

**Referral Form (for Supported Contact)
St Paul's Child Contact Centre.**

Bracknell. Tel: 07828823367



St Paul's Shared Church, Harmans water Square, Bracknell, Berkshire. RG12 9LP

Wherever possible this form needs to be seen and completed by both parties' solicitors and any other professionals involved with the family.

Contact cannot commence until this form has been completed in full and received by the Centre Coordinator.

All information will be treated in the strictest confidence.

Please print clearly

| Office use only | |
|-----------------------|--|
| Referral received | |
| Date of Pre-visit | |
| Date of first contact | |
| Dates Reviewed | |
| Contact ended | |

| 1. Referrer | | |
|--|-----------------|-------------------|
| Name: | Profession: | |
| Address: | | |
| | | |
| Postcode: | Telephone: | |
| 2. Children | | |
| Name(s) | Date of birth | Boy = B, Girl = G |
| | | |
| | | |
| | | |
| 3. Adult with whom the child(ren) reside | | |
| Name: | | |
| Relationship to child(ren) | | |
| Address: | | |
| | | |
| Postcode: | Telephone: | |
| Solicitor's name: | Solicitor's ref | |
| Name of practice: | | |
| Address: | | |
| | | |
| Postcode: | Telephone: | |

| | | | |
|--|-----------------------------|------------------|----|
| 4. Adult requesting contact | | | |
| Name: | | | |
| Relationship to child(ren): | | | |
| Does this person have legal parental responsibility? (please circle) | | Yes | No |
| Length of time since: | a) They met children | | |
| | b) They lived with children | | |
| Address: | | | |
| | | | |
| Postcode: | | Telephone: | |
| Solicitor's name: | | Solicitor's ref: | |
| Name of practice: | | | |
| Address: | | | |
| | | | |
| Postcode: | | Telephone: | |
| 5. CAFCASS, Contact Orders & Contact | | | |
| a. Is there an allocated CAFCASS officer? (please circle) | | Yes | No |
| If 'Yes', please give details: Name: | | | |
| Name of CAFCASS office: | | | |
| Address: | | | |
| | | | |
| Postcode: | | Telephone: | |
| b. When and where did contact last take place? | | | |
| c. Is there a court order relating to the contact? (please circle) | | Yes | No |
| If 'Yes', please attach a copy & indicate what it specifies. | | | |
| | | | |
| | | | |
| d. What other court orders have been made in relation to the child(ren) and when? | | | |
| | | | |
| | | | |
| e. If there is no contact order, have the parents agreed that the child can be taken out of the Centre (please circle) | | Yes | No |
| f. What is the next court date (if any)? | | | |

| 6. Arrival at the Child Contact Centre | | |
|---|-----------------------|----|
| a. Are the parents willing to meet? (please circle) | Yes | No |
| b. Will the adult with whom the child(ren) reside be bringing them to and collecting them from the Centre? (please circle) | Yes | No |
| If 'No', who will be bringing / collecting the child(ren)? | | |
| c. What is the preferred date of first contact at the Centre? | | |
| d. How frequently will contact take place? (We are open on 2nd & 4th Saturdays only) | | |
| e. For how long will each visit last? (We are open from 2pm until 5pm) | | |
| f. Names of other people allowed to participate in contact at the Centre: (This must be agreed) | | |
| Name | Relationship to child | |
| | | |
| | | |
| | | |
| 7. Information Relating to Safety of the Child | | |
| a. Are there or have there been sexual / child abuse allegations made in this family? (please circle). If 'Yes', please give details (over page) | Yes | No |
| b. Is this family known to Social Services? (please circle) If 'Yes', please give details (over page) | Yes | No |
| c. Has any person who will be involved in the contact ever been convicted of an offence against a child(ren)? (please circle) | Yes | No |
| If 'Yes', please give details | | |
| | | |
| d. Has there been or is there likely to be a risk of abduction? (please circle) | Yes | No |
| If 'Yes', are procedures in place for holding passports, etc. | Yes | No |
| e. Please give details of any allegations, undertakings, injunctions or convictions relating to violence involving either party, their respective families or the children. | | |
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|--|-----|----|
| 8. Health & Medical Requirements | | |
| a. Do any of the children have any illness, allergy, disability, special needs or medical requirements? (please circle) | Yes | No |
| If 'Yes', please give details | | |
| | | |
| b. Do any of the adults involved suffer from long-term physical / mental illness or a disability? (please circle). If 'Yes', please give details | Yes | No |
| | | |
| | | |
| 9. Additional Information | | |
| a. What language is spoken at home? | | |
| b. Is an interpreter required? (please circle) | Yes | No |
| If 'Yes', please give details of the interpreter to be used (include name and organisation if any) | | |
| | | |
| c. Has this family ever used another Child Contact Centre? (please circle) | Yes | No |
| If 'Yes, please give details (this Centre may be contacted). | | |
| | | |
| d. Additional background information (Please use a separate sheet if necessary). | | |
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| | | |

I have explained the rules of the Child Contact Centre to my client and given them a copy of the Centre's leaflet / guidelines. This form has been completed accurately and to the best of my knowledge.

Signed: Date:

N.B. Only dates and times of families attendance will be disclosed unless it is felt that anyone using the Child Contact Centre or a volunteer / staff member is at risk of harm.

Please return this form to: The Co ordinator, St Paul's Child Contact Centre, St Paul's Church, Harmans water Square, Bracknell, Berkshire, RG129LP. Tel: 07828823367

Guidelines for Referrers



All correspondence should be sent to the Centre Co-ordinator:
St Paul's Child Contact Centre, St Paul's Shared Church, Harmans water Square, Bracknell, Berkshire, RG129LP. Tel: 07828823367.

Our Child Contact Centre opens on the 2nd and 4th Saturday of every month. 2pm-5pm only.

Please note that our Child Contact Centre offers **supported contact only**. Supported contact takes place in a variety of neutral community venues where there are facilities to enable children to develop and maintain positive relationships with non-resident parents and other family members. Supported Child Contact Centres are suitable for families when no significant risk to the child or those around the child has been identified.

The basic elements of supported contact are:

- Impartiality
- Staff and volunteers are available for assistance but there is no close observation, monitoring or evaluation of individual contacts/conversations
- Several families are usually together in one or a number of rooms
- Encouragement for families to develop mutual trust and consider more satisfactory family venues
- Apart from attendance dates and times, no detailed report will be made to a referrer, CAFCASS, a party's solicitor or Court, unless there is a risk of harm to the child, parent or Centre worker
- An acknowledgement that it be viewed as a temporary arrangement to be reviewed after an agreed period of time

1. Please do not refer a client without contacting the Child Contact Centre Co-ordinator first to check availability of space and time.

2. On receipt of a completed referral form the Centre will confirm dates and times of pre contact visits and contact.

3. Where a Centre has a waiting list, a completed referral form should still be sent, the centre will then notify you when a place becomes available.

4. Only people named on the referral form will be allowed admittance to the Child Contact Centre. This may be varied by written agreement by both parties.

5. Parents are responsible for their children at all times whilst they are at the Child Contact Centre.

6. Please ensure that both parents have read and understood the Child Contact Centre's information leaflet in advance of contact starting.

7. To try and maintain a friendly, impartial and confidential environment, we would request that you do not at any time ask to see your clients on our premises without prior agreement.
8. Only dates and times of a family's attendance will be disclosed unless it is felt that anyone using the Centre or a volunteer or member of staff is at risk of harm. In the unlikely event of it becoming necessary to quote a Co-ordinator / Centre Manager in any report, due to a Centre user, volunteer or member of staff being at risk of harm, the form of words used should be checked and agreed with that person concerned beforehand.
9. Child Contact Centres providing Supported Contact will not knowingly accept a referral when somebody involved has been convicted of any offence relating to a) physical or b) sexual abuse of any child, unless there are exceptional circumstances and they have sought appropriate professional advice
10. The Child Contact Centre reserves the right to reduce or terminate contact if it is felt to be in the best interest of the child, and/or if the behavior of any party participating in the contact is inappropriate or offensive.
11. Parents should be informed that because the welfare of the child is paramount, there might be times when contact cannot take place if the child is too upset even if there is a contact order.
12. Referrers should make arrangements for the provision of an interpreter where English is not the first language of the family involved and problems may arise with communication.
13. The Centre should be viewed as a temporary facility to help establish contact. The Child Contact Centre will be asking for your assistance to review the family's progress after six months.
14. Please notify the Child Contact Centre Co-ordinator if the arrangements for contact are going to change or if contact is going to cease.

Definitions of Levels of Contact

There can often be confusion about what type of contact different Child Contact Centres provide. This confusion has, in the past, and continues to result in, a disturbing number of inappropriate referrals to some Child Contact Centres.

Supported Child Contact (Suitable for referral to St Paul's Child Contact Centre)

Supported contact takes place in a variety of neutral community venues where there are facilities to enable children to develop and maintain positive relationships with nonresident parents and other family members. Supported Child Contact Centres are suitable for families when no significant risk to the child or those around the child has been identified.

The basic elements of supported contact are:

- Impartiality.
- Staff and volunteers are available for assistance but there is no close observation, monitoring or evaluation of individual contacts/conversations.
- Several families are usually together in one or a number of rooms.
- Encouragement for families to develop mutual trust and consider more satisfactory family venues.
- Apart from attendance dates and times, no detailed report will be made to a referrer, CAFCASS, a party's solicitor or court, unless there is a risk of harm to the child, parent or Centre worker.
- An acknowledgement that it be viewed as a temporary arrangement to be reviewed after an agreed period of time.

Supervised Child Contact (not suitable for referral to St Paul's Child Contact Centre)

A Supervised Child Contact Centre should be used when it has been determined that a child has suffered or is at risk of suffering harm during contact. Referrals will usually be made by a court, CAFCASS officer, local authority or another Child Contact Centre, but in exceptional circumstances a Child Contact Centre may accept a self-referral. Supervised contact ensures the physical safety and emotional well being of a child. It also assists in building and sustaining positive relationships between a child and members of their non-resident family. This requires supervisors who are skilled and confident enough to intervene immediately and firmly if necessary and can work professionally in a planned way with vulnerable children and highly distressed adults.

Supervised contact requires:

- Individual supervision of contact with the supervisor in constant sight and sound of the child, which in turn requires that they have the support of a nearby colleague.
- A high commitment of resources including continuity of supervision and the professional oversight of staff.
- The supervisor and the Centre having access to all relevant court papers and transcripts of any judgments in order to supervise effectively. The party making the referral ensuring that the court gives permission for such disclosure.
- All contact to be closely observed and recorded in a manner appropriate to the purpose of protecting children and working in a planned way with parents.
- A venue that provides privacy and confidentiality to each child and family and is structured to provide maximum safety to all concerned and maximum stimulation for children.
- Contact is time limited with a planned aim to regularly assess and review progress and the possibility of safer future outcomes.

The level of supervision may be reduced in a planned way after a professional assessment has been made. Some families, after being assessed, may move from constant supervision to an intermediate level of supervision, escorted outings, or supported or unrestricted contact, while others will always need the security of full supervision.

Supervised contact is provided by a variety of agencies, both in the voluntary sector and by local authorities. Facilities will therefore vary, and different models will be offered.

Supported or Supervised?

The needs of families can differ widely and there will be some contact situations that require less intensive supervision than indicated in the definition of supervised contact, but more oversight or assistance than would be offered through supported contact. For example this might apply to cases where there is a history of conflict, poor parenting, a low risk of violence, a manageable substance problem or need for re-introduction to parents/siblings. Subject to completion of a referral form, risk assessment and management planning, the family will be referred on to the most suitable venue for the level of service needed.

NACCC member Centres do not discriminate between parents on the basis of gender and recognise that there are many cultural and ethnic differences between families

Handovers (Suitable for referral to St Paul's Child Contact Centre)

Handovers can take place at the majority of Child Contact Centres and are set up through the normal referral process. Parents do not have to meet, as the handover will be done by Child Contact Centre staff or volunteers. The non-resident parent will then take the child out of the Centre for the duration of the visit, bringing them back to the Centre afterwards. It may be possible for the child to be picked up from one Child Contact Centre in the morning and then taken back to another Child Contact Centre in the afternoon if they are in the same area or at another mutually agreed venue.

We aim to always make sure our referrers are aware of the difference between Supported and Supervised Contact and that we only accept appropriate referrals for our Child Contact Centre.

In line with Naccc National Standards, the Centre has in place policies regarding Child Protection, Confidentiality, Complaints, Health & Safety, Domestic Violence & Conflict Management and Equal Opportunities. These are available at the Centre and on request.