

Children & Youth Services (CAYS) Foundation Publication Scheme
Produced in accordance with the Deputy Governor's Code of Practice

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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a Publication Scheme.

The purpose of a Publication Scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The Publication Scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This Publication Scheme commits the Children and Youth Services (CAYS) Foundation to making information available to the public as part of its normal business activities.

The CAYS Foundation will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this Scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this Scheme;
- make this Publication Scheme available to the public;
- Regularly review and update the information made available under this Scheme.

2. Information that may be withheld

The CAYS Foundation will generally not publish:

- information in draft form;
- information that is not held by the CAYS Foundation or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- Information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this Publication Scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the CAYS Foundation (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our Publication Scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the Scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link will direct you to the relevant page or document.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.@cays.org.ky. If you are still having trouble locating information listed under our Scheme, please contact; Angela Sealey- foi@cays.org.ky or gmbfgh@cays.org.ky

If information is listed in our Publication Scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@cays.org.ky or gmbfgh@cays.org.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the Publication Scheme can also be requested by telephone. Please call 946-2446 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

P.O. Box 30718-Grand Cayman—KY1-1203

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the Publication Scheme. You may visit the CAYS Head Office Monday-Friday between 10:00am - 4:00pm or call to make an appointment. (946-2446)

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact: The Information Manager 946-2446 P.O. Box 30718 Grand Cayman KY1-1203, or at gmbfgh@cays.org.ky

The CAYS Foundation will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this Publication Scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the CAYS Foundation is legally required to translate any information, it will do so.

For more information on Freedom of Information (FOI) on the Cayman Islands visit the Freedom of Information website at: www.foi.gov.ky

For more information on the Information Commissioner's Office (ICO), visit website at: www.foi.gov.ky

4. Fees and Charges

The CAYS Foundation strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the CAYS Foundation offers for sale. This includes: Annual Reports and Resident Handbooks. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white: any size) and \$1.50 per page (color, any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The CAYS Foundation will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information of the FOI regulations*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the CAYS Foundation has received your payment.

5. Requests for information outside the publication scheme

Information held by the CAYS Foundation that is not published under this Scheme can be requested in writing.

Your request will be considered in accordance with the provisions of the FOI Law, by contacting FOI Information Manager-Angela Sealey at 946-2446 or email at foi@cays.org.ky or gmbfgh@cays.org.ky

How to make a Request for Information

If you want to request information from the CAYS Foundation, you should initially research the organisation where the information is held. This is best done by using the cays website (www.cays.org.ky) or you may contact the Information Manager (foi@cays.org.ky) or you may contact the FOI website at: www.foi.org.ky

You must submit your request in writing (letter, email or facsimile). Please be as specific as possible about the information you would like, as this will help a prompt response. Where possible, please include a contact telephone number so that you can be contacted if it is necessary to further discuss your request.

CAYS will respond to your request promptly and within 30 calendar days. The Law allows CAYS to extend this deadline for an additional 30 calendar days. CAYS will always acknowledge receipt of FOI requests made to the above address and will let you know if the deadline needs to be extended. For more information on procedures and timelines that apply to an information request, visit the FOI website (www.foi.gov.ky)

6. Complaints

If you wish to complain about any aspect of this Publication Scheme, please contact Angela Sealey at: 946-2446 or 925-2030 or email at gmbfgh@cays.org.ky or foi@cays.org.ky and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Angela Sealey at 946-2446 or email at foi@cays.org.ky or gmbfgh@cays.org.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

The CAYS Foundation aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

Further information about our complaints procedures can be obtained from Angela Sealey, P.O.Box 30718, KY1-1203 or 946-2446 or visit our website at www.cays.org.ky

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

**Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman
P.O. Box 10727
Grand Cayman KY1-1007
CAYMAN ISLANDS**

Telephone: +1 (345) 747 5402
Email: appeals@ico.gov.ky

ABOUT US

Name of Authority

Children & Youth Services (CAYS) Foundation

Ministry

Ministry of Community & Home Affairs

Location:

4th Floor, Government Administration Building
Grand Cayman KY1-90009

Chief Officer:

Ms. Dorine Whittaker

Location CAYS Foundation:

CAYS Foundation
103 B Bonaventure Road,
Northwest Point Road, West Bay

Mailing Address:

P.O.Box 30718
Grand Cayman KY1-1203
CAYMAN ISLANDS

Phone Contact numbers:

Tele: 1-(345) 946-2446
Cell: 1-(345) 925-2030

Fax:

Fax: 1-(345) 949-1280

Email Address:

Email: gmbfgh@cays.org.ky
Website: www.cays.org.ky

Principal Officers

Ms. Angela Sealey

General Manager – Frances Bodden Girls’ Home

CAYS Foundation
112 Lottery Road, Lower Valley
P.O.Box 30718
Grand Cayman KY1-1203
CAYMAN ISLANDS
Tele: 1-(345) 946-2446
Fax: 1-(345) 949-1280
Cell: 1-(345) 925-2030
Email: gmbfgh@cays.org.ky

Ms. Maureen Jervis-Brooks

House Manager

Frances Bodden Girls' Home

CAYS Foundation

P.O. Box 30718

Grand Cayman KY1-1203

CAYMAN ISLANDS

Tel: (345)-947-3202

Fax: (345)-947-6794

Cell: (345)-925-4899

Email: hmfbggh@cays.org.ky

Mr. Sydney Williams

General Manager

Bonaventure Boys' Home

CAYS Foundation

103A Bonaventure Road, WB

P. O. Box 30718

Grand Cayman KY1-1203

CAYMAN ISLANDS

Tel: (345)-949-3569

Fax: (345)-949-6931

Cell: (345)-916-8216

Email: gmbbh@cays.org.ky

Information Manager

Ms. Angela Sealey

Information Manager

CAYS Foundation

103 B Bonaventure Road,

Northwest Point Road, West Bay

P.O.Box 30718

Grand Cayman KY1-1203

CAYMAN ISLANDS

Tele: 1-(345) 946-2446

Fax: 1-(345) 949-1280

Cell: 1-(345) 925-2030

Email: gmbfgh@cays.org.ky

Designate Information Manager

CAYS Foundation

CAYS Foundation

103 B Bonaventure Road,

Northwest Point Road, West Bay

P.O Box 30718

Grand Cayman KY1-1203

CAYMAN ISLANDS
 Tel: (345)-946-2446
 Fax: (345)-949-1280
 Email: faa@cays.org.ky

For more information, visit the FOI website (www.foi.gov.ky)

Organisation and functions

Children and Youth Services (CAYS) Foundation, was established as a Government owned company in December 2002, to manage and operate two (2) Residential Homes, namely (Bonaventure Boys' Home/ Frances Bodden Girls' Home).

The two facilities cater to children and youth between the ages of 11 years through 17 years, who are at risk and deem to be in need of care and protection. The children are placed by the Court on various Court Orders, and could remain at the facility for a maximum period of two year, depending on a number of circumstances.

The Residential Programme offers 24 hours residential care to residents who have had traumatic experiences, exhibit behavioural and emotional problems, low self-esteem, poor coping skills, feelings of rejection, poor social skills, etc. With the support of other experienced professionals, the facilities deliver a number of Programmes for example; Social and Life Skills, Behaviour Modification, Tutoring, Vocational Skills, Semi-Independent Living, and a Pre-work Programme, to ensure that individual treatment needs are met for each resident.

Contact Information

Location and hours	Matters handled
<p><i>Children and Youth Services (CAYS) Foundation</i> <i>CAYS Foundation</i> <i>103 B Bonaventure Road,</i> <i>Northwest Point Road, West Bay</i> <i>Opening Hours: Monday to Friday - 8:30am-5:00pm</i></p>	<p><i>Head Office</i> <i>Administrative Duties for the Organization</i></p>
<p><i>Bonaventure Boys' Home</i> <i>103 Bonaventure Road</i> <i>Northwest Point, West Bay</i> <i>949-3569</i> <i>Business Hours: Monday-Friday-8:00am-5:00pm</i> <i>Call to make an appointment to visit the facility</i></p>	<p><i>Residential Home for Boys'</i></p>
<p><i>Frances Bodden Girls' Home</i> <i>112 Lottery Road</i> <i>Lower Valley</i> <i>Opening Hours: Monday-Friday-8:00am-5:00pm</i> <i>Call to make an appointment to visit the facility</i></p>	<p><i>Residential Home for Girls'</i></p>

Boards Members

Name	Meetings	Minutes
<p><i>Garth Arch-Chairman</i> <i>Judith Seymour-Deputy Chairman</i></p>	<p><i>Meeting are held every second month at the</i> <i>CAYS Head Office located at: _____</i></p>	<p><i>To obtain copies of the minutes</i> <i>or view the hard copy of the</i> <i>minutes contact the Information</i></p>

<p><i>Christopher Watler-Treasurer of the Board</i> <i>Alicia Dixon-Member</i> <i>Karen Thompson, LLB-Member</i> <i>Jenny Manderson-Member</i> <i>Sean Cahill-Member</i> <i>Darel Rankine-Member</i> <i>Doreen Whittaker-Member</i> <i>Jennifer Ahearn-Member</i> <i>Mary Rodriguez-Member</i></p>	<p><i>Meetings are not open to the public</i></p>	<p><i>Manager at the Head Office. (946-2446)</i> <i>Viewing of the minutes is available between Monday-Friday, 10:00am - 4:00 pm at the CAYS Head Office.</i></p>
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Frequently Asked Questions

Below are some of the most frequently asked questions and the usual answers we respond with. If you have any further questions, please do not hesitate to contact us.

1. How do I get my child into the Bonaventure Boys’ Home or the Frances Boddin Girls’ Home?

Answer: Children are Court Ordered to the Homes. An individual must first make contact with the Department of Children and Family Services, (DCFS) before a child can be admitted to one of the Homes.

2. Have you got what it takes to be a mentor?

Answer: Being a mentor is a position of great responsibility. Your role is to be a person to look up to, a person that motivates young people and a person that is able to encourage those young people that may not have any one else that is fighting in their corner.

Annual Report

To view the CAYS Annual Report, visit the CAYS website at: www.cays.org.ky. Copies can also be obtained from the CAYS Head Office between the hours of 8:30am-4:00pm, Monday-Friday.

Budget

To view the Budget allocated to the CAYS Foundation, visit the CAYS website at: www.cays.org.ky. Copies can also be obtained from the CAYS Head Office between the hours of 8:30am-4:00pm, Monday-Friday.

STRATEGIC MANAGEMENT

The CAYS Foundation administering the authority’s operations at the organizational level; developing business plans and corporate policy; setting long-term goals and

objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising policy and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

Governance

This section applies to the governance and management of the Foundation.

- Organization Chart
- Articles of Association of Children and Youth Services

Corporate Management

- Employees Hand Book
- Internal Complaints Process
- Annual Reports
- Audit Reports on overall operations
- Performance Evaluations

FINANCE & ADMINISTRATION

The CAYS Foundation administering the authority's internal functions and manage its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies using the laws that regulate the function of government entities.

Financial management

- Annual Budget
- Financial Statements; Half-Yearly / Quarterly Reports
- Sources of revenue
- CAYS Financial Procedure Manual

Administration and Human Resource Management

- Press releases
- Job vacancies
- Staff pay and grading structures
- Records management file plan or classification scheme
- Code of Ethics
- Application Forms

POLICIES & PROCEDURES

This category applies to written protocols for carrying out functions and delivery of services.

- Complaints procedure
- Residents Complaint procedure

- Operating policies and procedures
- Child Abuse Reporting Policy
- Food Service Policy
- Admission Policy
- Supervision Policy
- Safety and Security Policy

ORGANISATION AND FUNCTIONS

RESPONSIBILITIES & FUNCTIONS OF CAYS FOUNDATION

Bonaventure Boys' Home

Provides residential care and supervision to at risk boys ages 11year to 17 years who are deem to be in need of care and protection and placed to the Home on a Court Order.

Frances Bodden Girls' Home

Provide residential care and supervision to at risk girls ages 11year to 17 years who are deem to be in need of care and protection and placed to the Home on a Court Order.

DECISIONS & RECOMMENDATIONS

- Policy proposals; Recommendations; Minutes of meetings; Public consultations

OUR SERVICES

The CAYS programme is designed as an intentional therapeutic community. The programme provides a structured residential environment for youth and offers opportunities for personal growth, social development and responsible behaviour. The programme activities include: an in-school support to students education programme, vocational education, individual group and family counselling, behavioural management, community services, drug education and counselling, employment experiences, and structured recreational and leisure activities.

Operating Capacity:

- Bonaventure Boys' Home--16 Males (+2 emergency beds)
- Francis Bodden Girls' Home—14 Females (+2 emergency beds)
- Ages 11years -17 years.
- Residents Admission Hand Book
- Programmes
- Ceremonies; Events

- CAYS Pamphlet
- Forms
- Flyer
- Hurricane Preparedness Manual

Document Library

This section contains documents published by the CAYS Foundation:

Annual Reports

Regulations

Press Releases

Pamphlet

Events

Disclosure Log

This website outlines the CAYS Foundation e-publication scheme, developed in compliance with Section 5 of the FOI Law.

The Disclosure Log provides details of FOI requests which may have a significant public interest. The Disclosure Log is updated frequently by the Foundation.

It should be noted, the Disclosure Log does not list all the information that has been released under FOI. Where practicable, the documents concerned have been scanned and made available on the CAYS website at: www.cays.org.ky

In addition to a summary of the original request, the Log indicates whether or not the information was released and what exemptions, if any, were applied.

Where the actual reply has been reproduced, the applicant's name and other personal details were deleted.

Request No#	Request Details	Outcome
FOI-30307	Location that is being rented The square footage of the space being rented The monthly rental and the expiration for the lease agreement	Access Granted
FOI/26457	The salary scale of managers employed with the CAYS Foundation.	Access Granted
FOI/21165	Compressive itemized list of the Public entities/authority's	Access Granted

expense for the budget year ending June 2008 and 2009. The total number of consultants on contract with the Public entity\authority.

Classes of Information

A Class of Information is a way of collecting together similar types of information. The CAYS Foundation has grouped its Classes of Information into broad categories (or functions) which reflect the Foundations outputs.

If you plan to make a request, the following grouping of information should give you an indication of where the information may be found.

Classes of Information	Restrictions & Accessibility to information
Youth Residential Case files	Access to information restricted to the relevant personal
Personal / Human Resource records	Access to information restricted to the relevant personnel.
Administration	Majority of information can be access by the public using the FOI Law. Access is restricted for personal information concerning clients
Operational	Majority of the information can be accessed by the public through the FOI Law.
Policy and Procedures	Majority of the information can be accessed by the public through the FOI Law.