement Adoption) (Amendment) Regulations 2014.
- Providing information to other agencies offering Schedule 2 and Section 98 services to birth relatives and adopted adults for whom we are the AAA.
- Advice, support and signposting to therapeutic services for adopted adults, birth relatives and adoptive parents, where the adoptive parents were approved by CCS.

## **Training and Networks**

Team members are offered external training opportunities to ensure they continue to develop their knowledge and skills. Team meetings are also used for case discussion and provide opportunities to share expertise and best practice.

Membership of the South-East Post Adoption Network (SEPAN) provides an opportunity to keep up to date with developments in the field in terms of practice and legislation.

## **Complaints Procedure**

CCS has a Comments, Compliments and Complaints procedure. Information about this is sent out to each new enquirer. The leaflet contains information about how to contact Ofsted.

## **Monitoring of the service**

Staff are supervised regularly by their line-manager. Service information is reviewed at least annually and adapted as appropriate.

CCS is committed to quality assurance. Service users are either given a questionnaire when they are seen by a member of the team (Access to Records) or sent a questionnaire when a case is closed. Feedback provided is evaluated by the Team Leader and SMT, and an annual report with recommendations is provided to the board of trustees.

## **Regulatory Authority**

The regulatory authority is:

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

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Tel: 0300 1231231

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