# **West Sussex County Council**

# **RISK ASSESSMENT FOR FACE TO FACE CONTACT**

**Introduction**

The primary aim of this document is to enable face to face contact to take place where possible and in accordance with the current government guidance and West Sussex County Council Policy. The risk assessment has been developed as a result of the COVID pandemic and may be subject to change as and when the government guidance or policy changes. This risk assessment is to be completed where consideration is being given to face to face contact taking place between children and their parents/carers and/or siblings. In the event that there are current care proceedings in respect of the child(ren) legal advice should be sought before the assessment is signed off.

Contact plans will need to consider the provision of face to face contact, virtual and indirect contact and will need to be kept under regular review with reviews taking place on at least a four-weekly basis. Where face to face contact has been assessed as being unable to take place the parents need to be made aware of the reasons and what steps need to be put in place to mitigate risks with the decision to be reviewed in partnership with them every 14 days

**Names of child(ren):**

**Age of child(ren) and DOB:**

**Mosaic number(s):**

**Child’s Social Worker completing risk assessment:**

**Supervising Social Worker completing risk assessment:**

# **Section 1 – Initial Information**

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| 1. Where are the children placed? e.g. foster care, family placement 2. What is the legal status of this placement and are there any statutory orders in place? 3. Are there any court orders in place in relation to contact? |

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| 1. What type of contact is being considered? Please delete ones you do not wish to have:   Supervised by LA in contact venue / supervised by LA in community / supervised by family member / supervised by foster carer / activity based / a mixture.   1. If supervised by the LA in a contact venue, what it is the preferred contact venue? Please delete the ones you do not wish to use:   Crawley, Worthing or Bognor   1. Is a contact supervisor required? 2. Who is the contact to take place with? 3. Is the person attending contact travelling from an area outside of West Sussex? Are there any local restrictions in place? 4. What, if any, were the face to face contact arrangements pre-lockdown? |

# **Section 2 - Completing Risk Assessment**

**RAG Rating – in the event there are one or more Red RAG rated factors then face to face contact needs to be carefully planned to minimise risks**

**Red assessed that** **direct contact may be inappropriate or requires a high level of support - where there are more than 2 assessed as red the risk assessment needs to be referred to the service lead**

**Amber where is assessed that** **direct contact is appropriate and requires significant support**

**Green where is assessed that direct contact is appropriate and requires low level support and could be within a community setting**

**Please note that any medical information provided below will need to be redacted before the risk assessment is shared with any third party.**

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| **RISK FACTOR** | **YES/NO** | **CAN THIS RISK BE MITIGATED AND IF SO HOW** | **DETAIL/FURTHER COMMENTS** | **OUTCOME RAG RATING** |
| Can social distancing be followed by parent/carer during contact? |  | Is support required to enable the parent to socially distance? If so, what type of support is proposed |  |  |
| Can social distancing be followed and understood by the child(ren)? |  | Is support required to enable the child(ren) to socially distance? If so, what type of support is proposed |  |  |
| Does the child have any additional emotional, behavioural or physical needs that impact on contact arrangements and/or their ability to maintain social distancing? |  | If yes, what are the additional needs and what adjustments are required? |  |  |
| Is the carer, child, parent or anyone within any of their households in the vulnerable group (see Appendix A) or has another health condition which they have concerns in relation to Covid? |  | If yes, who, what is the health condition and what medical advice has been given? |  |  |
| Is the carer, child, parent or anyone within their respective households leaving the house on a regular basis e.g. to go to work/school and, if so, where? |  | If yes, where are they going and how often? |  |  |
| Are there any additional risk factors in the parent’s circumstances? e.g. will they need to attend via public transport, are they living in a multi-occupancy home etc. |  | If yes, what are the additional risk factors and what can be done to mitigate them? |  |  |
| Are there any additional risk factors to the parent attending contact? e.g. violence, risk of abduction etc. |  | If yes, what are the additional risk factors and what can be done to mitigate them? |  |  |
| Will the child need to be transported to contact? |  | If yes, is the carer able to facilitate this or will this need to be done by the contact supervisor? |  |  |
| Will the parent follow hygiene and /or PPE advice? |  | If no, can support be provided to enable the parent to follow hygiene/PPE advice? |  |  |
| Is there anything else that needs to be considered when assessing risk to enable face to face contact to take place? |  | If yes, please set out what these issues are. |  |  |

# **Section 3 - Making contact work**

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| 1. What, if any, support is required in order to facilitate the contact? 2. If this includes PPE what type of PPE or additional hygiene measures are required? Who is responsible for providing this? Eg. Change of clothing for the child, parent bringing their own change of clothing 3. If it is not considered that the provision of PPE or other measures is sufficient to mitigate the identified risk/s please set out why. 4. If the parent has stated they are exempt from wearing a face mask or any other form of PPE have they provided evidence of this exemption and agreed to comply with social distancing? |

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| 1. Will the parent(s) sign a written agreement regarding expectations at the contact session to include specific reference to actions to be taken before the contact session in the event the parent, carer or anyone within either household develops Covid-19 symptoms or is contacted by the Track and Trace system? Please see Template for Written Agreement with Parents regarding face to face contact in respect of COVID. |

1. **Legal Advice**

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| 1. Are the children currently the subject of care proceedings? If yes, please confirm that legal advice has been sought. 2. Are there any particular issues that require legal advice? If so, please set those out and provide separately the legal advice given. Advice can be obtained by contacting the duty solicitor on [ChildCareandAdvocacy@westsussex.gov.uk](mailto:ChildCareandAdvocacy@westsussex.gov.uk) Tel: 03302 225111 |

1. **Decision**

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| 1. Face to Face contact can take place. Please set out the agreed contact proposals including face to face, indirect and virtual contact. |
| 1. Face to Face contact cannot take place - please set out the reasons for this decision |
| 1. In the event of more than two red RAG ratings please confirm the Service Lead decision and rationale. |

Name: Name:

Role: Children’s Social Worker Role: Supervising Social Worker

Date: Date:

**Senior Management Approval:**

Name:

Role:

Date:

If Face to Face can take place, please **send the risk assessment** with the **date of the contact planning meeting** to:

BSD Supervised Contact Coordination Team: [supervised.contact.coordination.team@westsussex.gov.uk](mailto:supervised.contact.coordination.team@westsussex.gov.uk)

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| **Review / Contacts / References** |  |
| Document title: | Risk Assessment for SW and SSW |
| Date approved: | 5 November 2020 |
| Approving body: | Policy and Practice Steering Group |
| Last review date: | 5 November 2020 |
| Next review date: | 30 December 2020 |
| Related internal policies, procedures, guidance: | CLA guidance  Legal Proceedings guidance  Guidance for SW and SSW Resuming contact |
| Document owner: | Deputy Director |
| Lead contact:  Author: | Madeline Hartley  Mark Frankland |

**Appendix A**

**Meaning of vulnerable person and disability**

This section has no associated Explanatory Memorandum

**4.**—(1) In these Regulations, references to a “vulnerable person” include—

(a)any person aged 70 or older;

(b)any person aged under 70 who has an underlying health condition, including (but not limited to) the conditions listed in paragraph (2);

(c)any person who is pregnant.

(2) The conditions referred to in paragraph (1)(b) are—

(a)chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease, emphysema or bronchitis;

(b)chronic heart disease, such as heart failure;

(c)chronic kidney disease;

(d)chronic liver disease, such as hepatitis;

(e)chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis, a learning disability or cerebral palsy;

(f)diabetes;

(g)problems with the spleen, such as sickle cell disease or removal of the spleen;

(h)a weakened immune system as a result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy;

(i)being seriously overweight with a body mass index of 40 or above.

(3) For the purposes of these Regulations—

(a)a person has a disability if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities;

(b)regulations 3 to 5 of the Equality Act 2010 (Disability) Regulations 2010([**1**](https://www.legislation.gov.uk/uksi/2020/1200/regulation/4/made#f00011)) apply in considering whether a person has such an impairment.