



Welcome to Exley House & Hewitt House



Guide to Service



Description of Service

Exley House and Hewitt House are situated in the grounds of Heronsbridge School, and close to the town centre. Our young people are able to access the school facilities during the evening e.g. the swimming pool, hydro pool, rebound room, play areas and the orchard. The houses are within easy reach of many attractions for children/young people and school minibuses are used to take them out for rides in the community.

The Service we Provide

Exley House and Hewitt House can support two children/young people, in each house, up to the age of 19 with disability diagnoses that could include secondary conditions such as ADHD but primarily the service is autistic specific. Staff are trained in PROACT- SCIPr-UK® (Positive Behaviour Support), autism specific training, communication strategies including TEACCH, PECS and Signalong but also in Trauma Informed Approaches to support young people's emotional wellbeing.

We are inspected by C.I.W. Our most recent inspection report can be accessed at <https://www.careinspectorate.wales/>

Service Aim

At Exley House and Hewitt House we provide a high quality 39 week residential service for up to four children/young people with autism, up to the age of 19. All of our young people are enrolled at Heronsbridge School.

The services are located in the grounds of the school enabling ease of access to school for the children/young people. We work very closely with parents and with the day staff to ensure that we share strategies, good practice and information.

Residential staff attend meetings with parents, day staff, Social Services and Health professionals to ensure that we are working towards achieving the identified targets and objectives for each child/young person.

The service enables children/young people to remain living at home with their families during the weekends, and holidays.

Arrangements for admissions, assessment, planning and review.

Exley House and Hewitt House provide a long-term residential service for a maximum of four children/young people with a diagnosis of autism. The service provides support to young people up to the age of 19. All children/young people who reside are pupils at Heronsbridge School.

Referrals route is via Local Authority Social Care Teams. The Local Authority Accommodation and Permanence Panel will make an initial determination as to the suitability of the referral. Once the panel has given approval the referral will be sent to the Residential Manager for consideration.

The individual needs of each child/young person referred to the service will be robustly assessed. Staff will engage with the child/young person, their family/carers, social worker and other professionals in establishing whether Exley/Hewitt House can fully meet their needs.

An impact assessment will be completed by the manager or a senior residential worker to determine the suitability of the referral in relation to the children/young people already placed and their compatibility.

Decisions to place are based on assessed needs of the child/young person ensuring the service can accommodate the placement safely whilst meeting regulatory requirements.

Pre-admission visits and discussions will have taken place prior to the child/young person being placed.

We adopt a person-centred approach and work to support the child/young person to achieve their personal outcomes. We encourage and support each child/young person to reach their full potential and to make their own choices to live fulfilled lives. We offer a stimulating, safe, caring environment that promotes a holistic approach to all aspects of the child/young person's life.

During the placement, staff will assist and support the child/young person whilst working closely with their families/carers to contribute and achieve better outcomes for the young person. Staff will support and assist the transition process of the child/young person prior to discharge into adult services provision or to their own home.

Personal Plans and risk assessments are reviewed at least every three months –in January, April, July and October, or more often if required. Each child/young person will have a named keyworker who will complete a report

on a termly basis (unless it is deemed necessary to do this on a more frequent basis).

The purpose of these reports will be to ensure the safety, well-being and happiness of each child/young person whilst in the Exley and Hewitt House. The reports also aim to identify any issues they may have, record progress, plan targets, and devise strategies to resolve said issues/concerns.

Arrangements made to protect and promote the health of the children/young people in Exley and Hewitt House.

Many children/young people have specific health needs. Pre-placement discussions take place to understand and address these needs in discussion with the social worker, parents/carers and multidisciplinary professionals. This ensures each child /young person's individual health needs are appropriately met from the point of admission.

Staff will liaise with parents, school staff, the Child and Adolescent Mental Health Service, Occupational therapists and Speech and Language Therapists team supporting children/young people in clinical consultations.

Children/young people remain registered with their family GP, and dental practice. Parents are responsible for ensuring that children/young people attend their GP/dental practice for check-ups but school also medical reviews within the school day which residential staff, school staff, and parents attend.

Complaints

Should a parent/guardian feel the need to make a complaint they can speak to the Head of Care or the Head Teacher.

Complaints are always addressed and taken seriously.

If you still feel dissatisfied after speaking to the above, you can contact the governing body or the L.E.A. You can request a copy of the Complaints Policy from the school office.

Resident's opinions are always taken into consideration and when possible, they are given the opportunity to express their feelings.

Bullying

Every resident staying at Heronsbridge has the right to be free from intimidation both within the school and when out in the community.

Apart from the school anti-bullying policy the houses have an anti-bullying charter:

“We declare our house to be a bully-free zone. We will at all times:-

Help each other to do our best.

Keep our hands and feet to ourselves.

Always use appropriate language in an appropriate way.

Respect others and their personal possessions.

Share with each other.

Ask for help if we have a problem.

Contacts

Heronsbridge operates an open-door policy and residents are encouraged to maintain links with family and friends.

Parents/guardians are encouraged to play a full part in the life of the resident by:-

Being involved with decision making.

Being involved in any programme plans so that the same can be done at home to promote continuity.

Sending in personal items to help the resident feel at home.

Maintaining contact with staff either by phone or via the class dojo app.

Making occasional visits.

There is always a senior member of staff on duty.

Residents can use the house phone to speak to parents/carers if they wish.

Useful Telephone Numbers/Contacts

Héronsbridge School:

01656 815725

Residential Houses:

01656 815126

Bridgend L.E.A.:

01656 643643

Advocacy NSPCC Cymru/Wales:

0808 800 5000, help@NSPCC.org.uk

Cwm Taf Advocacy Services

[Cwm Taf Morgannwg Advocacy Service « TGP Cymru](#)

Child Line:

0800 1111

Children's Commissioner for Wales:

PHONE – 01792 765600 · Freephone – 0808 801 1000.

Staff Team

Head Teacher & Responsible Individual

Mr J. Evans Head@heronsbridge.bridgend.cymru

Deputy Head Teacher

Mrs L. James-Smith

Head of Care

Miss L. Davies

Senior Child Care Officer

Mr L. Griffiths

Child Care Officers

Miss N. Samuel

Miss B Pitman

Miss R Morgan

Relief Child Care Officers

Miss H Morgan

Mr J Symons

Mrs G Long

Ms C Mogg

Mr R Jones

Mrs C Williams

Miss H Morgan

Chairman of Governing Body

Mrs. Mari Major

Meet the Team



Lisa
Head of Care



Liam
Senior Childcare Officer



Nicola



Bethan



Non

Childcare Officers



Helen



Claire



Hayley



Gemma



Rich



Joe

Relief Childcare Officers



As a Rights Respecting School, we are committed to embedding the principles of the United Nations Convention of the Rights of the Child (UNCRC). This enables our pupils to access and enjoy the following articles of the convention.

Article 1- Every child under the age of 18 has all the rights in the convention

Article 2 -All children have these rights

Article 3 Everyone who works with children should always do what is best for each child

Article 29-Education must develop every child's personality, talents and abilities to the full.

Article 31 Your right to relax and play

Article 42- Every child has the right to know their rights



Accommodation

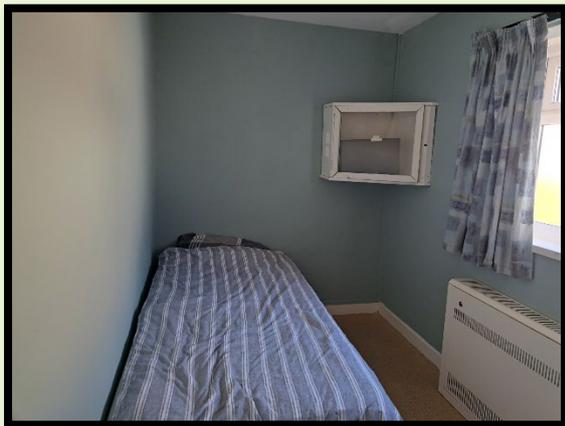
Each house has three bedrooms, a bathroom, lounge, dining room and kitchen area.

The kitchen is adjacent to a utility area which is available to wash and iron children's clothes.

All the children, and staff sit together at the dining table to eat our meals.

Bedroom one is for staff sleeping in. Bedroom two is a single bedroom and bedroom three is a double bedroom but is only occupied by one young person.

There are separate toilet areas for staff and children. The children's bathroom is situated on the first floor between the bedrooms



We encourage residents to bring in personal possessions e.g their own bedding, favourite toys, or activities to ensure that they feel at home.

Both houses are fitted with lockable television cabinets in all rooms. All curtains within both houses are attached with velcro for safety.

Safety of our children is of paramount importance to us, and all necessary provisions will be made to ensure their safety, as is shown in the way that both houses have been designed.



Documentation

Files:

All residents have their own files that are kept locked away when not in use.

Each file is compiled of:-

- Personal Plan
- Personal Support Plan (if necessary)
- One Page Profile
- Personal Care Plan
- Best Outcomes Targets
- Medication Permissions
- Daily Diary Sheets
- Activity Consent Forms
- Specific Risk Assessments
- IDP's

Every night staff record each individual's:

Behaviour

General mood

Food consumed

Health

Toileting

Activities undertaken

Sleep pattern

All files are treated as confidential.

Evening programme

Our residents have ample opportunities to engage in purposeful and enjoyable activities within the school grounds and within the local community.

All activities undertaken will be designed to meet each child's needs, age, interests and talents along with considering their abilities. Residents are encouraged to make their choices known through their specific communication method e.g. PECS, signing.

Activities will only be undertaken if it is considered safe to do so.

Activities

Swimming, hydro pool, play areas, school gym, dym pitch, or rebound.

Visits to parks, cafés, beaches, castles, local places of interests etc.

Shopping

Cooking, arts & crafts, pamper evenings, games

Outdoor gym, trampoline

Film nights.

Access to iPads, use of school computer room

Pocket Money

We ask parents/carers to send in pocket money of £10.00 a week for their child. We will use this to buy a takeaway on a Thursday evening and shopping so that they may buy themselves a treat or go to a café to buy a drink. We would like to encourage our children and young adults to make individual choices and purchasing treats is a good way of doing this.



Clothing

A school uniform is worn at Heronsbridge but it is not compulsory. The children are encouraged to change out of school attire when returning to the houses into a more comfortable leisure outfit of their choice.

Clothing can either be laundered here or sent home on weekends depending on individual choice.

Medication

If a child needs to take regular medication the following guidelines are adhered to at all times:-

Medication will only be administered in Heronsbridge if an authorisation form has been completed and signed by the parent or guardian.

All medication should be authorised by a GP.

All medication should be in the original packaging as dispensed by the pharmacist.

Medication will be kept in a marked box and stored in a locked cupboard.

Two members of staff will be responsible for the administration of medication and all records kept will have two signatures.

Parents/guardians are responsible for making sure the school has enough medication for the week.

Health & Safety

Risk assessments are carried out for every activity that takes place in the school grounds or out in the community. They are regularly updated to reflect any changes.

Fire

Fire risk assessments are carried out annually. Fire alarms are tested weekly, and the emergency lighting tested monthly. Fire Drills are carried out every term. Fire evacuation procedures are displayed and known to staff. The Fire Brigade is called in the event of an actual fire. Staff attend Fire Safety training annually.

PAT

All electrical appliances are PAT tested annually by BCBC.

Gas Appliance & Gas Boiler

Gas appliances are serviced yearly and our gas boilers, six monthly.

Legionella

Water system is flushed weekly and legionella testing, shower head disinfection and water temperatures are checked.

Health and Safety Checks are carried out every term.

Staff Training

Positive Behaviour Support training (PROACT-SCIPr) is mandatory and will be provided by the school. New staff will receive training as part of their induction and a two-day introductory and foundation course within 3 months of commencing work or as reasonably practical. The course promotes a way of looking at difficult behaviours from the point of view of the individual, rather than those managing the behaviour. Staff develop skills to avoid problem situations happening in the first place, and learn to deal with them sensitively, calmly and professionally if they do arise. All Staff undergo refresher training on an annual basis to maintain the protocols, good practice and interventions laid down in accordance with PROACT- SCIPr-UK®. This is a mandatory qualification for those working at Heronsbridge School
Manual Handling training and Child Protection training is also compulsory.

All residential staff attend Fire Safety training and key staff will be trained in First Aid, Pool Safety, and rebound. A number of staff have completed PECS training to help support communication needs.

All staff complete BCBC Corporate Induction learning modules during their probationary period.

It is a requirement that our staff complete their QCF Health and Social Care Diplomas (Children and Young People) while working in residency.

Welsh/Curriculum Cymreig

We promote Welsh at Heronsbridge by developing a sense of Welsh identity, for all pupils, through the teaching of Welsh as a second language, Curriculum Cymreig and our bilingualism policy. Welsh culture is promoted and celebrated across the school involving pupils in the learning of Welsh songs, poetry, stories, and the complete breadth of Welsh heritage. Our aim is to integrate Welsh subtly across the school and to promote a sense of hiraeth.

We believe that it is really important for our children to feel that they belong to a school in Wales and we include valuable opportunities for pupils to develop an understanding of incidental Welsh language skills across the curriculum through daily greetings, use of songs and key phrases. Welsh is interwoven throughout our school day.

LA Davies 26/11/25 (to be reviewed Nov 2026)