**Family Time Process Flowchart**

Child or young person is subject to Court proceedings or is a cared for child or young person. **Prior to attendance at Court, communication should take place between the child’s social worker and Team Manager and the Family Time Team Manager in respect of levels of family time proposed and other considerations.**

Family Time ARC referral to be completed by the social worker on the electronic system and risk assessment to be attached to the document section. In Actions Taken section of the referral, Pass Ownership to be selected.

Family Time Team Manager will allocate.

**Please note: no family arrangements or commissioning of other providers should be undertaken outside of this process.**

If family time can be allocated internally, a family support worker or enabler will be allocated.

If family time cannot be allocated internally, an external provider will be commissioned through the family time team.

A Family Time planning meeting will be set up. All parties (child’s social worker, family time supervisor, parents and foster carers) will be invited planning forms and parental family time contract will be completed. **It is imperative that the child’s social worker is present during this meeting.**

**COVID-19: please note, during the pandemic, we must ensure arrangements are compliant with guidance for example rotation of staff in bubbles. Therefore, there will be impaired flexibility during this period and communication is vital.**

If travel warrants or bus passes are required for parents to attend family time, this will be confirmed in the planning meeting and family time staff will complete the service request/changes on the electronic system.

In the comments and recommendation of the referral staff to date the days and time of the family time.

Planning forms and family time contracts will be added to the documents section of the referral.