 **Family Time Agreement**

We are currently providing services in line with Government, and Health & Safety guidance to ensure all individuals are protected against the risk of transmission of COVID-19.

This arrangement will be under constant review as governmental guidance is updated, and in line with the individual needs of your child. During this period your face to face Family Time may be shorter than normal and some sessions may take place virtually.

Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the [rules](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do) that are in place for everyone.

Parents and foster carers should notify us if they or members of their household have any COVID-19 symptoms or have been in contact with anyone symptomatic. These questions will be asked of all parties prior to any face to face session:

Has anyone in the household been diagnosed or show the symptoms of COVID-19 -

* a new continuous cough
* or high temperature of 37.8 degrees centigrade or higher
* lost your sense of taste and/or smell

Have you had any of those symptoms within the last 7 days?

If the answer to any of these is yes please notify us, and ensure you follow the latest [NHS guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/if-youre-told-to-self-isolate-by-nhs-test-and-trace-or-the-covid-19-app/). We will cancel the face to face Family Time session to reduce the risk of transferring Covid 19. We will change your Family Time to a virtual session using Microsoft Teams.

Prior to your Family Time we will complete the Covid Risk Assessment to ensure the appropriate Personal Protective Equipment (PPE) is worn. To further minimise the risk of transmission, we ask that you wear clean clothes for the session and are freshly washed including regular handwashing.

On the day of your Family Time session you are expected to telephone the worker by ………… *insert time* to confirm your attendance. If you fail to contact your worker by this time your Family Time session will be cancelled, and it will not be rearranged. This to minimise the risk of your child travelling to the centre unnecessarily.

We would also ask that you take a COVID-19 lateral flow test before travelling to the Family Time session. If your test is positive, please take steps to self-isolate and inform the Social Worker immediately. You can obtain free packs of lateral flow tests from your local pharmacy, or you can order them direct from [Gov.uk](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)

**The guidance for your face to face Family Time session for personal protective clothing is:**

Adults will wear: ………………………………………………….. *insert PPE needed.*

We will provide this equipment for your session on arrival at the building, we will ensure you are provided with the address and clear directions to the building.

Once you have arrived at the centre, please report to reception, and follow appropriate health and safety guidance. This will include use of hand sanitizers, handwashing, and appropriate social distancing. You will be asked to sign in for health and safety, and Test and Trace reasons.

We will provide a clean set of toys for your child, we ask that you do not bring toys or other items to the session, unless this has been agreed with the Family Time Worker and carers prior to the session.

We would like you to use the cleaning wipes for the toys at the end of the session. During the session we will wipe down surfaces and ensure everyone has access to hand sanitisers.

For your session we need you to arrive promptly at: Time………. Day………

Please come to the entrance of *the Children’s Centre*, but please remain outside the building if you arrive early.

Add any specific detail here………….

At the end of the session you will need to leave the building via the back exit, we are operating a one ways system, the worker will show you the way. Your Family Time worker may ask you to wait at the end to sign the session logs and provide you with feedback.

In order to minimise any risk of COVID-19 transmission we ask you to refrain from approaching the carers car before or after the Family Time session – and we also ask that, wherever possible, to maintain 2 metre social distancing.

A Family Time worker will always be present during the session. The worker will be observing Family Time to ensure the wellbeing of your child. You may bring healthy cold food, snacks and drinks, the rooms can be warm, so we encourage that you bring a cold drink with you also (no energy drinks please).

The carer will provide bottled formula for babies during the session.

When giving snacks/drinks to your child, please encourage them to sit at the table, do not allow them to wander round the room so food is dropped or spilled on the floor.

**Workers can stop Family Time at any time at their discretion if -**

The child requests it (if old enough to say)

If the child become distressed in any way

If the supervising worker receives abuse of any form

If it is in the best interest of the child to do so

You are not permitted under any circumstances to record the session, any photo images taken by us at the session will be shared with you

**Virtual Family Time** *(delete if not applicable)*

The lead worker will send out the email invite for Microsoft Teams and initiate the video call for the family time, **you must not do this yourself.**  As before there are expectation regarding punctuality. Should you have any difficulties in connecting to the video, please call the lead worker immediately so they are aware, and support can be offered. If there are persistent technical issues the call will be rearranged. If you do not join the call the session will end after five minutes. If you are unable to commit to the call on the day it is your responsibility to alert the worker to cancel the session, you will not be given an alternate session. This is to minimise any anxiety or distress for your child. Where appropriate workers will turn their camera off so it will be only yourself and your child on screen. As in usual arrangements there should be no talk about home and pets should not feature during the call, as this cause upset for children.

As parents/ carers/extended family members it is your responsibility to ensure that when taking part in a call you are in an appropriate environment to hold the call, with minimal disruptions and nothing or no one that would be classed as unsafe or inappropriate. If something is deemed inappropriate or unsafe by the supervising worker, the call will be ended. Additional family members attending needs to be agreed in advance with the Social Worker. If during a call or video someone else is present and this has not already been agreed, they will be asked to leave, and the call/video may be ended if this is not adhered to.

We will continue to write a record of Family Time which is shared with you and the Social Worker. We will ask you to read and sign the session log and add any comments once social distance guidance allows.

**Family Time in the community** *(delete if not applicable)*

Your Social Worker has agreed that Family Time sessions can take place in the community this could include walking to the park, going to an open space, visiting a café and using community resources within your area. This may be dependent on the weather; therefore, we ask that you speak with the Family Time worker before your session should you require outdoor resources, appropriate clothing for your child, use of pushchair/pram etc.

We encourage that your child is prepared in advance considering their interests and their demeanour on the day, although not all community sessions need to be planned you may use opportunities on the day to enjoy the outdoors.

You will be asked to wear PPE upon entering the building, if you are then going out into the community you may then only be required to wear your face covering outdoors.

**Photographs and Mobile phones**

During your Family Time sessions, you are able/not permitted to take photographs. Your Family Time worker will take opportunities to capture photos of yourself with your child during Family Time session for their file however, the worker will take photographs on your device at your request. You are not permitted to put any photographs taken during family time on social media platforms.

You are asked not to answer your mobile phone during Family Time sessions and preferably have your phone turned off or on silent. Your time with your child is special therefore it is important that you are not distracted by calls/texts.

**Our buildings have a No Smoking policy, this should be adhered to during Family Time sessions.**

Signed………………………………… Date…………………………

Signed…………………………………. Date…………………………

Signed…………………………………. Date…………………………