

CAMS SERVICES LTD

admin@camsservices.co.uk

+44 7939 990587

www.camsservices.co.uk

School Onboarding Pack

Confidential ? Internal Use Only

WELCOME

Welcome to CAMS Services Ltd.

Thank you for choosing to work in partnership with us. We value collaborative relationships with schools and educational settings and are committed to providing high-quality, safeguarding-led support that promotes positive outcomes for children, young people, and their families.

This School Onboarding Pack provides an overview of our organisation, the services we deliver, our safeguarding and quality assurance arrangements, and how we work alongside schools to ensure safe, effective, and person-centred support.

PURPOSE

The purpose of this School Onboarding Pack is to:

Introduce CAMS Services Ltd and the services we provide.

Explain our referral and onboarding process.

Outline our safeguarding and compliance arrangements.

Clarify communication and reporting expectations.

Support effective partnership working.

Provide schools with key operational information before support begins.

ABOUT CAMS SERVICES

CAMS Services Ltd is a safeguarding-led organisation providing mentoring, intervention, advocacy, family support, and specialist support services across education, community, and outreach settings.

We work in partnership with schools, local authorities, families, healthcare professionals, employers, and other agencies to deliver person-centred support that promotes wellbeing, engagement, inclusion, independence, education, employment, and positive life outcomes.

Every individual we support has unique strengths, experiences, and aspirations. Our services are tailored to meet individual needs through a relationship-based approach that places safeguarding, dignity, inclusion, and professional practice at the heart of everything we do.

Our aim is to empower individuals, reduce barriers, build resilience, and create opportunities that enable people to reach their full potential.

OUR APPROACH

Everything we do is guided by our core values:

Safeguarding First

Person-Centred Practice

Positive Relationships

Equality, Diversity and Inclusion

Professionalism and Integrity

Partnership Working

Continuous Improvement

Positive Outcomes

SERVICES WE PROVIDE

Depending on individual needs, CAMS Services may provide:

Mentoring and Coaching

Confidence building

Emotional wellbeing

Goal setting

Personal development

Resilience

Motivation

Positive decision-making

SEND and Education Support

Support for individuals experiencing:

Autism Spectrum Condition (ASC)

ADHD

SEMH needs

School avoidance

Behavioural challenges

Low educational engagement

Additional learning needs

Transition support

Behaviour and Emotional Support

Including:

Emotional regulation

Positive behaviour support

Conflict resolution

Communication skills

Relationship building

Behaviour support planning

Community Support

Helping individuals to:

Build independence

Develop life skills

Increase confidence

Improve social interaction

Access community opportunities

Family and Advocacy Support

Working alongside families and professionals to:

Improve communication

Support coordinated interventions

Promote positive outcomes

Encourage partnership working

WHO WE WORK WITH

We work collaboratively with:

Schools

Local Authorities

Alternative Provision Settings

Colleges

Families and Carers

Social Care

Healthcare Professionals

Employers

Community Organisations

Other Referral Partners

REFERRAL PROCESS

Support normally follows the stages below:

Referral Received

Initial Review

Safeguarding Screening

Risk Assessment (where required)

Allocation of Mentor or Support Worker

Initial Planning Meeting

Intervention Delivery

Progress Reviews

Outcome Monitoring

Case Closure

Additional information may be requested where required to ensure safe and effective service delivery.

INFORMATION REQUIRED FROM SCHOOLS

To support effective planning, schools may be asked to provide:

Pupil Information

Name

Date of Birth

Year Group

Parent/Carer Details

Emergency Contacts

Educational Information

Attendance Information

Behaviour Information

Current Support Plans

EHCP (where applicable)

SEND Information

Relevant Reports

Safeguarding Information

DSL Contact Details

Known Safeguarding Concerns

Medical Information

Behaviour Risks

Other Relevant Professional Information

SAFEGUARDING AND COMPLIANCE

Safeguarding is central to every aspect of our work.

CAMS Services Ltd maintains robust safeguarding arrangements, including:

Designated Safeguarding Lead (DSL)

Enhanced DBS Checks

Safer Recruitment Procedures

Risk Assessments

Incident Reporting Procedures

Confidentiality and Information Sharing Procedures

GDPR Compliance

Health and Safety Arrangements

Staff Supervision and Ongoing Training

Any safeguarding concern will be managed promptly in accordance with statutory guidance and organisational procedures.

COMMUNICATION AND REPORTING

Schools will receive agreed updates throughout the intervention, which may include:

Attendance Updates

Session Summaries

Progress Reviews

Outcome Reports

Incident Reports (where applicable)

Safeguarding Notifications (where appropriate)

Communication arrangements will be agreed before support begins.

OUR COMMITMENT TO QUALITY

CAMS Services Ltd is committed to delivering safe, effective, and high-quality services.

We achieve this through:

Regular supervision

Staff training

Case reviews

Safeguarding audits

Quality assurance monitoring

Outcome measurement

Feedback from schools, families, and individuals

Continuous service improvement

PARTNERSHIP RESPONSIBILITIES

CAMS Services Ltd will:

Deliver professional and person-centred support.

Maintain safeguarding-led practice.

Communicate effectively.

Protect confidentiality.

Provide agreed reports and updates.

Work collaboratively with partner organisations.

Schools will:

Provide accurate referral information.

Share relevant safeguarding information.

Identify key contacts.

Participate in review meetings where appropriate.

Inform CAMS Services of significant changes affecting the individual.

SCHOOL ONBOARDING CHECKLIST

Before support begins, the following should normally be completed:

? Referral received

? Initial information reviewed

? Safeguarding information shared

? Risk assessment completed (where required)

? Parent/Carer consent confirmed

? School contact identified

? DSL contact confirmed

? Reporting arrangements agreed

? Information sharing arrangements agreed

? Initial planning meeting completed

Completed By: _____

Date: _____

KEY CONTACTS

CAMS Services Ltd

Website: www.camsservices.co.uk

Email: info@camsservices.co.uk

Telephone: +44 7939 990587

Designated Safeguarding Lead (DSL)

Name: _____

Email: _____

Telephone: _____

School Contact

Name: _____

Position: _____

School: _____

Date Partnership Commenced: _____

APPROVAL

Approved By: _____

Position: _____

Signature: _____

Date: _____