



## **Hosting Supervised Contact Policy and Procedures**

### **Rationale**

***At Clarendon children's Centre we are fully committed to the integration of services for children and we will work closely with all organisations to ensure that we provide high quality support, effectively within our community.***

***Clarendon Children's Centre understands the needs of vulnerable children and families and will implement a range of strategies and services to ensure that their needs are met as fully as possible at the Centre.***

### **Implementation of Policy**

- The Centre Manager has the responsibility to implement this policy and procedures and to share this policy with staff members as part of the induction and training process.
- Copies of this policy will be kept in the children's centre office, and will be made available to parents, partner agencies and other relevant organisations.

### **Requests and Bookings for Supervised Contact**

- The Centre Manager has responsibility for coordinating requests for supervised contact at Clarendon Children's Centre.
- The Centre Manager will ensure that the necessary risk assessments are carried out before the contact takes place. These will take into account the potential risk of abduction or risk of harm to the child or other Centre users. If the risk assessment concludes that the supervised contact poses a significant risk the Centre Manager will make the decision as to whether contact should take place. The Centre Manager will inform the relevant people of the decision.
- Completed Risk Assessments will be provided by social services and explained to the relevant members of staff and any actions which have been identified carried out prior to the supervised contact.

- If contact sessions are required on a regular basis Clarendon Children's Centre will endeavour to ensure that the same room/area is booked, to aid continuity and improve the comfort of all concerned.
- The Centre Manager will ensure that a room hire agreement is completed, any special needs are addressed, insurance documents are in place and all the necessary details and contact numbers have been obtained and recorded in case of issues during the supervised contact.

### **Roles and Responsibilities**

- The Centre Adviser will ensure that the contact facilities are safe, comfortable and suitable for the intended contact. Every effort will be made to ensure the areas are welcoming and child friendly to help provide a normal and non-threatening environment for contact.
- The Centre Manager will ensure that every aspect of the supervised contact will remain confidential.
- The Centre Manager will liaise with the relevant individuals or organisations to ensure that the facilities are adequate and suitable for the needs. If any changes are required it is the responsibility of the Centre Manager to ensure these are carried out.
- The Centre Manager will ensure that all persons attending supervised contact sessions sign in and out according to Centre procedures.
- Social Service's must be present at all supervised contact and take appropriate action to deal with any concerns or issues.
- This policy should be read in accordance with the centres safeguarding policy, charging policy, lone workers , health and safety and Surrey County Councils Multi Agency Information Sharing (MAIS) Policy

***Any questions about this policy should be directed to the Centre Manager Sue Burgess.***