**Individual Contact risk assessment version 6**

**Child’s Names/s**

**Carefirst ID number: ……..……………….**

**Type of Risk: …………………….……………**

Following the change in the government’s position whereby advice has moved to *Hands Face Space and letting in fresh air guidance* it is appropriate to review the Local Authority’s current position on face to face contact between family and children in care, in the majority of cases.

In considering resuming contact arrangements, the safety of all those involved (children, young people, families, carers and those who transport children to contact) will be planned for by following clear risk assessments and taking into consideration relevant government advice.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes>

Additional guidance on cleaning, the use of PPE, transport and what to do if a child becomes ill, referenced below will be used for the purpose of risk assessments.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

To manage the current risk and following recent research and guidance the decision has been made that the following groups of children should be offered supervised contact.

**Phase 1:**

1. Children 0 - 1 year old from 06/07/2020
2. Children/Young People who are struggling emotionally with having no face to face contact with their parents and families and the social work team deem it necessary for face to face contact to be facilitated.
3. Children who are transitioning to their permanent home i.e. adoptive home or return home to birth parents or family.

Phase 2:

1. Children 0 - 5 years old from 10/08/2020
2. Children/Young People who are struggling emotionally with having no face to face contact with their parents and families and the social work team deem it necessary for face to face contact to be facilitated.
3. Children who are transitioning to their permanent home i.e. adoptive home or return home to birth parents or family.

Phase 3:

1. All children (0 – 18 years old) from 28/09/2020

Phase 4: Reviewed 04/11/2020

1. Due to Gov guidelines and country going into partial lockdown from 04/11/2020 restrictions to face to face contacts have been reviewed and face to face contacts will go ahead if assessed as safe to do so.
2. Any identified increased risk to child/ren, Carer, adult who have identified as being in the Clinically Extremely Vulnerable (very high risk) and Clinically Vulnerable (high risk) will be risk assessed and virtual contact will replace face to face contacts for CEV and CV groups the following 4 weeks, considering the escalating positive cases in the county.
3. If safe contact cannot be observed then face to face contact will be replaced by virtual contact for the following 4 weeks
4. Risk management of numbers of people attending contacts to revert to the rule of 2 adults and 2 children plus worker in face to face contacts. All contacts above this ratio will revert to virtual contact after discussion with the SW and TM, for the following 4 weeks
5. Face to face contact for babies and small children will be maintained due to attachment issues, under robust risk assessments being completed. Social distancing will be encouraged and monitored.
6. Contacts will continue to be provided for a maximum duration of one hour to minimise / prevent the risk of spread of infections.
7. All previous safeguards and guidance will remain in place to continue to offer a safe environment for all.
8. All face to face contacts will have an updated individual risk assessment completed and signed by relevant person prior to contact taking place.

Phase 5: Reviewed 06/01/2021 due to Government guidelines and introduction of lockdown

1. Children 0 - 1 years old with adults who have PR for them not including family members
2. Children/Young People who are struggling emotionally with having no face to face contact with their parents and the social work team deem it necessary for face to face contact to be facilitated.
3. Children who are transitioning to their permanent home i.e. adoptive home or return home to birth parents or family.
4. Wish You Well contacts

Phase 6 : Reviewed on 01/03/2021 due to the Government guidelines and lifting of restricting in line with the government introduction of The Road Map of lockdown.

1. Face to face contacts to resume for all children by March 31st 2021 as long as it is deemed safe to do so. Contact supervisors to liaise with Social Worker and Carers to identify any changes or identified risks or shielding needs.
2. Face to face contacts with more than 4 households will be looked at on an individual basis and the Team Manager will liaise with the SW to discuss the safety of these contacts going ahead in a safe manner. Larger contact venue rooms to be used to maximise social distancing.
3. Some contacts will remain virtual in consultation with the SW, IRO and Children’s Guardian.
4. Individual RA’s to be updated with any changes to original and to identify any further risks
5. Contact sessions remain at 1 hour currently.

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| Management of Risk | No risk identified | Risk identified | If a risk is identified then a decision will be made by the contact co-ordinator about the contact going ahead.  |
| Have the parents and contact supervisor signed an updated Contact Agreement; which provides guidance of how face to face and virtual contacts can be reintroduced so the risks around COVID.19 can be managed and addressed? |  |  |  |
| To manage the risk to individuals and in line with the above guidance reviewed on 01/03/2021 contact can be restricted to no more than 4 households to include the contact supervisor, parents and children to a maximum of 6 people If more than 4 households this will be reviewed by Contact Service Team Manager and SW on an individual basis according to the needs of the children.  |  |  |  |
| Any increased risk to child/ren, FC, households where shielding is required will be risk assessed and Virtual contacts will be put in place  |  |  |  |
| The allocated contact supervisor will contact the carers for the children and the parent(s) prior to each contact to check the following and record the discussions on CareFirst: Has any person reported that they or another member in their household are displaying any symptoms of COVID.19 before the session? If yes, the contact cannot go ahead and self-isolating procedures need to be initiated for the relevant family. |  |  |  |
| No person should attend contact if they are shielding and received a letter from the NHS to state they are highly vulnerable. If they choose to attend then a contact agreement must contain that they are aware of the risk and signed by them. (<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>).  |  |  |  |
| Any identified increased risk to child/ren, Carer, adult who have identified as being in the Clinically Extremely Vulnerable (very high risk) and Clinically Vulnerable (high risk) will be risk assessed and virtual contact will replace face to face contacts for CEV and CV groups to be reviewed by Gov on 31/03/2021.  |  |  |  |
| Has it been explored if the Foster Carer can supervise the session limiting the need to have the Contact Supervisor attending (limiting number of households in the contact session)?If a child is in a residential placement can the residential workers supervise the session?This is likely to minimise the use of a contact venue.  |  |  |  |
| Has it been explored if the Foster Carer can supply toys/games/activities of the children’s choice to be brought to the session for the child/young person to play with? |  |  |  |
| Are Contacts being held in outdoor space in the community or in identified contact centres that have been approved as COVID.19 secure? |  |  |  |
| All parties attending contact to thoroughly wash their hands / use hand sanitiser before donning PPE  |  |  |  |
| All Contact Supervisors to ensure all toys, books, chairs, doors, sinks, light switches, etc are cleaned after each contact?  |  |  |  |
| Community sessions:* Has discussion taken place as to what is / is not allowed? Parents are permitted to eat/drink in a food establishment.
* During this current Lockdown community establishments have limited opening to use for contacts. Have alternative arrangements been looked at? Reviewed when Gov guidance allows.
* Updating Contact Agreement to be completed prior to contact and signed by parents, carers and young people (where appropriate)
* Where will the session take place?
* What to do if another party (not to do with contact) does not practise social distancing?
* What to do if a parent / child does not practise social distancing?
* Have toilet facilities been taken into account?
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| PPE* PPE is available at the contact centres and will be provided to parents/family members who attend any contact in venues or community settings.
* Full PPE to be worn by parents/family if giving personal care to a child/baby - apron
* PPE to be worn by parents/family members and contact supervisors in the contact areas.
* PPE to be disposed of in bags provided and placed in a bin for appropriate collection.
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| Transport * Are attendees able to use their own means of transport (car, bike and/or feet)?
* Advise parents to use public transport when no other means available. Then to
	+ Use relevant PPE, community contacts require the wearing of face masks and gloves.
	+ Allow appropriate travel time (some services may be limited)
	+ No eating and drinking in contact centres
* Out of county contacts will be risk assessed and information gained regarding the level of risk. Virtual contact will be offered to replace face to face and the need to travel from the local area.
* Contact times are planned according to availability of venue, staff and child/ren. Busiest time is 3:30-5:30 pm after school.
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| * Transport department to confirm agreed pick up /drop off times if using NCC transport.
	+ Child to be collected from agreed transport drop off point by Contact Supervisor / named person and brought to the venue.
* Transport department cannot provide transport for journeys less than 2 miles. The Foster Carer will be expected to provide transport as per their contract, and mileage allowance is in place.
	+ If Foster Carer cannot provide transport the reason will need to be explained to and agreed by the Contact Supervisor and Contact Team Manager. Supervising Social Worker can support with this.
	+ Following risk assessment the Contact Supervisor will transport the child/ren.Trade Union advice that this is deemed close contact, and risk assessment MUST reflect this
	+ Contact workers to wipe down all hard surfaces of car prior to transporting a child.
	+ Contact worker to wipe down all car seats and booster seat prior to placing the seat into the vehicle.
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| * + Staff are supplied with full PPE. The wearing of a mask is mandatory when transporting. Gloves and apron are at the member of staff’s discretion. Full washing of hands and using antibacterial gel prior to and after transporting needs to be adhered to.
	+ Children age 11 and above will be required to wear face masks.
* Foster Carer to place child/ren in car where appropriate.
* Contact Supervisor to inform Contact Centre business support that they are transporting and business support will support in the venue with parent’s arrival and donning of PPE.
	+ All passengers will sit at least 1m distance from the contact worker transporting the child (this is classed as close contact)
	+ Always maintain a good flow of fresh air by opening the windows a little when using the car with a child.
	+ Risk assess the need to have the windows open in the car on days when temperature is below 5’C outside. Explore alternative transport arrangements with FC’s/ transport department.

Car business insurance is mandatory due to Contact Supervisor role of providing transport when required as per the employment contract. |  |  |  |
| * + Contact Supervisor will undertake cleaning of own car at the end of the sessions. The guidance from Public Health is ‘touchpoints’: - external and internal door handles, - any plastic/hard surfaces such as seat back (front seat for back seat  passengers) - arm rests,- vinyl or wipeable seats,- child seat surrounds- seat belt and fasteners
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| * + Washing of hands and use of antibacterial gel – everyone before entering and once exited the car.
	+ Antibacterial spray and wipes for this purpose will be available in each venue.
	+ Antibacterial spray and wipes will be provided to each contact worker transporting children to keep in their vehicles.
	+ Contact worker should have a supply of face masks in the car and a plastic bag for disposing of used ones.
	+ Have you a supply of tissues and hand sanitiser in the car?
	+ When contact workers have finished their journey, wash hands for at least 20 seconds or sanitize hands as soon as possible.
	+ If a child you have been transporting is found to have a positive result for COVID 19, do not use the car for 48 to 72 hours if this is possible. Thoroughly clean the inside of the vehicle before further use to include child car seat and coverings
	+ If a child who has been transported tests as positive then the staff member should be sent home to self-isolate for 14 days as a precaution, even if they don’t have symptoms. The transporting of children is seen as close contact.
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| Food and drinkHave parties agreed to no food or drink to be consumed during sessions apart from babies who require milk feeds? Or a snack provided by FC ? |  |  |  |
| Challenging behaviourAt least two members of staff to be on site, can include Team Manager, Coordinator or Business Support if in the venue to support in managing any challenging behaviours displayed |  |  |  |

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| Risk Assessment discussions  | If risks are identified above – what is the Risk Management Plan?  |
| The risk assessment should be completed by the Contact Supervisor but with the involvement of the Social Worker and their Contact Coordinator.  |  |
| Following the risk assessment, can the supervised contact be safely facilitated and all those attending be safeguarded?  |  |
| Professionals involved in the risk assessment:  | Contact Supervisor name ……………………………..Signature ……………………………………………………Date of signature …………………………………….....Contact Service Team Manager name: ………..………………….Signature ……………………………………………………Date of signature ………………………………………..Social Worker name …………………………………….Signature ……………………………………………………Date of signature ……………………………………….. |