



SUPERVISED CONTACT POLICY AND PROCEDURES

Statement of Intent

At Weybridge 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.

Weybridge 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.

Methods

- The Centre Leader 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 main office, and will be made available to parents, partner agencies and other relevant organisations.

Requests and Bookings for Supervised Contact

- The Centre Leader has responsibility for coordinating requests for supervised contact at Weybridge Children's Centre.
- The Centre Leader will liaise with the social worker to 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 Leader will make the decision as to whether contact should take place. The Centre Leader will inform the relevant people of the decision.
- Completed Risk Assessments will be 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 Weybridge 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 Leader will ensure that 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 Leader 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 Leader will ensure that every aspect of the supervised contact will remain confidential.
- The Centre Leader 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 Leader to ensure these are carried out.
- The Centre Leader will ensure that all persons attending supervised contact sessions sign in and out according to Centre procedures.
- The Centre Leader will seek the views of individuals taking part in supervised contact sessions and take appropriate action to deal with any concerns or issues.

For further information please contact:

Weybridge Children's Centre
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Churchfield Road
Weybridge
Surrey KT13 8DB
01932 300106
centreleader@weybridgecc.org

It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed/trained and up-to-date with procedures, the Centre can avoid the need for complaints. However, the Children's Centre Leader is the first point of contact should any queries arise over this policy and its related procedures

Policy endorsement

Signed by:.....

Date:.....

Name: Daphne Sohl

Position: Children's Centre Leader