



Who's who

in Children's Services, Schools and Families



Making it easy for you to contact us

Good communication is central to all our work and so it is vital that anyone working with children, young people and their families across the Borough area can reach the people they need within Children's Services, Schools and Families.

This Directory gives you an understanding of the structure of the Children's Services, Schools and Families Directorate along with important contact information. We've colour coded each Service area and the **'A to Z'** facility should help you find the information you need quickly and easily.

The Directory will be provided electronically and posted on our website, allowing us to keep it up to date at all times.

Use the tabs to flick easily between divisions

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Children's Services, Schools and Families

is guided by the following objectives:

- Keeping all children and young people safe.
- Setting high expectations for all within the Borough regardless of background and including those with particular needs.
- Striving for equal access to health provision, opportunities to enjoy childhood and to contribute to the community.
- Challenging the causes of child poverty and removing barriers to success in life.

We will provide and support services for all those working with children and young people as we seek to collectively raise standards of attainment in schools and keep children safe and healthy. Our priority is to ensure the effective delivery of our services so we can improve the life chances for children and young people.

We work with children, young people and families; the Governors, Head Teachers and Staff of our 79 schools; frontline social care staff; the Children's Trust partners including NHS Bedfordshire and the Police; the voluntary, community and private sector and elected Members.

Shared Services

Some services, such as the Youth Offending Service and the Children with Disabilities Service will be shared with Central Bedfordshire for an initial period of time. Where this is the case, the Directory makes it clear and tells you whether the service is "hosted" by either Central Bedfordshire or Bedford Borough. Cover A - Z

If you have any feedback, amendments or additions to "Who's Who" then we are keen to hear from you because we want to make the directory as useful as possible and keep it as up to date as possible, please contact:

Beth Bowmer, Communications Manager

☎ 01234 228411 / 42411

✉ beth.bowmer@bedford.gov.uk

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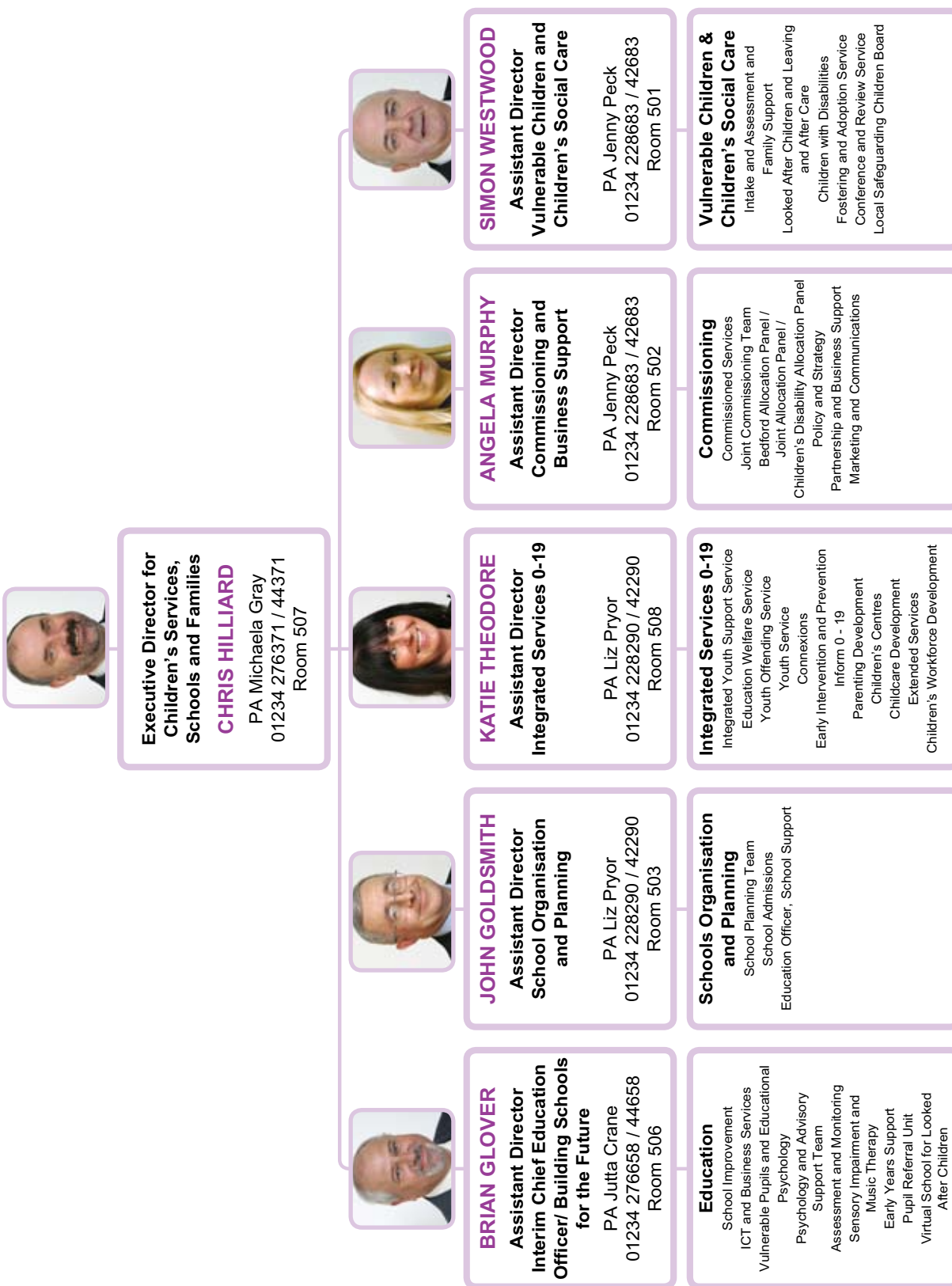
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Structure Chart

Children's Services, Schools and Families

Bedford Borough Council



Education Division

This division provides support to schools on school improvement and on improving the achievements of vulnerable pupils, such as those with special educational needs.

Brian Glover, Interim Chief Education Officer / Building Schools for the Future

☎ 01234 276658 / 44658

✉ brian.glover@bedford.gov.uk

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School Improvement

School Improvement

The School Improvement team leads on the implementation of the Primary and Secondary Strategies and 14-19 education development. We provide support and challenge to our schools to promote high standards and excellence in education and to secure ongoing improvement in provision for children and young people.

We aim to work in partnership with schools to raise the bar for all pupils and promote high aspirations as well as to help schools identify and narrow gaps in achievement or opportunity for groups or individuals.

- Access to inclusion in the school curriculum
- Advice and support to minority groups
- Anti-bullying
- Behaviour support
- Curriculum
- Early years
- Foundation education
- ICT
- School improvement (both planning and School Improvement Partners)
- Literacy
- Newly qualified Teacher Support and Monitoring
- Numeracy
- Ofsted
- Primary languages
- Targets
- 14 – 19 developments

Geoff Bent and Ruth Wilkes, Joint Heads of School Improvement

☎ 01234 836175 / 49175

☎ 01234 836117 / 49117

✉ geoff.bent@bedford.gov.uk / ruth.wilkes@bedford.gov.uk

Christine Herrick, Head of Service, Ethnic Minority and Traveller Support

☎ 01234 228488 / 42488

✉ christine.herrick@bedford.gov.uk

Noel McCartney, Head of Strategy 14 – 19 Partnership

☎ 01234 836187 / 49151

✉ noel.mccartney@rhouse.co.uk

Maria Hutchinson, Antibullying

☎ 01234 836153 / 49153

✉ maria.hutchinson@bedford.gov.uk

Ian Lindsay, Behaviour and Attendance

☎ 01234 836157 / 49157

✉ ian.lindsay@bedford.gov.uk

Kate Goodall, Improving Schools (Primary)

☎ 01234 836181 / 49181

✉ kate.goodall@bedford.gov.uk

Abigail Gosling, Early Years

☎ 01234 836067 / 49067

✉ abigail.gosling@bedford.gov.uk

Deborah Slade, School Improvement Advisor

☎ 01234 836120 / 49120

✉ deborah.slade@bedford.gov.uk

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Conference and Development Centre

The Conference and meeting facility at Priory Park will continue to be available for meetings, professional development sessions and conferences.

Michelle Argent

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01234 836101 / 49101

michelle.argent@bedford.gov.uk

Vulnerable Pupils and Educational Psychology

This Service focuses on improving the achievements of vulnerable pupils such as those with special educational needs. We aim to promote learning, advise on learning environments, remove barriers to learning and promote inclusion from early years right through to when pupils leave formal education.

Tim Long, Head of Vulnerable Pupils and Principal Educational Psychologist

01234 276397 / 44397

ep.lss@bedford.gov.uk

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Vulnerable Pupils and Educational Psychology includes the following teams:

Psychology and Advisory Support Team

Our team consists of Educational Psychologists, Learning Support Advisory Teachers, Foundation Stage Advisory Teachers and Autism Spectrum Advisory Teachers.

We offer consultation, assessment, advice and support where there is a concern about the development and or behaviour of a child or young person that is affecting their learning.

Alison Cuthill, Deputy Principal Educational Psychologist

01234 228693 / 42693

ep.lss@bedford.gov.uk

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Assessment and Monitoring Team

Our team administer the statutory processes for children who are proposed for and issued with Statements of Special Educational Need. We are responsible for the annual monitoring of statements and offer advice to parents, carers, other professionals and schools regarding the assessment and monitoring process.

- Special educational needs
- SEN and Disabilities tribunals
- Statements (& annual monitoring)
- Elective Home Education

Jennie Newman, Head of Assessment and Monitoring Team

01234 228375 / 42375

statass@bedford.gov.uk

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Sensory Impairment and Music Therapy Team (SIMT)

This is a Shared Service based at the Child Development Centre in Kempston, hosted by Bedford Borough.

The Team is made up of specialist teachers, music therapists, teaching assistants, educational communicators and a resource officer / technician. We support children, parents, carers and school staff in meeting the needs of children with hearing impairment, visual impairment and or multi-disabled V.I. / Deafblind.

Sue Briscoe, Senior Manager SIMT Team

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01234 300710 / 68515

sue.briscoe@bedford.gov.uk

Early Years Support Team (Special Educational Needs)

This is a Shared Service hosted by Bedford Borough.

The Early Years Support Team working with Educational Psychologists, the Sensory Impairment and Music Therapy Team and Foundation Stage Advisory Teachers provide an integrated assessment and specialist support to children with SEN / disabilities both at home and in pre-school settings and schools. The team is based at the Child Development Centre, Kempston and the Edwin Lobo Centre, Luton.

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Helena Black, Head of Team, The Child Development Centre

01234 290770

helena.black@bedford.gov.uk

Virtual School for Looked After Children

The Virtual School oversees the education of children in care educated in Bedford Borough schools and those children under the authority's care who are placed outside of the Borough area. We work in partnership to ensure that the many needs of looked after children are addressed and that they reach their full potential.

Alecia Oliver, Virtual School Head Teacher

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01234 276102 / 44102

alecia.oliver@bedford.gov.uk

Pupil Referral Unit (PRU) - Greys Education Centre

This is a shared service, hosted by Bedford Borough.

The PRU provides education and support for pupils who are out of school due to:

- Permanent exclusion
- Illness at home or in Bedford Hospital
- Pregnancy or
- Being a young mother.

Support is also available for pupils who have social, emotional and/or behavioural difficulties or are at risk of exclusion. Reintegration support is provided for all pupils returning to school following a period of PRU support.

The Inclusion Support Team provides advice and support to Head teachers and Governors on issues around exclusion.

- Behaviour Support Plan
- Behaviour Support Team
- Exclusions
- Inclusion
- Pupil Referral Unit
- Social, Emotional and Behavioural Difficulties

Sue Raffe, Head Teacher, Greys Education Centre

01234 408477 / 67477

greys@greys.beds.sch.uk

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School Organisation and Planning

This Service provides a co-ordinated admissions service and ensures the provision of sufficient and suitable school places. It supports the development and implementation of initiatives associated with school planning, including Building Schools for the Future and the Primary Capital Programme. The team also includes the Education Officer, School Support and Governor Training and Development.

John Goldsmith, Assistant Director (School Organisation and Planning)

☎ 01234 228196 / 42196

✉ john.goldsmith@bedford.gov.uk

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School Planning Team

School Planning Team

This team is responsible for ensuring the provision of sufficient school places. We cover:

- Planning for school places;
- Commissioning capital projects (supported where possible with external funding);
- Co-ordinating statutory proposals and ensuring that the necessary processes are followed in connection with opening, closing, enlarging or changing the character of schools;
- Establishing new schools;
- Carrying out area-wide reviews of school provision;
- Commissioning feasibility studies;
- Advising on the establishment of Academies, Federations & Trust Schools.

Key areas of work:

- Academies (John Goldsmith, 01234 228196 / 42196)
- Asset Management Plan for Schools (Robin Fiander, 01234 228949 / 42949)
- Buildings & sites (Sue McKeating, 01234 228135 / 42135)
- Capital Programme (John Goldsmith, 01234 228196 / 42196)
- Federations (Keith Scott, 01234 228198 / 42668)
- Primary Capital Programme (John Goldsmith, 01234 228196 / 42196)
- School capacities (Robin Fiander, 01234 228949 / 42949)
- Section 106 agreements (Robin Fiander, 01234 228949 / 42949)
- Trust Schools (John Goldsmith, 01234 228196 / 42196)

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John Goldsmith, Assistant Director (School Organisation and Planning)

☎ 01234 228196 / 42196

✉ john.goldsmith@bedford.gov.uk

School Admissions Team

School Admissions Team

This is a shared service, hosted by Bedford Borough Council. This team covers the co-ordination of first admission to school, transfer between schools and in-year and cross-border admissions. It is responsible for:

- Co-ordinating the statutory annual consultation on admission arrangements, ensuring all admission authorities follow the Code of Practice;
- Preparing and publishing information for parents on admissions;
- Managing applications for school places;
- Liaising with Head teachers and governing bodies, providing advice and support.

The team also presents the Authority's case at admissions appeals for community or voluntary controlled schools.

Rosa Bonwick, Admissions Manager

☎ 01234 276327 / 44327

✉ rosa.bonwick@bedford.gov.uk

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Education Officer

Education Officer (School Support)


Working closely with schools and governing bodies, the Education Officer aims to ensure that the highest possible standard of provision is available to all children attending schools in the Borough.

Advice and support on a wide range of issues for schools, including:

- Accidents in schools
- Archives
- Circulars
- Communicable diseases
- Complaints
- Copyright
- Disability discrimination
- Emergency planning
- Equal opportunities
- Governing bodies
- Governor training
- Governors
- Health and safety
- Journeys and visits
- Leases
- Term Dates

The team also presents the Authority's case at admissions appeals for for community or voluntary controlled schools.

Keith Scott, Education Officer (School Support)

 01234 228668 / 42668

 keith.scott@bedford.gov.uk

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Integrated Services 0 - 19

This division brings together a wide range of prevention, early intervention and targeted services for children, young people and their families.

Katie Theodore, Assistant Director for Integrated Services 0 - 19

☎ 01234 228290 / 42290

✉ katie.theodore@bedford.gov.uk

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Integrated Youth Support Service

Integrated Youth Support Service

The Integrated Youth Support Service aims to bring together all services that work to support young people, enabling them to be innovative and responsive to young peoples' needs. We involve young people in the planning, design, delivery and evaluation of services and aim to provide the right services, at the right time to the right people accessible through one click, one conversation, one phone call or one visit.

Colin Foster, Head of Integrated Youth Support Services

☎ 01234 228311 / 42311

✉ colin.foster@bedford.gov.uk

Jill Cooper, Targeted Youth Support Operations Manager

☎ 01234 276282 / 442382

✉ jill.cooper@bedford.gov.uk

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Integrated Youth Support Service include the following teams:

Educational Welfare

The Educational Welfare Service works in partnership with schools, families and other agencies to promote regular school attendance help raise attendance levels in schools and carry out the local authority's statutory duties and other responsibilities such as children missing education and part-time employment of children.

Mary Morris, Senior Educational Welfare Officer

☎ 01234 276625 / 44625

✉ mary.morris@bedford.gov.uk

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Youth Service

Bedford's Youth workers provide a range of services which support, encourage and challenge young people to reach their full potential. We work with young people to promote personal and social development and involve them in developing services for young people. We work with young people aged 11 to 19, with an emphasis upon the 13 to 19 age range and those young people who are most in need.

Stephanie Large, Bedford Youth Service Area Manager

☎ 01234 276734 / 44734

✉ stephanie.large@bedford.gov.uk

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Connexions

We help young people get where they want to in life by offering professional support, information, advice and guidance, helping them to achieve their personal economic wellbeing and aspirations. We work with young people aged 11 to 19, with an emphasis upon the 13 to 19 age range and those young people who are most in need.

Please come and visit the Connexions shop on Midland Road to see Connexions in action.

Laura Williams, Joanna Eriksson or Joan Hall

☎ 01234 224590

✉ connexions@bedford.gov.uk

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Engagement and Development

We work with young people to support their engagement in positive activities that make a difference to their lives and their community. We cover areas such as young people as grant givers, youth cabinet, members for youth parliament and community voices. We aim to have a clear understanding of the needs of young people that goes beyond statistics and understands what it is really like to be a young person in their community, enabling them to communicate their needs and make a difference, locally and nationally.

Emma Sparrow, Engagement and Development Manager

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📞 01582 818788 / 43788

✉️ emma.sparrow@bedford.gov.uk

Youth Offending Service (YOS)

This is a shared service, hosted by Bedford Borough.

YOS is a multi agency team made up of representatives from Children's Services, Police, Probation, Health, Education, Youth Service and other agencies. Our primary objective is to prevent offending by children and young people. We work with young people and their families to address the causes of their offending behaviour - whether it is linked to drugs, alcohol, family and environmental issues - and to ensure that they have suitable accommodation, that they are encouraged to enter education, employment or training and that their behaviour and attitudes are challenged.

- Anti-social behaviour
- Community orders
- Early intervention/prevention programmes
- Multi-agency Allocation Groups (MAAGs)
- Youth court

Sue Corbett, Head of Service

📞 01234 228891 / 42017

✉️ sue.corbett@bedford.gov.uk

Clive Seall, Interim Deputy Head of Service

📞 01234 228048 / 42048

✉️ clive.seall@bedford.gov.uk

Brian Weatherall, Operational Manager (North)

📞 01234 276400 / 44400

✉️ brian.weatherall@bedford.gov.uk

Anne Fisk, Operational Manager (South)

📞 01582 524420

✉️ anne.fisk@bedford.gov.uk

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Free School Meals Service

This is a shared service, hosted by Bedford Borough.

Some families are entitled to free school meals (FSM) based on set criteria. The FSM service deals with registration, application and review.

Carole May, Free School Meal Administrator

📞 01234 228948 / 42948

✉️ carol.may@bedford.gov.uk

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Early Intervention and Prevention

Early Intervention and Prevention provides a range of services at different levels of need, from early intervention and prevention to crisis and specialist services.

We provide high quality integrated early education, childcare, health and family support services for all families with young children in partnership with the statutory, private and voluntary sectors, developing and supporting projects which encourage social inclusion, high quality and accessible child care and education.

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Anne Cheveralls, Head of Early Intervention and Prevention

01234 228657 / 42657

anne.cheveralls@bedford.gov.uk

Early Intervention and Prevention includes the following teams:

Inform 0 - 19

INFORM 0-19 is an information service for parents and carers of children and young people aged 0-19 years in Bedford. We aim to be a parent or carer's first stop for information about services for children and young people in Bedford Borough.

0800 023 2057

inform0-19@bedford.gov.uk

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Parenting Development

We deliver quality parenting support services to parents of children aged 0 – 19 across universal, targeted and specialist services in conjunction with partners from children's and adult's services and health. Parenting support is any formal activity or programme whose specific purpose is to assist parents or carers in developing parenting skills and improving the quality of the parent-child relationship.

Parenting Development and Commissioning Manager

01234 276711 / 44711

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Children's Centres

Children Centres are part of the government's strategy to provide good quality services to children, young people and their families, in order to give every child the best possible start in life. Our centres provide a range of advice, support and activities including:

- Training opportunities for parents and advice from Jobcentre Plus;
- Health advice and support – on healthy lifestyles, for example;
- A variety of drop-in sessions like story, songs and rhymes;
- Integrated childcare and early learning information;
- Advice to parents on childcare and early years provision;
- Help and advice with parenting.

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Helen Wiseman, Children's Centres Development Manager

01234 228475 / 42475

helen.wiseman@bedford.gov.uk

Early Intervention and Prevention

Childcare Development

Childcare Development supports all the private, voluntary and independent providers of childcare and early years education. We also manage the Service Level Agreement with the National Childminding Association, free nursery education and the extension of the free entitlement.

Karen Davis, Childcare Development Officer

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☎ 01234 276207 / 44207

✉ karen.davis@bedford.gov.uk

Extended Services

Extended Services provide a range of services to children young people to help raise standards, achievement, and attainment. We also promote fun activities both on the school site and through co-located services.

David Fraser, Extended Schools Co-ordinator

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☎ 01234 228201 / 42201

✉ david.fraser@bedford.gov.uk

Children's Workforce Development

Children's Workforce Development

The Children's Workforce Team will develop a programme of professional learning and development opportunities for staff across the children's workforce, including school settings. The programme will seek to improve the skills, knowledge, experience and competence of all staff who work with children and young people.

Nickie Healy, Children's Workforce Development Manager

☎ 01234 228471 / 42471

✉ nickie.healy@bedford.gov.uk

Bedfordshire Training and Assessment Centre (BTAC)

The Bedfordshire Training and Assessment Centre (BTAC) is a shared service hosted by Bedford Borough. BTAC provides training and qualifications and NVQ's in early years, childcare and playwork, and for teaching assistants

Sue Saunders, Training and Development Manager

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☎ 01234 228152 / 42152

✉ sue.saunders@bedford.gov.uk

Family & Adolescent Support Team

Family and Adolescent Support Team

The Family and Adolescent Support Team (FAST), offers a preventative service to avert family breakdowns and the need for young people to be accommodated.

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Lola Stone, Interim Operations Manager for Parenting and Family Intervention Projects

☎ 01234 276400 / 44400

✉ lola.stone@bedford.gov.uk

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Vulnerable Children and Children's Social Care

This division provides assessment, social work support and safeguarding for the Borough's most vulnerable children and young people.

Simon Westwood, Assistant Director, Vulnerable Children and Children's Social Care

☎ 01234 228683 / 42683

✉ simon.westwood@bedford.gov.uk

Heads of Service are:

Damian Elcock, Head of Service, Looked After Children and Asylum

☎ 01234 228270 / 42070

✉ damian.elcock@bedford.gov.uk

Sika Smith, Head of Quality Assurance (from 3 August 2009)

☎ 01234 276766 / 44766

✉ sika.smith@bedford.gov.uk

Hugh Shriane, Interim Head of Social Work and Disability

☎ 01234 223599 / 48599

✉ hugh.shriane@bedford.gov.uk

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Intake & Assessment and Family Support

Intake & Assessment and Family Support

These teams provides services to the most vulnerable and needy children, young people and families in our community. We offer robust packages of family support to enable families to function and be safe.

For child protection concerns, schools and other agencies should refer to the Local Safeguarding Children Board (LSCB) Safeguarding Procedures Manual.

Jo Cottell, Team Manager, Intake and Assessment

☎ 01234 223599

✉ jo.cottell@bedford.gov.uk

Emergency Duty Team (EDT)

We are the team to call for advice and help in an emergency, out of office hours. We can help if you are concerned that a child is being neglected or abused. Our phones are manned:

**Monday to Thursday evenings, 5pm to 9pm and 4pm
Friday to 9am Monday morning 0870 238 5465**

During office hours, EDT can be contacted on 01234 363222.

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Looked After Children and Leaving Care

Looked After Children and Leaving Care

Every year for a wide range of reasons a number of young people are placed in the care of the Local Authority. Whilst some will stay in children's homes, others will be in family placements with foster carers or placed for adoption. Once these young people reach adulthood many of them become care leavers and continue to need our support. In all these circumstances it is recognised that this is a highly emotional and stressful time for these young people.

The Looked After Children and Leaving Care Service provides support to meet the needs of these young people and to encourage them to achieve their potential in all aspects of their life.

The team also liaises closely with our local immigration removal centre, Yarl's Wood.

Neil Mann, Team Manager, Looked After Children

☎ 01234 223599 / 48470

✉ neil.mann@bedford.gov.uk

Roseanne Johnstone, Team Manager, Leaving Care

☎ 01234 228399

✉ roseanne.johnstone@bedford.gov.uk

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Children with Disabilities Team

Children with Disabilities Team

The team provides a service for children with disabilities and their families and carers. The team take referrals, carry out assessments, sign-post to appropriate services and work with children assessed to be "children in need", Looked After Children (LAC), and Child Protection cases, including those in court proceedings.

The support offered by the team includes short-breaks, long-term care, support with transition to Adult Services, and liaising with other agencies such as Health and Education to ensure that support offered meets the individual child's, and the family's needs, appropriately.

Alison Puddefoot, Team Manager, Children with Disabilities

☎ 01234 228266 / 42266 ✉ alison.puddefoot@bedford.gov.uk

Children with Disabilities Team 01234 228709/ 42709

Some parts of the Children with Disabilities team will be shared Services, hosted by Central Bedfordshire, these will be:

- Management of the four residential units, Maythorn, Foxgloves, Poppies and Sunflower House.
- The Family Link Service recruits and trains carers who provide short-term breaks for families and overnight stays or day care.
- The Home Support Team provides an outreach service to take children out from their home to activities in the community and also provides home support and care for children in their own homes.

Ken Harvey, Head of Children with Disabilities

☎ 01234 408370 / 44370 ✉ ken.harvey@centralbedfordshire.gov.uk Cover A-Z

Fostering and Adoption Service

Fostering and Adoption Service

This is a shared service hosted by Central Bedfordshire.

The fostering and adoption service recruits and supports adoptive families and foster carers for children who are looked after by the local authority. Placements in families can be short term, longer term or permanent through adoption, permanent fostering or special guardianship. Enabling children to live in a family setting means they receive support, security and stability.

Foster carers and adopters are supported with training on enabling children and young people to stay safe and on how to provide safer care. There are rigorous checks and vetting processes to ensure adopters and foster carers are suitable to look after children.

Stephanie Bishop, Head of Service

☎ 01234 276876 / 0300 300 6876 / 44876

✉ mestelle.mead@centralbedfordshire.gov.uk Cover A-Z

Conference and Review Service

Conference and Review Service

Those children who are considered most at risk of harm in the community and those who are looked after by the Local Authority have plans for their care which address their personal safety needs and their need for protection. This might include risks of physical and sexual harm posed by adults within their families, household and/or community. The Conference and Review service regularly monitor the plans for these vulnerable children to ensure their safety and well-being.

Naomi Wood, Area Administration Manager

☎ 01234 223599 / 48416 ✉ naomi.wood@centralbedfordshire.gov.uk Cover A-Z

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Local Safeguarding Children Board (LSCB)

Local Safeguarding Children Board (LSCB)

This is a shared service hosted by Central Bedfordshire.

The Local Safeguarding Children Board has a responsibility to develop policies and procedures for safeguarding and promoting the welfare of children, and monitoring the effectiveness of local work in this respect among partner agencies.

In particular the LSCB has a responsibility to ensure that the Stay Safe outcome of Every Child Matters is delivered so that the incidence of children exposed to domestic violence, the impact of substance misuse, and abuse from others in the form of bullying, all of which are relevant to community safety are reduced. The LSCB also monitors child injury or deaths as a result of accidents.

Sally Stocker, Business Manager

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☎ 01234 276797 / 44774

✉ sally.stocker@centralbedfordshire.gov.uk

Local Authority Designated Officer

Local Authority Designated Officer

This service provides statutory planning and investigations relating to allegations against adults who have significant contact with children in their work or volunteering.

Sika Smith, Head of Quality Assurance (from 3 August 2009)

☎ 01234 276766 / 44766

✉ sika.smith@bedford.gov.uk Cover A - Z

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Commissioning and Business Support

The Commissioning and Business Support Service is responsible for Partnerships and Communication, Strategy and Policy and Commissioning. Working in partnership with schools, the voluntary sector, police, health and other key stakeholders, our Children's Trust shapes and sets strategic priorities the services we provide for children, young people and their families.

Angela Murphy, Assistant Director, Commissioning and Business Support

☎ 01234 228683 / 42683

✉ angela.murphy@bedford.gov.uk

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Commissioning Service

Commissioning Service

The Commissioning Service provides a 'one stop shop' for budget management and the allocation of resources. Commissioning oversees the provision of services for family support and external placements.

The Commissioning Service has established high level family support services with external providers in order to improve outcomes for children and young people. Access to services is through the multi-agency panels. Once agreed services can be put in place quickly through a streamlined referral process.

George O'Brien, Head of Commissioning

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☎ 01234 276712 / 44712

✉ george.obrien@bedford.gov.uk

Child Health Commissioning

Child Health Commissioning

This is a joint PCT/LA service that brings together the full range of child health commissioning. It involves a range of services including:

- Acute Services
- Child and Adolescent Mental Health and Learning Disabilities
- Community-based Councillng
- Drugs and Alcohol Services
- Early Intervention and Prevention
- Complex Need
- Projects to reduce teenage conceptions and support teenage parents
- Projects to support young carers

Lee Miller, Joint Commissioning Manager

☎ 01234 276639 / 44639

✉ lee.miller@bedford.gov.uk

Jame Dove, Joint Commissioning Manager

☎ 01234 276639 / 44639

✉ james.dove@bedford.gov.uk

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Strategy and Policy

Strategy and Policy

Along with our strategic partners, we are responsible for the development of strategy and policy across Children's Services, Schools and Families.

- Social care policies and procedures
- Equality and diversity, including anti-racism
- Support for Partnership working

Leanne Long, Strategy and Policy Manager

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☎ 01234 276749 / 44749

✉ leanne.long@bedford.gov.uk

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Parent Partnership

Parent Partnership

This is a shared service, hosted by Central Bedfordshire.

The Parent Partnership Service offers free, confidential information and support to parents/carers of children who have, or may have, special educational needs. We help parents/carers take an active and informed part in their child's education.

- Support for parents of children with special educational needs
- Advice on schools transfer and school places (Jo Maule)

Ann Bailey, Parent Partnership Co-ordinator

☎ Parent Line 0300 300 8088

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Partnership, Business Support and Communications

Partnership, Business Support and Communications

Children's Trusts are a response to Lord Laming's report of the inquiry into the death of Victoria Climbié, which highlighted the extent to which better working together and better communication are crucial to improving children's services. Bedford Borough Children's Trust brings together social services, health, schools and other services into a local system of early intervention and prevention services.

The Children's Trust is responsible for developing a local vision for children in the Children and Young People's Plan which links up to the Local Area Agreement.

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Roger Bullen, Head of Partnership, Business Support and Communications

☎ 01234 276621 / 44621

✉ roger.bullen@bedford.gov.uk

Marketing and Communication

We aim to ensure that our key service users – children, young people and their families – know about the services we provide and know how to access them and that all of our many audiences (from schools, partners like NHS Bedfordshire and the Police to Members and staff) are kept informed and up to date on developments in Children's Services, Schools and Families.

Beth Bowmer, Communications Manager

☎ 01234 228411 / 42411

✉ beth.bowmer@bedford.gov.uk

For media enquiries and advice and support with dealing with the local and national media:

Claire Plummer, Communications Officer

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☎ 01234 276276 / 44276

✉ claire.plummer@bedford.gov.uk

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Human Resources Recruitment and Retention Team

Human Resources (HR) Recruitment and Retention Team

We provide a proactive and professional, high quality recruitment and retention service to Children's Services:

- Professional advice and administrative support for recruitment and retention services;
- Placement of all adverts, coordination of recruitment fairs and other recruitment activities;
- Pre-employment checks to ensure safe recruitment practices are carried out;
- Senior staff and Head teachers' recruitment;

Sarah Fuller, Recruitment Manager

☎ 01234 227226

✉ sarah.fuller@bedford.gov.uk

Heart & Heart (Plus) Temporary Agency

This will be a shared service, hosted by Central Bedfordshire.

We provide an in house supply agency for Teachers (Heart) and School Support Staff (Heart Plus) to Bedfordshire Schools.

Pam Peacey / Sue Varricchio

☎ 01234 718012

✉ pam.peacey@centralbedfordshire.gov.uk

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Human Resources Schools

Human Resources Schools

The Team provides a full range of HR support to schools including:

- Advice on recruitment, contracts and payroll,
- Advice on conditions of service and local agreements,
- Maintenance of the Personnel Handbook for Schools with delegated budgets.

The core package of services for schools is available on an annual buy back arrangement. Each school has a named Senior HR adviser for complex HR matters such as:

- Staff discipline,
- Capacity,
- Grievances,
- Absence management,
- Pay appeals and
- Redundancy.

Each school also has a named **HR Support Adviser** who is the first point of contact for schools regarding day to day matters such as:

- Conditions of service;
- Rates of pay;
- Maternity provisions;
- Leave of absence and
- Other less complex personnel management issues.

Mark Johnson, Schools Relationship Manager

☎ 01234 228132 / 42132

✉ mark.johnson@bedford.gov.uk

Peter Smith, Payroll

☎ 01234 221629

✉ peter.smith@bedford.gov.uk

Alison McAulay, Personnel Policies and Procedures

☎ 01234 228047

✉ alison.mcaulay@bedford.gov.uk

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Human Resources Schools

The Children's Services, Schools and Families team within Bedford Borough Council's Policy, Performance and Partnership Group provide:

- Effective performance management support,
- Statutory reporting,
- Comprehensive data analysis,
- Performance intelligence for Directors, regulators, managers, officers, schools, Councillors, school improvement advisers/ partners and consultants.
- To assist with effective performance management, policy development, strategic management and social care and school improvement.

The Children's Services Performance Team provide wide-ranging information including:

- The collation and submission of statutory activity returns across children's social care and education;
- The design and collation of 'dashboards' and the 'school annex' providing snapshot performance information;
- Annual assessment reports analysing performance in-depth;
- Supporting the target setting process and providing guidance;
- Providing regular management information reports;
- Effective data quality and performance management training;
- Support with regulators, inspections and national assessment frameworks;
- Support with performance indicators to enable effective performance management and accountability; and
- The regular production of a significant number of management information reports from the Swift client and Tribal databases.

Craig Nunn , Performance Officer, Children's Social Care

☎ 01234 228026 / 44026 ✉ craig.nunn@bedford.gov.uk

Danyel Islam, Performance Officer, Children's Education

☎ 01234 228890 / 42890 ✉ danyel.islam@bedford.gov.uk

Jashpal Mann , Performance Manager

☎ 01234 228380 / 42380 ✉ jashpal.mann@bedford.gov.uk

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- Financial policy including determination of schools budgets through the use of the Authorities agreed formula, completion of Section 52 and other financial statistical returns as required by central government;
- Providing policy options to Bedford Schools Forum regarding changes in school formula;
- Providing professional advice and support, monitoring, and challenge to all budget holders i.e. schools, Head teachers, Governors, Budget Holders and Finance Staff on both revenue and capital budgets. Ensuring adherence to and providing guidance on financial schemes and regulations;
- Provision of Governor training
- Create financial options during budget setting to support emerging department policies.

Pat Jones, Group Accountant, Children's Services

☎ 01234 276698 / 44698 ✉ patricia.jones@bedford.gov.uk

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Customer Relations

Customer Relations

The team manages the Council's customer feedback procedure including policy development, guidance for staff and customers and management information reporting.

Karen Love, Customer Relations Support Worker

☎ 01234 228597 / 42597

✉ karen.love@bedford.gov.uk

Rebecca Garner, Customer Relations Manager

☎ 01234 228992 / 42992

✉ rebecca.garner@bedford.gov.uk

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Transport

Integrated Passenger Transport Unit (IPTU) Quality and Standards

- Safety checks on vehicles regarding the transport of children;
- Car seat provision;
- Medical issues involving transport such as the need to carry oxygen etc/harnesses.

Stephen Smith, Client & Public Transport Manager

☎ 01234 228339 / 42339

✉ stephen.smith@bedford.gov.uk

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Coach Fleet

- Provision of school transport to mainstream schools for entitled children (using the authority's own fleet of coaches);
- Trips/transport to schools venues.

Day to day operations: Bob Auty, Transport Officer

☎ 07920 072295

✉ bob.auty@bedford.gov.uk

Managed by: Nick Dore, Fleet Manager

☎ 01234 228991 / 42991

✉ nick.dore@bedford.gov.uk

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Fleet and specialised transport

The team provides school transport to special schools for entitled children, including transport out of the Borough.

Managed by: Nick Dore, Fleet Manager

☎ 01234 228991 / 42991

✉ nick.dore@bedford.gov.uk

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Mainstream transport

- Provision of school transport for entitled children to mainstream schools;
- Bus passes provision and on vehicle pass checks;
- Suspensions for inappropriate behaviour;
- Tenders for Transport provision;
- Complaints from students/parents/schools/contractors.

Vanessa Screen, Contracts and Facilities Manager

☎ 01234 228141 / 42141

✉ vanessa.screen@bedford.gov.uk

Managed by: Stephen Smith, Client & Public Transport Manager

☎ 01234 228339 / 42339

✉ stephen.smith@bedford.gov.uk

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Transport

We also have **Special Educational Needs (SEN)** transport within highways and transport which covers the following:

- Provision of schools transport for SEN Students.
- Complaints from Students, parents, contractors, schools.
- Tendering for Transport Provision.

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Sylvia Roberts, Senior SEN Co-ordinator

☎ 01234 276116 / 44116 ✉ sylvia.roberts@bedford.gov.uk

Tasneem Acton, Senior SEN Co-ordinator

☎ 01234 228771 / 42771 ✉ tasneem.acton@bedford.gov.uk

Managed by: Stephen Smith, Client & Public Transport Manager

☎ 01234 228339 / 42339 ✉ stephen.smith@bedford.gov.uk

Social Care Transport

- Provision of transport on behalf of Social Work Teams;
- Tendering of transport for the above;
- Provision of Transport on behalf of Children with Disabilities Team;
- Complaints from clients, parents, contractors.

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Corrine Ring, Senior Social Care Co-ordinator

☎ 01234 228550 ✉ corrine.ring@bedford.gov.uk

Managed by: Stephen Smith, Client & Public Transport Manager

☎ 01234 228339 / 42339 ✉ stephen.smith@bedford.gov.uk

Human Resources

The Team provides a full range of Human Resources (HR) support to the Children's Services, Schools and Families Directorate (excluding schools) including advice on recruiting, contracts and payroll, conditions of service and employment relations issues.

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Kathy Lewis, Employee Relations Manager

☎ 01234 276661 / 44661 ✉ kathy.lewis@bedford.gov.uk

Clare Benneworth, HR Business Manager

☎ 01234 228814 / 42814 ✉ clare.benneworth@bedford.gov.uk

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Academies (John Goldsmith)
Accidents in schools
Admissions
Adoption
Advice and support to minority groups
Anti-bullying
Anti-social behaviour
Archives
Assessment and Monitoring
Asset Management Plan for Schools
Autistic Spectrum Disorder

B

Bedfordshire Training and Assessment Centre (BTAC)
Behaviour support
Behaviour Support Plan
Behaviour Support Team
Buildings & sites (Sue McKeating)

C

Capital Programme (John Goldsmith)
Child and Adolescent Mental Health
Child Development Centre
Child Protection
Childcare Development
Childcare Inform 0-19
Children Missing Education (CME)
Children with disabilities
Children's Centres
Children's Trust
Children's Workforce Development
Circulars
Commissioning
Communicable diseases
Communications
Community orders
Complaints
Conference and Development Centre
Conference and Review Service
Connexions
Contactpoint
Copyright

Counselling
Curriculum

D

Dashboards
Deaf - Blind
Disability discrimination
Drugs/alcohol

E

Early intervention/prevention
Early intervention/prevention programmes
Early years
Early Years Support Team
Education Officer
Education otherwise (Elective Home Education / EHE)
Education Welfare Service
Emergency duty team
Emergency planning
Emotional and behavioural difficulties
Engagement
Equal opportunities
Equality and diversity, including anti-racism
Exclusions
Extended Schools
Extended Services

F

Family and Adolescent Support Team (FAST)
Family Links Service
Federations (Keith Scott)
Finance for Schools
Fostering
Foundation education
Free School Meals

G

Governing bodies
Governor training
Governors
Greys Education Centre

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Home Support Team
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Human Resources - Schools

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Inform 0-19
Intake and assessment
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Intervention Plans
Involvement

J

Journeys and visits

L

Leases
Leaving Care
Literacy
Local Authority Designated Officer
Local Safeguarding Children Board (LSCB)
Looked After Children (LAC)

M

Media enquiries
Multi-agency Allocation Groups (MAAGs)

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NVQ's

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Parent Partnership
Parenting Development
Part time employment of children
Personnel Handbook for schools
Playwork
Press Releases
Primary Capital Programme (John Goldsmith)
Primary languages
Psychology and Advisory Support Team

Pupil Referral Unit (PRU)

Pupil targets.

R

Residential units
Respite care
Respite Services
Risky Behaviour

S

Safeguarding
School capacities
(Robin Fiander, 01234 228949)
School improvement (planning, SIP)
School nurses
School Organisation and Planning
Schools forum
Schools transfer
Section 106 agreements (Robin Fiander)
SEN and Disabilities tribunals
Sensory Impairment and Music Therapy
Short breaks
Social care policies and procedures
Social, Emotional and Behavioural Difficulties
Special Educational Needs
Special Guardianship
Statements (and annual monitoring of statements)
Support for Partnership working

T

Targets
Teenage Pregnancy
Term dates
Transfer between schools
Training and Qualifications
Transport
Trust Schools (John Goldsmith)

V

Virtual School Head teacher for LAC

Y

Youth Cabinet
Youth Court
Youth Offending Service
Youth Service
Youth Work

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