



## Contact Team Forms

You can find information about each of the forms used in the contact process in this section.

<b>If the contact is court directed in care proceedings the Social Worker must complete the following forms.</b>	
<p><b><u>SUPERVISED CONTACT RISK ASSESSMENT &amp; MANAGEMENT GUIDANCE</u></b></p> <p><b>AND</b></p> <p><b><u>CONTACT &amp; ESCORT RISK ASSESSMENT PROCESS FLOW CHART</u></b></p>	<p>The Social Worker (SW) completes this form to give basic information relating the child/children who are having supervised contact. The form includes placement details, SW details, parents' relatives relevant to the care plan, basic background information regarding circumstances relating to contact, who can attend contact, and the risks associated with them relating to contact. The form also outlines specific issues relating to contact by the foster carer, a general RA, activities for parents or family members, recommendations regarding most appropriate supervision arrangements and RA relating to the venue if applicable.</p>
<p><b><u>SUPERVISION OF CONTACT WORKING AGREEMENT</u></b></p>	<p>The Social Worker completes this form with the family. This form contains basic information of the child/children and the S/W details. The form outlines practical arrangements, level of supervision, activities during contact and consequences of any unacceptable behaviour and when the contact arrangements are being reviewed. Parents/relatives and SW are expected to sign the form.</p> <p><b><u>To access the forms on Carefirst:</u></b> Carefirst - Caredocs - Produce Standard Document - CF CIC Contact Supervision – Supervised Contact Risk Assessment – Supervised Contact Working Agreement.</p> <p>When the forms are completed by the SW they are sent to the relevant area mailbox:</p> <ul style="list-style-type: none"> <li>• ChildContatEast</li> <li>• ChildContatNWC</li> <li>• ChildContactSouth</li> </ul> <p>When the contact is allocated, the Contact Worker will produce a Contact Report for each Contact undertaken.</p>
<p><b><u>SUPERVISED CONTACT SESSION MONITORING SHEET</u></b></p>	<p>The contact form is completed by the Contact Worker during the contact session. The form indicates the family details, who attended contact, journeys to and from contact. Also the form has sections to complete on how the child was greeted, emotional</p>

	warmth, basic care, ensuring safety, stimulation, guidance and boundaries and any other observations, issues or comments.
<b><u>ESCORT REPORT</u></b>	This report is completed if the Contact Worker escorts a child to a parents home/assessment centre possibly as part of a rehabilitation plan. It could also be used if a different Contact Worker escorts to and from contact, although doesn't have to stay in contact. The form indicates the family details, journey to and from contacts, and the worker can advise of any behavioural issues.
<b><u>CONTACT SERVICE FEEDBACK FORM</u></b>	This form is completed at the contact session to record any compliments, comments or complaints about the contact service experienced. The Contact Worker can also use this form to record their own observations about the service. The information provided is used to improve the contact service.
<b><u>FAILED OR CANCELLED CONTACT REPORT</u></b>	This report is completed if contact fails to go ahead because a parent/relative does not arrive, or the contact is cancelled in advance. The form indicates the family details, if contact was cancelled who cancelled contact. If contact failed the form gives the information about how the children reacted if they were taken to contact.
<b><u>LIFE STORY CONTRIBUTIONS: COLLECTION OF RECORDS GUIDANCE AND FORM</u></b>	The manager for the contact worker will collect "life story contributions" during supervisory discussions and enter these on to the "Collection of Records" form. At the close of the service's involvement, the contact worker will use these records to make a contribution to the Life Story, which is sent to the child's allocated Social Worker to add to the final book. Guidance for supervisors and contact workers is available.