# **Risk assessment for central SCT to resume direct contacts within contact centres / community**

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| **Has the SCT received the SW/SSW risk assessment?** | **Date for Planning meeting** | **Contact Type?** | **Location.**  **Is contact in community or contact centre?** | **Proposed date and times for contact(s)?** | **Have the building risk forms been completed?** | **Is a contact supervisor required?** |
| **Yes / No** |  |  |  |  | **Yes / No** | **Yes / No** |

**Key questions to consider prior to and / or during Contact Planning Meeting**

**CONTACT**

1. Is physical contact allowed and is the contact supervisor supportive of this?
2. How many people will be participating in contact and does the room space accommodate this?
3. What is the reporting procedure where social distancing has been not adhered to? Phone numbers social worker / managers.
4. Is COVID-19 testing required by staff prior to contact? How will this affect who is available to support contact? What [PPE is required](http://teamspace.westsussex.gov.uk/teams/hroc/Specialist%20HR%20Services/Corona%20Virus/Public%20Folder/COVID-19_PPE_Guidance.pdf)? e.g. masks, gloves, change of clothes
5. Who will transport and what is the role of the SCT?
6. Who is providing the activities / toys and role of contact supervisor to set up room prior to parent arriving?
7. Where will the carer wait during contact? Are they happy to be in contact / seen by the parent?
8. Are the parents / carers and children aware that the supervisor will be in a specified area during contact appropriately distanced?
9. Depending on child(ren) who will support with toileting?
10. What are the arrangements for the end of contact? Will parents leave first then child(ren) will be collected by carer?
11. Who will speak with parents prior to contact to outline procedures in the building?

**The supervised contact team will provide photos / video of building to support parents understanding of social distancing rules in the building**

**BUILDINGS (internal considerations)**

1. Who will open and close contact centre?
2. Which manager / staff will be in the building during contact?
3. Is there enough cleaning equipment available to clean the room between contacts and where is cleaning equipment be stored?
4. Who will set up rooms appropriately to account for socially distancing?
5. If there are multiple contacts taking place how will the toilets be managed?
6. If the building is closed due to an outbreak how will contacts be cancelled / rearranged? Who will be responsible to notifying parents / carers / SW / SSW?

**COMMUNITY CONTACTS**

1. Does the space identified for community contact have enough space to allow for social distancing for all involved and with other people in the community?
2. Is the families contact normally within the community and has this been successful in the past?
3. Are there any reasons why the child(ren) may not remain in the agreed area for contact?
4. What PPE needs to be worn and who will provide this?
5. Who will provide hand sanitiser?
6. If there are adverse weather conditions what is the alternative contact plan?

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| **Review / Contacts / References** |  |
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| Document owner: | AD Corporate Parenting |
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