

**DIRECT FAMILY TIME**

**AGREEMENT**

TO BE COMPLETED BY SOCIAL WORKER, FAMILY AND CENTRE MANAGER

1. Name of Child/ren

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | DOB | Home address | School | Ethnicity |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2. Days and times of family time:

|  |  |
| --- | --- |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |
| Saturday |  |

 Date of first family visit:

3. Allocated Worker: Contact Number:

 Venue:

 Victoria Children & Family Centre

 Victoria Street

 Radcliffe

 Manchester

 M26 3BD Tel- 0161 253-7166

4. Transport arrangements

5. Any special arrangements for handover

6. The people who can attend family time sessions are:

|  |  |  |
| --- | --- | --- |
| NAME | FREQUENCY | TELEPHONE NUMBER |
|   |  |  |
|  |  |  |
|  |  |  |

7. Are the family visits part of the court process? YES  NO 

8. All family visits will be supervised by an allocated worker. The worker will always remain in sight and sound of the child/ren.

9. Any specific areas of parenting support required?

10. Are community-based visits permitted? (this will be regularly reviewed )

 YES  NO 

9. Financial Arrangements – Is there an agreement to reimburse travel costs? If so a C61 is

 required and all travel receipts must be given to the allocated worker for reimbursement.

10. Date of next child/ren’s review meeting (family support worker to be invited)

 **EXPECTATIONS OF VISITING ADULTS**

* You are expected to arrive on time for your visits. If you do not arrive within 15 minutes of the start time and have not notified the centre of your delay your child/ren will be returned to their placement with their carer.
* If three consecutive family visits are missed, with no explanation, your visits will then

be reviewed with the social worker. A review meeting will be held to find out the reasons for non-attendance and how we can support you.

* If you cannot attend, you must notify the centre prior to your visit, to avoid your child/ren attending unnecessarily. If the centre has not been informed, then then the family visit will be cancelled and your child/ren will be taken back to their placement by their carer.

* Family visits are only for the person referred, if anyone arrives at the centre who is not on the referral they will be asked to leave. For safety reasons, any person who is not attending for a family visit, will not be permitted to stay and wait in the centre
* We are aware that family visits can be an emotional and stressful time. However, you are expected to behave in a civil manner towards other visitors and staff at the centre.
* Alcohol, drugs, or any objects perceived by staff to be dangerous are not permitted to be brought to the centre. If you appear to be under the influence of alcohol or drugs, you will not be allowed to enter the centre and will be asked to leave.
* Mobile phones are not to be used in the centre, please ensure that they are turned off or put onto silent.
* Use of a camera or videoing is not permitted within the centre. Your worker will take photographs on your behalf and send these to you via WhatsApp. This is on the strict basis that photographs are not up-loaded to social media sites such as Facebook and Instagram
* All our buildings are non-smoking. It is therefore requested that you smoke off the premises. Electronic Cigarettes must also not be used and kept securely in your bag/ pocket.
* You are responsible for your own personal belongings.
* After your family visit you must stay behind in the room for 10minutes to allow the carer to leave with your child/ren. No parents or family members are permitted to take their child to the car.

EXPECTATIONS OF FAMILY SUPPORT WORKER

* Your family support worker will keep a written record of all visits and attendance, which will be shared with other relevant agencies as appropriate.
* Detailed recordings for assessment purposes will be shared with relevant professionals and courts if requested.

* The family support worker will keep in regular contact with the social worker about the case.
* The role of the family support worker is to offer support and guidance and ensure that your family time is a positive experience for you and your child/ren.
* Formal feedback will be offered to you every 4-6 weeks depending on the frequency of your visits. These sessions focus on the areas of parenting that are working well, areas we may be worried about and what support is required to strengthen your parenting skills or family relationships. The worker may set some goals with you and help to develop a plan to achieve them
* You will receive a written copy of all your family visits

 **EXPECTATIONS OF SOCIAL WORKER**

* If parents require financial assistance getting to and from the centre, they should discuss this with their manager. If agreed, then a C61 form must be completed and sent to the centre manager before any parents can be reimbursed.
* It is a requirement that the social worker will keep the family support worker updated of any developments regarding the family. The family support worker is to be invited to all relevant meetings to give feedback on family time.
* Occasionally the children’s Guardian who is appointed by the courts or other professionals may wish to attend, but this usually done by appointment.
* The social worker is expected to attend the centre and occasionally observe family time for assessment purposes.

CHANGES TO THE ARRANGEMENTS

* Family time arrangements will be discussed at all children’s review meetings. Any proposed changes must be discussed with the centre manager to see if they are viable. An update form must then be completed and sent to the manager.
* Any incidents at family time that raise serious concerns will lead to them being suspended for up to 7 days. Decisions to reinstate or terminate family time will be made with the involvement of the social worker and the service manager. During the suspension a meeting is held to review arrangements.
* Family visits that fall on a bank holiday are not paid back unless you only have one visit per week which falls on that day.
* Due to staff capacity, family visits missed due to court hearings, holidays, and parent and child/ren’s illness, unfortunately are not paid back.
* In severe weather conditions such as icy roads, it may be that family visits need to be cancelled for safety reasons.

DATA PROTECTION ACT 1998

The Council recognises that the CCTV monitoring falls under the scope of the Act. It maintains a Register entry in respect of the activity and complies with the requirements of the Act. Personal information collected by the Council is treated in confidence and only used for the purpose for which it is collected. It will not be used for any other purpose without your prior consent.

CCTV is available in Rooms 2, 5 & 7. Before we use this facility, we must have your permission to do so. This is only used if it is court directed. For safety purposes CCTV is in operation in the centre car park and entrance.

 **DATE SIGNATURE**

**PARENT/S PERSON/S HAVING**

**FAMILY TIME**

 **DATE SIGNATURE**

**PARENT/S PERSON/S**

**HAVING FAMILY TIME**

**DATE SIGNATURE**

 **CENTRE MANAGER**

 **DATE SIGNATURE**

 **SOCIAL WORKER**

 **DATE SIGNATURE**

 **FAMILY SUPPORT WORKER**