

**Children Services**

**Agenda for Contact Planning Meeting**

**Direct and Indirect Contact Arrangements**

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| **1** | **Attendance and Introductions (who is present, any apologies)** |
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| **2** | **SKYPE accounts** do parents have Skype set up? Have permissions forms been signed and returned? What support/action is needed now and by who? (CSW / SSW / CS) |
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| **3** | **Overview -** current care plan for child (CSW**)** |
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| **4** | **Proposed Direct and Indirect Contact Arrangements** – contact centre / community / duration / frequency – what is manageable? (CSW / Carer /SSW) |
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| **5** | **Parameters for safe contact and contingency planning –** bottom lines / what is permissible / what is not/ planning if physical contact happens when not allowed (CSW)and (SSW) |
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| **6** | **Role of Carers** – transport, roles and responsibilities what is their role during contact? (SSW / Carer) |
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| **7** | **Preparation for contact**  Considerations to what will support contact given child(ren) ages / development stages. What toys activities need to be brought to contact and by whom? (CSW / SSW) |
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| **8** | **Written Account** – Who records what? |
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| **9** | **Review** – What needs to happen after and between contacts? When will contact be reviewed? (CSW/SSW) |
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| **10** | **IRO Informed?** Any additional Comments |
|  | |

**Date**

**Signature of chair**

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| **Review / Contacts / References** |  |
| Document title: | Planning meeting resuming direct contact form |
| Date approved: | 24 July 2020 |
| Approving body: | Policy & Practice and QA Steering Group |
| Last review date: | 13 July 2020 |
| Next review date: | August 2022 |
| Related internal policies, procedures, guidance: | CLA guidance  Risk Assessment for SW and SSW  Legal Proceedings guidance |
| Document owner: | AD Corporate Parenting |
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