

Preparation Guidance for Contact / Family Time Supervisors

Before supervising contact, identified supervisors should carry out the following tasks:

1. If planning to supervise contact of Babies and Infants, book on and attend the **Infants brains and bonding** training.
2. If the supervisor is not the child's care giver, arrange to visit the child with the care giver if possible. This will enable the supervisor to see the child in their usual environment and have a baseline understanding of how they behave, how they like to be fed etc. It is important to consider that if you are not the regular supervisor for the session, this visit may be intrusive for the child and it would be more purposeful to speak to the regular supervisor.
3. Read the Contact Family Time procedures.
4. Read the contact risk assessment, referral and written agreement for each child.
5. Have a conversation with the relevant Contact Coordinator or the Social Worker about expectations in each particular session. Consider in discussions whether it is appropriate for the care giver/foster carer to attend alongside the supervisor or to facilitate the some or all of the sessions themselves with support.
6. Speak to previous supervisors if supervised contact has taken place before for the child.
7. Make a note of any practical details including: names, addresses, who can and who cannot attend the contact.
8. Have a verbal handover with the care giver before the contact takes place.
9. Become aware of the child's normal routine – nap, feeding, regular class attended. Is the child normally asleep at this time or are they normally good feeders etc. Remember to check the child's communication book.
10. Be prepared 15 minutes before the session – anticipate the parents' arrival and that of the care giver with the child.
11. Go to the room when arrive to check that the room is laid out as required for the session.

12. Greet everyone, including the child and introduce yourself.

13. If it is the first time meeting the parent or other adult, explain your role, ask if there are any questions, let them know you are taking notes, explain that they can get a copy of the notes afterwards through the solicitor (if in care proceedings).

14. When the contact / family time session has ended, the supervisor should have a verbal handover with the care giver to include information about naps taken, food eaten, and general demeanour.

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